MINUTES

Ordinary Meeting

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

On Wednesday 27 January 2021

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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.

Cr 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.

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

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

1. ATTENDANCE

His Worship the Mayor, Cr G R Williamson (Chairperson), Crs M J Bella, L G Bonaventura, J F Englert, M I Green, B C Hassan, 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 M Thomson (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 10:00am.

Mayor Williamson advised that Cr Jones was unable to attend the meeting in person as she was unwell but would join via Microsoft Teams.

Council Resolution ORD-2021-1

THAT Council confirm the attendance of Cr Jones at today's meeting by audio visual link as allowed under section 254K of the *Local Government Regulation 2012.*

Moved Cr Hassan **Seconded Cr May**

CARRIED

Cr Bonaventura advised that Cr Jones had provided him with details of several questions which she has requested he ask on her behalf for convenience at the appropriate points throughout the meeting.

2. OPENING PRAYER

Reverend Dr Julia Pitman from the Uniting Church led those present in Prayer.

3. ABSENT ON COUNCIL BUSINESS

Nil

4. APOLOGIES

Nil

5. CONDOLENCES

Cr Mann expressed condolences, on behalf of Council, to the family Chris Auguston, a former employee of Mackay Regional Council, who passed away recently. Cr Mann advised that during his illness, Chris and his wife Candice became advocates for bowel cancer awareness and fund raised for Bowel Cancer Australia. Cr Mann advised that Chris had been a well-loved member of Mackay Lions Soccer Club initially as a player and then as coach to both junior and senior players.

6. CONFLICT OF INTEREST

Nil

7. CONFIRMATION OF MINUTES

7.1. CONFIRMATION OF MINUTES - 9 DECEMBER 2020

Council Resolution ORD-2021-2

THAT the Ordinary Meeting Minutes dated 9 December 2020 be adopted.

Moved Cr Green **Seconded Cr Mann**

CARRIED

8. BUSINESS ARISING OUT OF PREVIOUS MINUTES

Nil

9. MAYORAL MINUTES

Nil

10. CONSIDERATION OF COMMITTEE REPORTS & RECOMMENDATIONS

10.1. AUDIT COMMITTEE MINUTES

Author	Manager Governance and Safety (Joe Pappalardo)
Responsible Officer	Director Organisational Services (Kylie Lamb)
File Number	Audit Committee
Attachments	1. draft minutes - audit committee [**10.1.1** - 7 pages]

Purpose

To receive the draft final minutes of the Audit Committee held on 3 December 2020.

Related Parties

Nil

Corporate Plan Linkage

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

Background/Discussion

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

Furthermore, Section 211 (4) of the regulation, the Chief Executive Officer must present the report mentioned in subsection (1) (c) at the next meeting of the local government.

Consultation and Communication

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

Resource Implications

Nil

Risk Management Implications

Nil

Officer's Recommendation

THAT the attached minutes are received by Council.

Cr Bonaventura sought information, on behalf of Cr Jones, about the Office of the Independent Assessor which has been set up by the State Government, and Mayor Williamson's comments that the mechanism set up to assist Councillors is broken.

Mayor Williamson advised that the advice from the State was that the Office of the Independent Assessor is overwhelmed and that the majority of Councillors who put in an application for assistance will not receive this. Mayor Williamson advised that Council has already made representation to the State Government in relation to this matter.

Council Resolution ORD-2021-3

THAT the attached minutes are received by Council.

Moved Cr May **Seconded Cr Hassan**

CARRIED

FINAL MINUTES

Audit Committee

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

On Thursday 3 December 2020

ORDER OF BUSINESS

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ACKNOWLEDGEMENT TO COUNTRY

Chair Mr P Tait 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.

1. ATTENDANCE

Committee Members:
Mr P Tait (Chairperson), His Worship the Mayor Cr GR Williamson, Cr M Bella and Mr T Cronin (External Audit Committee Member).

Observers:
Cr B Hassan.

Council Officers:
Mr M Thomson (Chief Executive Officer), Mrs K Lamb (Director Organisational Services), Mr J Pappalardo (Manager Governance & Safety), Mr C Ruggeri (Manager, Financial Services), Mrs M Harris (Senior Internal Auditor) and Mrs J Ronald (Minute Secretary)

Visitors:
Mr P Hinton (External Auditor, Bennett Partners), Mr J Gould (External Auditor, Bennett Partners), Mr S Mayfield (Senior Manager, QAO) via Microsoft Teams, Mrs J Wix (Internal Auditor), Mrs A McLean (Financial Accounting Co-ordinator), Mrs E Barnes (Senior Accountant), Mr Z McGuiness (Senior Performance & Risk Officer), Mr M John (Manager Asset Management), Mrs K Verroen (Coordinator Corporate Governance) and Mr S Hildred (Chief Information Officer).

The meeting commenced at 10:00 am.

2. APOLOGIES

Cr K May

3. CONFLICT OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

Audit Committee Resolution AC-2020-47

THAT the minutes of the Audit Committee held on 27 August 2020 and 13 November 2020 are accepted.

Moved Cr Williamson **Seconded Tim Cronin**

CARRIED

5. BUSINESS ARISING OUT OF PREVIOUS MINUTES

Nil

6. REPORTS TO BE TABLED

6.1. MEETING PLAN 2021

Audit Committee Resolution AC-2020-48

THAT the Meeting Plan for 2021 is adopted.

Moved Cr Williamson **Seconded Tim Cronin**

CARRIED

6.2. FINANCIAL REPORTING

6.2.1. ANNUAL FINANCIAL STATEMENTS 2019/20

Audit Committee Resolution AC-2020-49

THAT the Audit Committee receive the audited 2019/20 Annual Financial Statements.

Moved Cr Williamson **Seconded Tim Cronin**

CARRIED

6.2.2. STRATEGIC FINANCIAL REPORT FOR THE MONTH OF OCTOBER 2020

Audit Committee Resolution AC-2020-50

THAT the Audit Committee receive the Strategic Financial Report - October 2020.

Moved Cr Williamson **Seconded Tim Cronin**

CARRIED

6.3. EXTERNAL AUDIT

6.3.1. 2019/20 CLOSING REPORT

Council Resolution AC-2020-51

THAT the Audit Committee receive the 2019/20 Closing Report from SBB Partners.

Moved Tim Cronin **Seconded Cr Williamson**

CARRIED

The Committee noted the Audit Client Strategy for 2020/21 has not completed at this time and would be presented at the next Audit Committee meeting.

6.4. FINANCIAL MANAGEMENT

6.4.1. LEARNINGS - ASSET VALUATION PRESENTATION

The Committee noted the presentation.

6.5. ENTERPRISE RISK MANAGEMENT
6.5.1. ERM - STRATEGIC RISK - QUARTERLY REPORT - JULY-SEPTEMBER 2020

Audit Committee Resolution AC-2020-52

THAT the Audit Committee noted the ERM - Strategic Risk - Quarterly Report - July-September 2020.

Moved Cr Williamson **Seconded Tim Cronin**

CARRIED

6.5.2. RISK FOCUS PRESENTATION - ASSET CORPORATE KNOWLEDGE

The Committee noted the presentation. It was agreed the next Risk Focus presentation for February meeting is Infrastructure Planning.

6.5. ASSET MANAGEMENT
6.5.1. ASSET MANAGEMENT

Audit Committee Resolution AC-2020-53

THAT the Asset Management update is received.

Moved Cr Williamson **Seconded Tim Cronin**

CARRIED

6.6. INTERNAL AUDIT
6.6.1. INTERNAL AUDIT PROGRESS REPORT

Audit Committee Resolution AC-2020-54

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

Moved Tim Cronin **Seconded Cr Williamson**

CARRIED

6.6.2. INTERNAL AUDIT - AUDIT ACTION REGISTER

Audit Committee Resolution AC-2020-55

THAT the audit actions register as of 31 October 2020 is reviewed by the Audit Committee;

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

Moved Tim Cronin **Seconded Cr Williamson**

CARRIED

6.6.3. INTERNAL AUDIT REPORT - PARKING FEES & INFRINGEMENTS

Audit Committee Resolution AC-2020-56

THAT the Internal Audit Report – Parking Fees and Infringements is received by the Audit Committee

Moved Cr Williamson **Seconded Tim Cronin**

CARRIED

6.6.4. INTERNAL AUDIT REPORT - INFRASTRUCTURE CHARGES & INFRASTRUCTURE AGREEMENTS

Audit Committee Resolution AC-2020-57

THAT the Internal Audit Report – Infrastructure Charges and Infrastructure Agreements is received by the Audit Committee.

Moved Cr Williamson **Seconded Tim Cronin**

CARRIED

6.7. CYBER SECURITY UPDATE

The Committee noted the presentation.

The Committee congratulated S Hildred and his team on the work completed in this space and also provided the feedback from the External Auditors Final Management Letter to Council recently.

6.8. ANNUAL CORPORATE GOVERNANCE REPORT

Audit Committee Resolution AC-2020-58

THAT the reported is noted.

Moved Cr Williamson **Seconded Tim Cronin**

CARRIED

7. OTHER BUSINESS

Mayor G Williamson advised the Committee on changes for Councillors Conflict of interest disclosures and obligations under the recent Belcarra legislative changes when considering, discussing, or voting on a decision within a Council meeting. Mayor Williamson further advised about the concerns of local governments across Queensland, in particular smaller councils whereby Councillors would generally know everyone. The State Government has set up the Office of Independent Assessor who are overwhelmed with requests and Mayor Williamson believes the mechanism set up to assist Councillors is broken.

7.1. NEXT MEETING

The next meeting will be held on Thursday 11 February 2021.

8. MEETING CLOSURE

Meeting closed at 01:35 pm.

10.2. LOCAL AUTHORITY WASTE MANAGEMENT ADVISORY COMMITTEE

Author	Executive Support Officer (Annette Eckart)
Responsible Officer	Director Engineering & Commercial Infrastructure (Jason Devitt)
File Number	Local Authority Waste Management Advisory Committee

Attachments

1. Draft Meeting Minutes of Local Authority Waste Management Advisory Committee 20 November 202 [**10.2.1** - 18 pages]
2. Draft AGM Minutes of the Local Authority Waste Management Avisory committee 20 November 2020 [**10.2.2** - 5 pages]

Purpose

Attached is a copy of the Draft Meeting Minutes of the Local Authority Waste Management Advisory Committee held on Friday, 20 November 2020.

Related Parties

N/A

Corporate Plan Linkage

Priority: Infrastructure and Transport
Strategy: *Waste services* - Maintain and improve council's waste facilities and services by adopting improved practices and service delivery.

Officer's Recommendation

THAT the Minutes of the Local Authority Waste Management Advisory Committee Meeting dated Friday, 20 November 2020 be received.

Council Resolution ORD-2021-4

THAT the Minutes of the Local Authority Waste Management Advisory Committee Meeting dated Friday, 20 November 2020 be received.

Moved Cr Hassan **Seconded Cr Green**

Cr Hassan advised that she and Cr Green had attended a LAWMAC meeting held in Townsville late last year noting that it was an excellent learning experience with many diverse issues covered. Cr Hassan asked the Director to pass on her thanks to Council's Manager Waste Services Jason Grandcourt, who fulfils the role of Technical Officer on the Committee, for the amount of work he does over and above his usual role.

Cr Green congratulated Cr Hassan on her election to the LAWMAC Executive Committee in the role of representative of Greater Whitsunday Councils and noted that she is very keen to learn more about the industry and will be a strong representative for Mackay Regional Council and the North Queensland region.

CARRIED

Local Authority Waste Management Advisory Committee
(LAWMAC)
Draft Minutes
GENERAL MEETING No: 2020-2021 / 2
Hosted by Townsville City Council
Queensland Country Bank Stadium
17/49 Saunders Street, Railway Estate Townsville
9.20am, Friday 20th November 2020

Attendees:

Cr Neil Fisher	Rockhampton Regional Council
Cr Shane Latcham	Rockhampton Regional Council
Mr Michael O'Keeffe	Rockhampton Regional Council
Cr Teresa Millwood	Cassowary Coast Regional Council
Mr Gavin Hammond	Cassowary Coast Regional Council
Mr John Dearlove	Cassowary Coast Regional Council
Cr Belinda Hassan	Mackay Regional Council
Cr Michelle Green	Mackay Regional Council
Mr Jason Grandcourt	Mackay Regional Council
Cr Brett Moller	Cairns Regional Council
Mr Steve Cosatto	Cairns Regional Council
Cr Ross Logan	Cook Shire Council
Mr Sheils Barra	Cook Shire Council
Cr John Furnell	Burdekin Shire Council
Mr Mitul Desai	Burdekin Shire Council
Mr Karl Murdoch	Isaac Regional Council
Ms Sandi Hutchinson	Isaac Regional Council
Ms Sara Sheridan	Isaac Regional Council
Cr Andrea Friend	Livingstone Shire Council
Cr Nev Ferrier	Banana Shire Council
Dr Keith Halford	Banana Shire Council
Cr Al Grundy	Whitsunday Regional Council
Mr David De Jager	Whitsunday Regional Council
Mr Paul Hoye	Douglas Shire Council
Cr Rick Hansen	Gladstone Regional Council
Mr Shane Anderson	Gladstone Regional Council
Cr Sean Dillon	Barcaldine Regional Council
Mr Rick Rolfe	Barcaldine Regional Council
Mr Brett Walsh	Barcaldine Regional Council
Ms Veronica Aster	Hinchinbrook Shire Council
Cr Lenore Wyatt	Mareeba Shire Council
Mr Morris Hamill	Mareeba Shire Council
Cr Russ Cook	Townsville City Council
Cr Sue Blom	Townsville City Council
Mr Matthew McCarthy	Townsville City Council
Mr Geoff Wilson	Townsville City Council
Ms Hayley Page	Townsville City Council
Mr Don Allison	Townsville City Council
Ms Ashlee Stockwell	Townsville City Council

Ms Laura Vidmar	NQROC
Mr Robert Ferguson	LGAQ Brisbane
Mr Chean Lau	LGAQ Brisbane
Ms Christine Blanchard	BCC/Honorary Member
Mr James Begg	Golder Associates
Mr Josh Lannen	MAMS Group
Mr Kevin Davies	Remondis Australia
Ms Joyanne Manning	ARUP
Mr Ian Kuhl	Kuhl Meadows/Honorary Member
Mr Paul Smith	Environmental Science Matters
Mr Tony Stapleton	BenneTerra
Mr Nicholas Thomas-Kinsella	GHD
Mr Simon Kalinowski	Mandalay Technologies
Mr Conor Ward	Mandalay Technologies
Ms Grazia Gargiulo	Terra Sana Consultants
Ms Ruby Michael	Griffith University
Mr Mark Smith	WRIQ
Mr Mick Shea	CoExchange
Mr Andrew Brown	CQG Consulting
Mr Steve Robertson	AECOM
Ms Lacey Webb	Resource Hub
Ms Mary Field	LAWMAC Secretary

Corresponding Member Councils: Burke; McKinley; Cloncurry; Croydon; Flinders; Etheridge; Carpentaria; Richmond & Torres.

Apologies:

Cr Andrew Lancini	Hinchinbrook Shire Council
Cr Alan Barr	Charters Towers Regional Council
Mr Michael Langburne	Charters Towers Regional Council
Ms Victoria Hammer	Circular Beginnings
Mr Jim Doidge	Cook Shire Council
Mr Alan Wilson	Honorary Member
Mr Dan Mulcahy	Burdekin Shire Council
Ms Leanne Randall	Livingstone Shire Council
Mr Gavin Crawford	Bundaberg Regional Council
Mr Mark Ware	Mackay Regional Council
Cr Simon West	Isaac Regional Council
Mr Gary Murphy	Isaac Regional Council
Mr Norm Caldwell	Isaac Regional Council
Mr Allard Bernhofen	Resource Hub
Mr Nigel Ruxton	Golder Associates
Ms Patrice Brown	CQG Consulting
Mr Pat Pathmanathan	Peak Services
Mr Jeff Delgado	Cleanaway
Ms Rosemary Black	Mandalay Technologies
Ms Kylie Hughes	DES - Brisbane
Mr Chris Ashton	Suez Environmental
Mr Todd Batterham	Suez Environmental
Mr Bernie Scott	Tri-Q Incredible Recycling
Ms Lily Collins	Infrabuild Recycling
Mr Patrick Dunne	Infrabuild Recycling

WELCOME & INTRODUCTION

LAWMAC Chair, Cr Neil Fisher declared the November 2020 General Meeting open at 9.21am and welcomed all present including associate members and invited guests, made reference to the Belcarra Code and paid respect to the traditional custodians of the Townsville Region.

The apologies listed at the AGM were carried over and noted.

CONFIRMATION OF PREVIOUS DRAFT MINUTES

The draft minutes of the previous General Meeting held Friday 21st February 2020 hosted by Rockhampton Regional Council was adopted as a true and correct record of the meeting proceedings.

Moved: Cr Sean Dillon (Barc) **Seconded: Cr Russ Cook (Tsvlle)**
Carried: 15 – 0.

AUGUST 2020 WORKSHOP REPORT

Members endorsed the Report from the LAWMAC Workshop held 20th August 2020 and hosted by Mackay Regional Council.

Moved: Cr Neil Fisher (Rkmptn) **Seconded: Cr Belinda Hassan (Mcky)**
Carried: 15 – 0.

FINANCIAL REPORT

The NAoC/LAWMAC financial report up to 31 October 2020 showing a cash balance of $65,825.83 as circulated to members prior to the meeting was adopted.

Moved: Cr Brett Moller (Crns) **Seconded: Cr Al Grundy (Wtsdy)**
Carried: 15 – 0.

LAWMAC NEWSLETTER

Members commended Sandi Brown at Rockhampton Regional Council on the previous edition of the Newsletter and welcomed the offer for Sandi to develop the February 2021 edition also. LAWMAC newsletters can be viewed at www.lawmac.org.au

Moved: Cr Neil Fisher (Rkhmptn) **Seconded: Cr Sean Dillon (Barc)**
Carried: 15 – 0.

LAWMAC WEBSITE

LAWMAC Secretary tabled the Report from Arnaud Gougeon at DigiTropics advising that the Website as a Work in Progress with some issues implementing the required functionalities of the Members' Area due to technical limitations creating a delay in the delivery of the project.

Arnaud advises that the new website has a ***News Feed*** on its main page for easy content updates; a ***File/Document Repository*** in the Members' Area for Agendas, Minutes, Presentations etc; plus a fully searchable ***Forum***.

Work is still underway on the ***Design*** plus the Interface to enable functionality on desktops/laptops plus also mobile devices. Work also continues on the ***Emailing System*** to establish the site as a "single point of contact" so members will automatically receive an email with a link whenever documents are circulated by the Secretary whilst also creating a centralised online location for storing.

Concerns were raised that the redevelopment of the site is extending beyond reasonable timelines and members agreed to write to Arnaud at DigiTropics calling for outstanding works to be urgently addressed to bring the project to completion as soon as possible.

Moved: Mr Matt McCarthy (Tsvlle) **Seconded: Cr Neil Fisher (Rkhmptn)**
Carried: 15 – 0.

CORRESPONDENCE
Members adopted the inward & outward correspondence as listed in the agenda.
Moved: Cr John Furnell (Burd) Seconded: Cr Andrea Friend (Livstne)
Carried: 15 – 0.

LGAQ REPORT
LGAQ Conference Motions
- Several Conference Motions centred around waste and resource recovery were raised at Annual Conference on 19-21 October.
  - Recommit to the continuation of the advance payments beyond 2022
  - Review of Waste Levy legislation
  - Dedicated sustainability fund for local govt – including across regional Qld
  - Release the State Waste Infrastructure Plan
  - Product Stewardship Schemes – State and Commonwealth responsibilities
  - Waste levy calculations – small landfills
  - EOL Tyres – levy
  - Removal of waste from National Parks – impact on councils

Waste Levy – advance payments to councils
- There is a legislative requirement to conduct a review of the waste levy legislation prior to June 2022. It is expected this review will commence in early 2021.
- Advance payments to waste levy councils totaled $143.5 million in 2019/20.
- LGAQ acknowledges that councils will require clarification of advance payments beyond June 2022 commitment and as such allow sufficient lead time for budget planning cycles commencing in Oct/Nov 2021 to incorporate any potential financial impacts leading up to 2022/23 budgets.

Waste Management Reforms
- Discussions occurred between DES, LGAQ and a number of affected councils prior to the 2020 State Election on the proposed legislative amendments to Section 7 of the Waste Reduction and Recycling Regulation 2011.
- The review/amendment to this legislation was NOT finalised prior to the State Election in October and is expected to be progressed in 2021.

Annual Waste Data and Reporting
- Many Councils have finalised annual waste data reporting to DES for 2019/20.
- Various concerns have been raised by councils in relation to the provision of waste data, purpose and scope of the Department's annual reporting requirements, yearly additions/amendments and overall poor alignment.
- The LGAQ has raised initial concerns of the current arrangements and will be seeking ongoing dialogue to provide councils with a voice in relation to this matter with the objective of achieving improved processes for future reporting requirements and timeframes.

Qld Indigenous Waste Strategy(QIWS) / Regional Waste Management Plan(RWMP)
- QIWS has been completed and now progressing the first RWMP for the Torres region (TSIRC, TRC and NPARC).
- Regional waste plans will assist to prioritise the waste management and resource recovery activities across communities and leverage key funding opportunities including Indigenous Communities Critical Infrastructure Program (ICCIP).
- Seeking additional funding to complete the remaining regional plans (5-6).

LGAQ Waste Forum – February 2021
- Currently planning the next LGAQ Waste Forum in Brisbane. LGAQ hosts two events each year. Some challenges with venue capacity - TBC.

- Key agenda items include key updates from Commonwealth and State governments, regional council updates, industry perspectives, waste export bans, infrastructure planning, recycled content and organics.
- Opportunity for the newly elected Qld Environment Minister to be invited to participate (a keynote address on either day or dinner event).
- Date claimer to be circulated by late Nov/early Dec with an interim program released early December 2020.

2021 - year ahead

The LGAQ is expecting (and will focus on) several key areas:

- Introduction of legislation – single use plastics – polystyrene
- Qld Organics Plan - engagement
- Release of Qld Infrastructure Report
- Is there State Government appetite for landfill bans?
- Need for greater coordination – market development across regions
- Product Stewardship – i.e. solar panels, mattresses
- Leveraging funds from Commonwealth (Modernisation Fund) & State (RRIDP, ICCIP)

NQROC UPDATE

- NQ Waste and Resource Recovery Srategy – Following receipt of 1044 unique site visitors with 129 unique respondents to the Feedback Form, Community Consultation has now been completed. Key findings include:
  - 127 respondents (98.4%) believed it important for their respective Council to invest in improving waste management procedures.
  - 68 respondents (52.7%) were satisfied with the information provided in the NQ WRRS document.
  - 94 respondents (72.8%) had no concerns or were unsure of the next steps outlined in the strategy document; and
  - 95 respondents (73.6%) would be satisfied with NQROC implementing the next steps contained within the strategy document

The North Queensland Regional Organisation of Councils next meet on 4 Dec 2020 where the strategy will be tabled and considered for final endorsement.

- Organics Roadmap - under development with collaboration between Charters Towers Regional Council and Townsville City Council.
- Regional Circular Economy Business Case is being developed with NQROC participating in a collaboration with Tyre Stewardship Australia, DES and LGAQ.
- Recycle Right Campaign moves forward from “Keep it Simple, Keep it Clean, Keep it Loose” continuing with:
  - Keep it Safe,
  - Keep out Soft Plastics,
  - Keep out Small Items.
- Radio ads and social media running across the region until the end of Feb 2021

WMRR QLD REPORT

- WMRR is the Peak National Body for the WARR Industry with Branches in every state with a number of Working Groups established that feed into the National Working Groups that address the key issues of the Strategic Plan.
- For QLD the working groups are:
  - Resource Recovery & Market Development (RRMD) - Steve Robertson (AECOM)
  - Energy from Waste (EfW) - Blake Almond (Henshall Capital)

  - Waste Educators – Christine Blanchard
  - Young Professionals (YPs) - Shady Goodarzi
  - Landfill - Colin Kangas (Remondis)
- If you want to get involved see Matt McCarthy or the Working Group Chairs or contact the WMRR National Office.
- Recruitment is currently underway for a National Training Manager
- With so much happening, it's time to recognise the expertise and professionalism in the waste industry so WMRR is creating Australia's own individual #accreditation programme, similar to the successful #CIWM model in the UK. WMRR is now looking for a skilled and experienced Training and Accreditation Project Manager to design and develop this Scheme. Is that you? Know someone? Applications are open now!
- Upcoming events:
  - Last two webinars for 2020 (Waste & Resources Action Program – UK)
    - Love Food Hate Waste
    - Driving reuse and recycling – the Welsh experience
  - Conferences
    - Waste Q
    - ALTS
    - EfW
  - QLD Events
    - Working Group and Branch meetings
    - Breakfast with the Minister
    - Women of Waste
    - Specialty topics as they arise

DES QLD REPORT

- ***Action Plans***
  - Progressing work on the Organics Action Plan. Anticipate the establishment of a Stakeholder Working Group with a meeting in the next couple of weeks.
  - This follows from the targeted consultation with key stakeholders in October to help identify the priority areas for action.
  - Starting work on an e-waste action plan and a textiles action plan.
- ***Single-use plastic items***
  - Following the election, work has commenced to re-introduce the Waste Reduction and Recycling (Plastic Items) Bill 2020 into Parliament.
  - The Bill bans the supply of single-use plastic straws, stirrers, plates and cutlery.
  - Looking to conduct additional public consultation before the end of the year and into early 2021 seeking views on the introduction of expanded polystyrene takeaway food containers and coffee cups as part of the first stage of banned items.
- ***Queensland Waste and Resource Recovery Infrastructure Report***
  - The Report has been finalised and is awaiting approval to release.
  - Anticipated before the end of the year however awaiting confirmation.
  - Work is starting on additional regional infrastructure plans – anticipating starting the development of at least three plans in early 2021
  - Currently finalising plans for NQ and FNQ

  - If councils are interested in being part of developing a regional waste and infrastructure plan contact (kylie.hughes@des.qld.gov.au) or Mary.
- ***Product Stewardship***
  - The national voluntary battery product stewardship scheme has received ACCC authorisation and is ready for implementation.
  - The scheme covers all batteries including energy storage and will operate through a levy payment by battery brands to ensure batteries are collected and recycled.
  - This work was led by Qld on behalf of all states and territories in partnership with the Battery Stewardship Council (BSC)
  - It would be good to have BSC talk about how the scheme works at the next meeting.
  - We're also talking to the Australian Bedding Stewardship Council about mattresses – watch this space.

Waste Data Generally

- LGAQ and industry representatives have raised concerns about the volume, frequency of waste data needing to be collected for many purposes and provided to DES
- All agree that data collection is important, but needs to be balanced with administrative burden, timing and need
- There is an opportunity to consider how data collection can be made more efficient into the future
- ORR had two projects already scheduled in 2020-21:
  - Reviewing the annual survey
  - Replacing the current annual waste survey tool
- These projects are planned to commence in the first quarter of 2021
- Reviewing the annual survey provides the opportunity to input:
  - Feedback and learnings from recent years' annual surveys
  - Feedback and learnings from waste levy data collection
  - Changing and future needs in national waste data reporting (C'wth is currently implementing a project on this, so timing is right)
  - Changing and future needs in project/ad-hoc data collection (infrastructure, specific wastes and issues (plastics, illegal dumping)
- Replacing the current waste survey tool provides the opportunity to get an up-to-date, user friendly and less burdensome tool that can serve multiple purposes, not just the annual survey
- ORR will put a call-out for interested representatives to assist with this work.

Date Vault

- Also known as a data warehouse, data vault is a new method to store, access and analyse large amounts of data
- Instead of accessing a single spreadsheet or database for datasets, a vault allows you to set-up access to multiple datasets at the same time
- In the first 12 months of the levy, ORR received over 3.5 million rows of data at 20 fields per row = well in excess of 70 million cells of data
- Add on the years of annual survey data, and Excel spreadsheets no longer cut it
- It also reduces the time needed to store, extract and analyse data
- We're already seeing benefits internally from using data vault methodology – what we measured in days or weeks to extract and analyse, we now measure in hours, sometimes minutes

- External benefits will start to be seen over the coming months
- Goal is to increase the external availability of waste data collected by ORR
- As with all previous data we published externally, it will remain deidentified
- Without this, we lose the trust we have built with all stakeholders over many years
- But making this data externally available provides all stakeholders with more timely, readily available and inter-actable data for planning and investment decisions and performance comparisons.

WRIQ UPDATE / PRESENTATION

CEO Mark Smith gave an informative PowerPoint presentation on:

- Upcoming Programs and Events
- WRIQ Sector's Social Licence
- Future Leaders Program
- Internship Program
- Grants Investigation
- Waste Education Stockpiling
- Future Waste Resources Convention, 1 to 3 March 2021at Seaworld Gold Coast

FUTURE DIRECTION OF LAWMAC

Due to the deferment of the NAOC AGM/Conference to 30 November 2020 this item was carried over until LAWMAC's February 2021 meeting.

TECHNICAL OFFICER REPORT

- Jason recapped on the Executive Advocacy Officer Proposal based around the preference of a part-time ten-hour per week position.
- Tabled and briefed on the Executive Officer Project Fee Schedule as originally developed in 2013 and now reworked by Cr Laurence Bonaventura (Mackay RC) outlining on the three options of:
  - Mild Option equating to member council fees of $45,595.93 per annum
  - Medium Option equating to member council fees of $55,577.20 per annum
  - High Option equating to member council fees of $72,179.54 per annum
- The recommendation is to go for the Mild Option for the first year but hold over further discussion and decision until the February 2021 meeting.
- The Executive Officer Position is projected for an initial two-year period.

The following questions were raised:-

Q. Does the safer Mild Option limit LAWMAC?

A. Potentially yes, but with assistance from LAWMAC's funds should be okay to support further if the need arises.

Q Will LAWMAC be working to justify requesting additional membership funds and clearly enunciating to Councils expected outcomes from extra funds?

A. Acknowledged that this needs to be addressed.

Note: Barcaldine Council indicated support of all three options to get best results.

This item was carried over to the next LAWMAC meeting with more clarity after NAOC AGM / Conference.

Discussion was raised regarding clarification on the NAOC AGM Agenda or possible Mayor ROC Meeting resulting in Deputy Chair, Cr Brett Moller proposing that the LAWMAC Executive, through the LAWMAC Chair, follow up to clarify and report outcomes back to LAWMAC members. All members agreed to this avenue.

ACTION: LAWMAC Chair to report back to members on NAOC Meeting Outcomes.

COUNCIL MEMBER REPORTS / UPDATES

Banana Shire Council

- The Remote Site Security System installation (Workshop Presentation)
  BSC in conjunction with Mandalay Technologies installed a security system for remote unmanned waste transfer and landfill sites.
- Strategic Plan Development
  MRA Consulting has produced a high level report written to assist BSC in the development of its 5, 10 and 20 year Waste Management Strategic Plan.
- Rehabilitation of Historic Landfill sites
  BSC had 10 historic landfill sites which had not been rehabilitated. Five of these sites have now been rehabilitated since the start of 2020.
- Construction of the Taroom Waste Transfer Station
  The construction of the Taroom Waste Transfer Station is near completion and expected to be commissioned during Jan 2021 followed by remediation works.
- Closing of the Cracow Landfill/ Opening of the new Waste Transfer Station
  The Cracow Landfill will close and be remediated in 2021 and revert to a WTS.
- Selection of a new Landfill/RRRF for Banana Shire Council
  The MRA Report also investigated and assessed the potential options available to Council in the selection of the next landfill location for the Shire. Two sites have been earmarked and a further cost /benefit analysis will be undertaken to select the most apt site. BSC is also in discussion with the DES on requirements for use of these particular locations as a post operational land use.

Barcaldine Regional Council

- Barcaldine Regional Council is still operating five unmanned waste facilities in its five towns.
- The new Barcaldine Facility is due to be finished this financial year and Council is investigating ways for it to be unmanned.
- As part of the unmanned facilities, Council has engaged Mandalay Technologies and is in intital discussions regarding Restricted Access Technology for the sites.
- Council are also looking at Residential Waste Collection options going forward. This includes the purchase of a new truck (current one keeps breaking down), annual dry hire of a truck or contracting the services out.

Burdekin Shire Council

- Mandalay Software installed and operational since early October at 3 transfer stations and 1 landfill. Investigating issues with boom gates – non Mandalay related.
- Purchase of 2 litter fences and 2 landfill lids at Kirknie Landfill to satisfy EA condition on litter.
- Completed installation of new perimeter fence at Home Hill Transfer Station as part of COVID Works for Queensland Funding.
- Upcoming construction of a turn-around entry at Kirknie Landfill to cater for mixed load weighing.
- Currently evaluating quotations received for design options and optimal solution for leachate control at Kirknie Landfill.
- Beneficially recycled large quantities of mulch through local interested parties, thereby saving on green waste contract.
- Part of the NQ group of Councils developing the NQ Waste Resource and Recovery Strategy, shortly to be adopted by Councils and the NQROC.

- Successful in the Illegal Dumping Partnership Program (NQROC) and Hotspot Program. Officer employed early September 2020. Proving to be very useful in following up complaints, developing procedures and forms, etc.
- Planning on undertaking an audit on Council generated waste in the New Year.
- Council is undertaking a Free Cleanup Days for all types of waste on Sunday 22nd and Sunday 29th November in preparation for Cyclone Season.

Cairns Regional Council

- Performance Testing commenced this week at the new MRF. It is envisaged that in three to four weeks RDT will commence decommissioning the old MRF and commence installation of the Glass Processing Unit. Practical completion is expected February 2021.
- A component of the new MRF was the inclusion of a Waste and Resource Recovery Education Room with capacity for up to 60 people plus an Education Walkway with viewing windows on the exterior of the MRF building. This facility will be utilised to educate predominantly school and community groups about all things Waste and Resource Recovery not just the MRF.
- Council's "Recycle Right" marketing campaign is halfway through its three month program including TV, social media and Council website messaging. Very positive on-ground results to date for sharing of analytics at next meeting.
- The FNQ Plastic Recycling Feasibility study involving all three levels of Govt (Dept of Agric, Water & Enviro, DES and Cairns RC) and is being Project Managed by the FNQ RDA and is expected to be finalised by Feb-March 2021. Benchmarking and market analysis is almost complete, next stages are Business model analysis and an Education/Marketing & Comms Action Plan.
- Council currently conducting a website review, anticipated to have the upgrade completed by April 2021 - Analytics has shown that information regarding Council's Waste Collection and Transfer Stations are two of the more popular sites. Intent is to simplify the process for rate payers to access.
- SLR Consulting is currently assisting Council developing an "Organics Roadmap" including options for the treatment of Council's FOGO and BioSolids - this work will provide a platform for Council's "Post Bedminster Options" project which will commence in earnest early next year.
- Post Covid the Waste and Resource Recovery Branch has been reviewing Council's ten-year Cap Ex Plan. It is anticipated that the bulk of projects will be moved out within two to three years. Focus will be on operational efficiencies to improve recovery.
- Would also like to take this opportunity to congratulate Cairns Council's Regional CRS Processing Team for receiving a "Gold Safety" award from Container for Change for a 100% Safety Audit Compliance for FY19-20.

Cassowary Coast Regional Council

- Council has committed to moving from a "contract" system to a "day labour" system for its landfill and transfer station, effective 1 August 2021.
- Significant progress on Council's labour and fleet requirements to operate in a day labour system
- Community Education Officer appointed on the 9th November and will concentrate on implementing communications around waste
- Stoters Hill Side Wall Lining Contract is nearing completion and planning is underway for design specs for the next stage.

- Illegal Dumping Campaign was launched on 6th October with a simulated illegal dumping site, media statements and social media posts.
- Yearly Cyclone Season preparations have seen a "clean up" period from 7th Nov to 15th Nov, allowing green waste and general waste into the transfer stations.
- Council is using a Drone to measure the volume of its greenwaste production
- The development of a Waste Strategy is a high priority with Council.

Cook Shire Council

- After a successful trial Council has resolved to operate the Laura and Lakeland Waste Transfer Station unmanned
- Cook Shire Waste Management Facilities will soon be available on Google Map. This will make it easier for visitors to region to locate the facilities and promote correct waste disposal procedures
- Cook Shire Council is currently exploring options to transport waste from Portland Roads to Lockhart in a tipping trailer.

Douglas Shire Council

- Remote kerbside collection trial is underway north of the Daintree River and up to Cape Tribulation. Collection involves commercial properties for general waste (commenced Jan 2020) and recycling material (commenced Sept 2020). Stats: Approx 2 tons per week of general waste and 1 ton per week of recycling.
- New Waste and Recycling Collection Contract awarded July 2020 to incumbent contractor Cleanaway. The seven-year contract will commence on 11 Jan 2021 with three one-year options.
- Tender currently out for construction of an inert/dry landfill sorting and export shed (Abbey's Shed) as part of the current operation where the landfill is closed from Nov 30 to April 31 each year to avoid Wet Season rains and associated leachate generation. The current landfill is to be closed permanently in 2022 and the design for the closure has been finalised.
- Further investigation in to Phyto-Remediation of a former nightsoil and landfill area. Installation of 14 sap flow meters to measure water movement through a variety of trees planted in 2007. Research involves monitoring rainfall, weather conditions and groundwater depth. Research extends through Wet Season.
- Program to introduce kerbside collection to the Mossman Gorge Community. The Mossman Gorge Community is a discrete Aboriginal Community that was previously a Mission on State and Federal land. The MG Community, through a Kickstart Program of improving infrastructure, housing and subdivision is now like other suburbs with freehold lots and for the first time a kerbside collection. An Indigenous Art and Sticker Program was undertaken by staff to enhance the new collection bins making them colourful and providing a sense of ownership.
- DES reporting shows approx 7750L of waste dumped from July to Sept quarter, three main waste types were Greenwaste, Household and Construction Waste.
- Educational material on greenwaste dumping including info on correct disposal and consequences of illegal dumping combined with warning letters and recording at dump sites has had some positive results with waste being removed by offenders and not Council
- Council Environmental Health Dept's new drone has been used to survey dump sites that are hard to access, allowing for planning of clean-up projects.

Gladstone Regional Council

- Construction of a second weighbridge at the Benaraby Landfill is scheduled for completion on 19 November 2020.

  - This weighbridge will become the inbound weighbridge and with the outbound 'bridge Council will be able to weigh in and out all vehicles using the facility.
- Construction of a new 210,000m3 landfill cell has commenced and is due for completion in March 2021.
  - This cell will eventually become the main operating cell at the Benaraby Landfill and is expected to provide landfill space for approx 7 years.
  - The work is being undertaken by contractors with oversight by Council's Strategic Assets and Planning Department.
- A recent bushfire adjacent to Benaraby Landfill jumped containment lines and impacted the Benaraby Landfill.
  - Burnt out greenwaste, shredded timber, mulch and refrigerator stockpiles.
  - This has triggered a review of the site-based management plan, especially in relation to fire management.
- As a result of the fire a review of stockpiles at the Gladstone Waste Transfer Station has resulted in Council endorsing a plan to reduce the stockpile by providing free mulch and loading at the site for residential customers. This may be extended to commercial customers if the stockpile is not substantially reduced in the next four weeks.
- Council's recyclable kerbside waste is to be bulk loaded out of Gladstone to a mix of MRF's following the unfortunate fire at the Rockhampton MRF.
- A review of waste operations across all waste management sites has identified possible changes and efficiencies that will be addressed in Council reports over the coming months. Some items include:
  - Change to cashless transactions;
  - Modified hours of operation to allow for mandatory pre/post start checks,
  - Equipment utilisation.

Hinchinbrook Shire Council

- Warrens Hill Landfill & Resource Recovery Centre –
  - Capping works for stage 1 has commenced with several tenders finalised for the provision of lining and materials.
  - Design for a cell 3 has commenced and should be finalised shortly.
- Kerbside Collection and Bulk Waste Transfer Contract –
  - Tender was called and closed on 14 August. Submissions are currently being reviewed.
- Bin Tagging Education Program –
  - Council commenced first bin tagging event on 26 October, involving on-site visual assessment of recycling bin contents by Council Officers. Each household are provided with individualised feedback on the health of their recycling bins and steps they can take to reduce contamination rates.
- Landfill Gas Risk Assessment –
  - Council engaged Terra Sana Consultants to conduct monitoring of fugitive landfill gas emissions from Council's active and closed landfill sites utilising Unmanned Aerial Vehicle (UAV) fitted with a laser detector.
- Illegal Dumping Program –
  - Via the Illegal Dumping Partnerships Program project managed in collaboration with NQROC councils, Hinchinbrook Shire Council has engaged an Illegal Dumping Officer.

Isaac Regional Council

- Landfill Management Contracts - Four Landfills – packaged into 3 separable portions. Two contractors have been appointed to begin new contracts from Dec 2020 for 5 years (apart from Glenden which will close in June 2024). These will be output-based contracts, with KPIs to be achieved, monthly reporting and monthly meetings. Several tasks currently carried out in-house (managing stockpiles, dust suppression, pest control, providing day cover) will become the responsibility of the contractors. Operating the weighbridge/gatehouse will remain with Council staff.
- Rehabilitation of Moranbah old Landfill - Amalgamation of several rehabilitation projects and stormwater works, some dating back as far as 2014, which never quite made it past the design or funding stage – finally coming close to completion – this comprises capping of the old landfill which was in use for almost 25 years, stormwater works, and a tannin pond which will enable Council to relocate some of its operations to the former landfill.
- Clermont Landfill - Stormwater works of installing formal stormwater drains and new sediment pond were recently completed and now in defects liability period.
- Waste Pricing - Currently working with consultants to review and update Council's landfill future liabilities for rehabilitation, and look at the true costs of providing the service across the various elements of waste services: domestic and commercial collections, commercial waste gate fees, domestic self-haul, green waste etc.
- LG Sherlock – Council is now providing data to "*Waste Detective"* from its waste collection contract and can combine this data with its weighbridge data to produce benchmark information on participation rates and average bin weights. *"Waste Detective"* did not receive much interest from other councils for exploring this information but Isaac Council will continue to collect and monitor this.

Livingstone Shire Council

- Yeppoon Landfill - Wet face created in preparation for wet/cyclone season. Scrap metals baled and taken offsite, all Greenwaste being mulched and all drains have been cleared.
- Council is currently reviewing its Waste Strategy in collaboration with cross section of Council units.
- Garage Sale Trail happening this weekend – 21-22 Nov. Number of registrations have halved from last year. Registration is free.
    - *Host a garage sale at home or online, or get your school, community group, unit block or whole street involved. Make money, meet the neighbours and help divert valuable resources from landfill. It's free to register with tips, tricks, good vibes and promotional bits to help you sell big and stay safe.*
- Seeking industry input for cost effective waste management on Great Keppel Island. It is expected that the outcome of these discussions will allow Council to go to the market at a future date with a specifically defined Scope of Works.
- Future Tender for Gatehouse Services – current contract expires in April 2021.
- Incentive Scheme commenced for cloth nappies and reusable sanitary products – one entry picked out each month wins $100.00 Keppel gift voucher (can be used at local shops). First winner for October has been drawn. Initiative between Council's Waste & Sustainability Units.

Mackay Regional Council

- Council's significant work continues on the Closed Landfill Project with Initial Site Review Completed resulting in -

  - Procurement of a Consultant to be engaged to manage the Audit process
  - Landfill Bores Review has commenced with data collation
- The Great Northern Clean Up, held on 12 & 13 Sept 2020, was an outstanding success despite the challenges of applying the COVID-19 directives restricting some elements. Similar number of sites was operated and similar amount of waste was collected.
- The first batch of Humi-Soil processed from the Biosolids/Greenwaste has been sold to market. Subsequent batches have now been sold and the processes have matured from learnings. Council's Contractor AJK is formally launching marketing of the product on Wednesday 25 Nov 2020.
- A significant focus has been placed onto Council's Biogas System at Hogan's Pocket. An audit of safety systems was undertaken identifying improvements. Most of the physical improvements have been implemented with the focus now on supporting documentation for the safety management systems. Council also focussed on the efficiency of the gas collection network with improvements made to some of the gas lines to remove sagging sections for better gas flow efficiency resulting in an increase of gas collected by the system for flaring.
- Council has commenced review of the Waste and Resource Recovery Strategy. Initial workshops have been undertaken with the waste services team. The next phases will be facilitating workshops with the broader internal stakeholders and Council itself followed by the engagement of a consultant to assist the facilitation for the drafting of the initial document ready for community engagement with residents, business and waste industry stakeholders.
- Capital Projects currently being undertaken are rehabilitation of stormwater shuts at Hogan's Pocket Landfill, a review of improvements for the Stormwater Network at Hogan's Pocket Landfill (Design), the CCTV network at some rural transfer station sites to be incorporated into Waste Service's Central Network, Modifications to the gatehouse at Hogan's Pocket Landfill to improve efficiency.
- The work to prepare for the regional Transfer Station RORO tender with a release to occur in early December.
- In November a drone was used for the landfill gas monitoring program for Hogan's Pocket landfill and three former landfills achieving in a few hours the work that would normally take days whilst also eliminating the risks involved for people engaged using on-the-ground monitoring avoid walking on uneven terrain and the habitat of Taipan and Eastern Brown Snakes.

Mareeba Shire Council

- Mareeba Landfill Site - due for closure in November 2021 and Council officers are working with SUEZ and Golder Associates capping designers to ensure best practice landfilling prior to closure to minimise any reworking of the closed site
- Kuranda Waste Transfer Station – new water bore for the site established for site water, new Ergon power connection, site shed facilities upgrade also underway
- Council is currently considering entering into agreement with Endeavour Foundation for mattress recycling and reprocessing

Rockhampton Regional Council

- Development of Business Case for kerbside organics service (Go or FOGO). Presentation to Council in early 2021.
- Education activities back underway with COVID 19 restrictions easing; good neighbour programme, school education programme, rural outreach programme.
- Landfill Gas (LFG) Management kicked off at Council's Lakes Creek Road Landfill on 8th October 2020, with the commencement of LFG Flaring.

- 2nd Piggy Back Cell at Lakes Creek Road Landfill under construction.
- Preparation for wet/cyclone season underway. Removing scrap metal stockpiles, maintaining drainage and stormwater catchment ponds.
- Currently performing a full kerbside collection run review with a view to identifying efficiencies to reduce collection costs.
- Council is currently out to tender for a polystyrene processing plant.

Townsville City Council

- NQ WARR Strategy is going to Full Council next Tuesday along with the Community Consultation Report.
- A long-term Infrastructure Plan to support the Strategy is under development
- Organics Roadmap - a collaboration between Charters Towers Regional Council, Hinchinbrook Shire Council and Townsville City Council is on track for completion in December 2020
- Kerbside Hard Waste Collection is under way. This has transitioned from a scheduled service to a booking service. ~7,000 bookings since September.
- Capital projects underway:
  - Interface liner extension at Stuart for Cell 3A ($3.5m)
  - Leachate Pond 4 at Stuart ($4m)
  - Final Capping at Hervey Range ($4m)
- Council is installing another 15 gas wells at the Stuart Landfill. Aiming for power generation in 2023.
- Council has released a practical How-To Guide on avoiding using single use plastics and supports Plastic Free Places
- EA amendment to increase threshold of Stuart Landfill to >200,000tpa

Whitsunday Regional Council (supported by PowerPoint Presentation)

- 2020-21 Local Government Levy Ready Grant Program (Round 2)
  WRC holds a temporary exemption under section 325 of the Waste Reduction and Recycling Act 2011 (the Act) for its Mt Coolon Landfill. Council has applied for grant funding to close this landfill and establish a waste transfer station to achieve compliance with the Act.
- Kerbside Waste Collection & Recycling Contract
  Expires EOFY 2021 – WRC is preparing a medium-term contract of 4 years to align with Mackay Regional Council's contract with the intention of going out to joint tender for kerbside waste and recycling in future years.
- Satellite Waste Transfer Stations
  WRC operates 14 unsupervised waste transfer stations. Each satellite transfer station represents, and is intended to service, residential properties in geographical areas not receiving kerbside collections. Managing these sites is a challenge with illegal dumping and high service costs. Planning is underway to extend kerbside services and progressively close some of these facilities.
- Household Battery Recycling
  In Nov 2019 council applied for funding through the DES Regional Recycling Transport Assistance Package grant to establish a household battery recovery service. Batteries collected will be transferred to Cannonvale WTS for consolidation before being transported to Envirostream for processing in Victoria. In Sept 2020 Waste Services established twelve household battery recycling stations at council facilities including libraries, customer service centres, and waste facilities. The program is in its infancy with a well-developed marketing

plan which runs until June 2021. In Oct 2020 fourteen boxes of batteries weighing 101kg were sent to Envirostream for processing.

- Concrete Recovery
  In Nov 2019 council applied for funding through the DES Regional Recycling Transport Assistance Package grant to remove 3463 tonnes of concrete from its Bowen Landfill to AJK Mackay for processing. The project commenced in July 2020 and as of 17 Nov 2020, 2446 tons have been transported to Mackay to be reused in aggregates and road base.
- Resource Recovery
  Continues to be a challenge with no or limited opportunities within the Whitsunday Region for waste streams such as paint, mattresses and e-waste. WRC will continue to engage with its neighbouring Councils (Townsville and Mackay) to explore opportunities for cost effective solutions to increase resource recovery at its waste facilities.

ACTION: LAWMAC invite a PaintBack representative to its next meeting to address inconsistencies in the provision of this program.

ASSOCIATE MEMBER REPORTS / UPDATES

CQG Consulting

- CQG now has five offices based in Rockhampton, Gladstone, Mackay, Brisbane and Townsville and have undertaken a lot of work with Prince Engineering
- The last twelve months have been extremely busy due to Covid with a number of changes including the appointment of additional staff
- CGQ has been working on projects on:
  - contaminated land
  - Victoria Hammer (Circular Beginnings) also on board
  - Scott is back with CGQ
  - Some monitoring works at Livingstone, Rockhampton and Banana Councils
  - Also at Cassowary Coast RC at the Tully Landfill – Andrew commended the work by Council Officers at Tully Landfill
  - Commended the Wrap presented by Matt, Jason, Michael, Geoff and Ian at the previous day's workshop topic on Natural Disaster Preparation
- Stark difference between Qld and NSW with Mayoral and Executive level involvement and leadership at the local level in Qld compared to mainly state level involvement in NSW

EnviroScience Matters

- Project completed were:
  - the first stage of the assessment of the impact of groundwater on a large coal mine and associated new power station in Pakistan; and
  - assisting 4T in Emerald with designing a new landfill cell to be built on an existing landfill site in central Queensland
- Projects underway include:
  - Review of a closure plan and design of a phytocap for a reginal landfill in southern NSW; and
  - Design of an effluent irrigation area using a combination of trees suitable for timber production and fodder grasses for a Council in southern NSW.
- ESM continues to work with Dr Ruby Michael and her students at Griffith University on a variety of research projects including tree water uptake.

Resource Hub

- September 2020 RH celebrated one year in business and 3 months of working with the broader market and expanded the team to include new partner Allard

Bernhoffen who will be focussed on introducing operations and remote administration services to facilities across the east coast to those requiring assistance with experienced staffing and completion of recurring tasks.

- Resource Hub was recently engaged by Tamworth Regional Council (TRC) to provide concept designs for the Front End of its flagship waste management facility. Working with TRC to facilitate future state requirements that meet customer needs, operational limitations, human resource consideration and also future commercial intent. RH is also working with council's engineers and technology specialists to limit risk during staged delivery method and maximise operational efficiencies and is excited to be able to provide this additional opportunity during the early stages of planning to ensure that outcomes focus on providing efficiency improvements by targeting people and process.
- RH will shortly be commencing works with an international not for profit to support their development of community based, repeatable, resource recovery drop offs. As part of the planned expansion of the program, there is an opportunity to support LAWMAC member councils to engage in the drop off programs as a commercial opportunity plus also as a marketable community opportunity. Will be touching base with Mary as well as councils to assess interest levels in 2021.
- This month included National Recycling Week, and RH used this as an opportunity to release a "micro campaign" using APCO's *"Check It Before You Chuck It"* program and demonstrating the importance of measuring outcomes and return on investment of education programs. Currently in discussion with a large Australian Council, several smaller organisations and a national resource recovery leader in regard to how they can assess the success of campaigns within their region to target real measurable change.

MAMS Group

- Busy time for MAMS with preparation leading up to the region's wet season reviewing Natural Disaster Manuals etc
- During Covid MAMS upgraded its Innisfail Depot doubling in size to combat the growing number of returned containers
- The hours of operation at the Tully CRS Depot have been extended and with increases in returned containers also increased from three to five days per week
- Number of Single Use Fertiliser Bags has increased due to the late planting season equating to more fertiliser usage so more bags with approx 4000 to 5000 bags to process and bale each week
- Advised of Carbon Credit Projects re Farming Project with Banana Bags on a recent episode of ABC Landline
- Coming to the end of Hinchinbrook Shire Council's Annual Cleanup with Skips in outer regional areas of Hinchinbrook region
- Also just completed Workplace Health and Safety Programs

GENERAL BUSINESS

Following discussion members moved a General Business motion that:
LAWMAC write to Local Government Association of Queensland (LGAQ) requesting that they lobby and make representations on behalf of LAWMAC to Queensland State Government for the release of the Government's State and Regional Waste Infrastructure Plan so that member Councils can undertake and complete their own waste management plans for their own local government areas in alignment with the State Government Strategy.

Moved: Cr Brett Moller (Crns) **Seconded: Cr Andrea Friend (Lvgstne)**
Carried: 15 – 0.

MEETING DATES and HOST COUNCILS in 2021

18th & 19th February 2021- Gladstone Regional Council (to be confirmed)

20th & 21st May 2021 – Cairns Regional Council (Confirmed)

19th & 20th August 2021 – Barcaldine Regional Council (Confirmed)

18th & 19th November 2021 – Whitsunday Regional Council (to be confirmed)

LAWMAC Chair Cr Neil Fisher again commended Townsville City Council on the previous day's Workshop, thanked Mayor Jenny Hill, Cr Russ Cook and Matt McCarthy for hosting this successful LAWMAC two-day event.

Cr Fisher wished everyone a safe return journey to their respective destinations, thanked all for attending and declared the meeting closed at 12.50pm.

Local Authority Waste Management Advisory Committee
(LAWMAC)
Draft Minutes
ANNUAL GENERAL MEETING
Hosted by Townsville City Council
Queensland Country Bank Stadium
17/49 Saunders Street, Railway Estate Townsville
8.30am, Friday 20th November 2020

Attendees:

Cr Neil Fisher	Rockhampton Regional Council
Cr Shane Latcham	Rockhampton Regional Council
Mr Michael O'Keeffe	Rockhampton Regional Council
Cr Teresa Millwood	Cassowary Coast Regional Council
Mr Gavin Hammond	Cassowary Coast Regional Council
Mr John Dearlove	Cassowary Coast Regional Council
Cr Belinda Hassan	Mackay Regional Council
Cr Michelle Green	Mackay Regional Council
Mr Jason Grandcourt	Mackay Regional Council
Cr Brett Moller	Cairns Regional Council
Mr Steve Cosatto	Cairns Regional Council
Cr Ross Logan	Cook Shire Council
Mr Sheils Barra	Cook Shire Council
Cr John Furnell	Burdekin Shire Council
Mr Mitul Desai	Burdekin Shire Council
Mr Karl Murdoch	Isaac Regional Council
Ms Sandi Hutchinson	Isaac Regional Council
Ms Sara Sheridan	Isaac Regional Council
Cr Andrea Friend	Livingstone Shire Council
Cr Nev Ferrier	Banana Shire Council
Dr Keith Halford	Banana Shire Council
Cr Al Grundy	Whitsunday Regional Council
Mr David De Jager	Whitsunday Regional Council
Mr Paul Hoye	Douglas Shire Council
Cr Rick Hansen	Gladstone Regional Council
Mr Shane Anderson	Gladstone Regional Council
Cr Sean Dillon	Barcaldine Regional Council
Mr Rick Rolfe	Barcaldine Regional Council
Mr Brett Walsh	Barcaldine Regional Council
Ms Veronica Aster	Hinchinbrook Shire Council
Cr Lenore Wyatt	Mareeba Shire Council
Mr Morris Hamill	Mareeba Shire Council
Cr Russ Cook	Townsville City Council
Cr Sue Blom	Townsville City Council
Mr Matthew McCarthy	Townsville City Council
Mr Geoff Wilson	Townsville City Council
Ms Hayley Page	Townsville City Council
Mr Don Allison	Townsville City Council
Ms Ashlee Stockwell	Townsville City Council
Ms Laura Vidmar	NQROC

Mr Robert Ferguson	LGAQ Brisbane
Mr Chean Lau	LGAQ Brisbane
Ms Christine Blanchard	BCC/Honorary Member
Mr James Begg	Golder Associates
Mr Josh Lannen	MAMS Group
Mr Kevin Davies	Remondis Australia
Ms Joyanne Manning	ARUP
Mr Ian Kuhl	Kuhl Meadows/Honorary Member
Mr Paul Smith	Environmental Science Matters
Mr Tony Stapleton	BenneTerra
Mr Nicholas Thomas-Kinsella	GHD
Mr Simon Kalinowski	Mandalay Technologies
Mr Conor Ward	Mandalay Technologies
Ms Grazia Gargiulo	Terra Sana Consultants
Ms Ruby Michael	Griffith University
Mr Mark Smith	WRIQ
Mr Mick Shea	CoExchange
Mr Andrew Brown	CQG Consulting
Mr Steve Robertson	AECOM
Ms Lacey Webb	Resource Hub
Ms Mary Field	LAWMAC Secretary

Corresponding Member Councils: Burke; McKinley; Cloncurry; Croydon; Flinders; Etheridge; Carpentaria; Richmond & Torres.

Apologies:

Cr Andrew Lancini	Hinchinbrook Shire Council
Cr Alan Barr	Charters Towers Regional Council
Mr Michael Langburne	Charters Towers Regional Council
Ms Victoria Hammer	Circular Beginnings
Mr Jim Doidge	Cook Shire Council
Mr Alan Wilson	Honorary Member
Mr Dan Mulcahy	Burdekin Shire Council
Ms Leanne Randall	Livingstone Shire Council
Mr Gavin Crawford	Bundaberg Regional Council
Mr Mark Ware	Mackay Regional Council
Cr Simon West	Isaac Regional Council
Mr Gary Murphy	Isaac Regional Council
Mr Norm Caldwell	Isaac Regional Council
Mr Allard Bernhofen	Resource Hub
Mr Nigel Ruxton	Golder Associates
Ms Patrice Brown	CQG Consulting
Mr Pat Pathmanathan	Peak Services
Mr Jeff Delgado	Cleanaway
Ms Rosemary Black	Mandalay Technologies
Ms Kylie Hughes	DES - Brisbane
Mr Chris Ashton	Suez Environmental
Mr Todd Batterham	Suez Environmental
Mr Bernie Scott	Tri-Q Incredible Recycling
Ms Lily Collins	Infrabuild Recycling
Mr Patrick Dunne	Infrabuild Recycling

WELCOME & INTRODUCTION

LAWMAC Acting Chair, Cr Neil Fisher declared the 2020 Annual General Meeting open at 8.45am and welcomed all present including associate members and invited guests, made reference to the Belcarra Code and paid respect to the traditional custodians of the Townsville Region.

The apologies as listed were noted.

Cr Fisher commended Townsville City Council on the huge success of the previous day's Workshop opened by Mayor Jenny Hill with 70+ delegates in attendance.

ELECTION OF CHAIR

The Secretary, acting in the capacity of Returning Officer, advised of the receipt of one single written nomination at the LAWMAC office nominating Cr Neil Fisher (Rockhampton Regional Council) and, in accordance with LAWMAC's Rules of Operation, called for any other nominations from the floor.

No other nominations were put forward and Cr Fisher was moved and seconded with members confirming their support through formal voting resulting in unanimous support of Cr Fisher taking on the position of LAWMAC Chair.

Moved: Cr Andrea Friend (Livstn) Seconded: Cr Russ Cook (Tsvlle)
Carried: 15 – 0.

ELECTION OF EXECUTIVE COMMITTEE

FNQROC Representative Cr Brett Moller (Cairns Regional Council)
Moved: Cr Neil Fisher (Rkhmptn) Seconded: Cr Lenore Wyatt (Mrba)
Carried: 15 – 0.

CQROC Representative Cr Andrea Friend (Livingstone Shire Council
Moved: Cr Brett Moller (Crns) Seconded: Cr Nev Ferrier (Bana)
Carried: 15 – 0.

NQROC Representative Cr Russ Cook (Townsville City Council)
Moved: Cr Belinda Hassan (Mcky) Seconded: Cr Andrea Friend (Livstne)
Carried: 15 – 0.

GWCOM Representative Cr Belinda Hassan (Mackay Regional Council)
Moved: Cr Al Grundy (Wtsdy) Seconded: Cr Neil Fisher (Rkhmptn)
Carried: 15 – 0.

NOTE: Cr Neil Fisher informed the meeting of a prescribed Conflict of Interest in the following matter of discussion and voting for the RAPAD Executive Committee Member (as defined in section 150EI of the Local Government Act 2009). The nature of the interest is that Cr Fisher's business "*Fisher's Nursery"* has a contract with Barcaldine Regional Council and in accordance with section 150EM of the Local Government Act 2009 left the meeting during the entire discussion and voting of this item.

RAPAD Representative Cr Sean Dillon (Barcaldine Regional Council)
Moved: Cr Brett Moller (Crns) Seconded: Cr Belinda Hassan (Mcky)
Carried: 15 – 0.

TCICA Representative No nominations received – Secretary to follow up.
NWROC Representative No nominations received – Secretary to follow up.

The LAWMAC Chair and Executive Committee nominated Cr Brett Moller as Deputy Chair of LAWMAC.

Moved: Cr Neil Fisher (Rkhmptn) Seconded: Cr Teresa Millwood (Cas/Cst)
Carried: 15 – 0.

Cr Neil Fisher resumed control of the AGM in the capacity of elected Chair, extended appreciation of the strong member support and confirmed a commitment to the goals and activities of LAWMAC for the next two years.

Cr Fisher welcomed and congratulated the elected Executive Members and is looking forward to working positively with the new team representing LAWMAC.

TECHNICAL ADVISORY OFFICER POSITION

Jason Grandcourt (Mackay R/C) undertook to continue in this voluntary role for another two years to provide LAWMAC and its Executive with strong technical support and assist with the smooth transitioning of appointing an Executive Advocacy Officer on a part-time paid basis in 2021

Moved: Cr Neil Fisher (Rkhmptn) Seconded: Cr Brett Moller (Crns)
Carried: 15 – 0.

EXECUTIVE ADVOCACY OFFICER POSITION

At the August 2020 General Meeting, members passed a Notice of Motion to proceed with the Executive Advocacy Officer Position for a two-year period at the 10-hour option supported dually by a review of the Project Officer Population-Based Schedule and also that the appointed Executive Officer individually seeks to secure funding for the Position to continue on an ongoing basis.

In accordance with LAWMAC's Rules of Operation the Notice of Motion needs to be formally ratified at this Annual General Meeting.

Following discussion which raised issues regarding the future direction of NAOC to be discussed at its 30 November 2020 AGM and the potential impacts of outcomes on LAWMAC as a Sub-Committee of the NAOC this Notice of Motion failed in its process of ratification at this LAWMAC AGM.

NO MOVER & NO SECONDER - NOT CARRIED FAILED NOTICE OF MOTION.

CONFIRMATION OF PREVIOUS AGM DRAFT MINUTES

The draft minutes of the previous Annual General Meeting held 23rd August 2019 were adopted as a true and correct record of the meeting proceedings.

Moved: Cr Neil Fisher (Rkhmptn) Seconded: Mr Matt McCarthy (Tsvlle)
Carried: 15 – 0.

AUDITED FINANCIAL REPORT

The Audited NAOC/LAWMAC Financial Report to 31 March 2020 was adopted. The Secretary advised of the unaddressed Action by NAOC in 2019 to contact LAWMAC requesting detail on increases in LAWMAC expenses between 2018 and 2019 Financial Years with members agreeing to await further action via formal request from NAOC before addressing.

Moved: Cr Neil Fisher (Rkhmptn) Seconded: Cr Andrea Friend (Livstne)
Carried: 15 – 0.

MEMBERSHIP PRECEPTS 2019/2020

Members ratified the August 2020 general meeting Notice of Motion that LAWMAC Council's 2020/21 Membership Fees be reduced to a (once-only) flat $440 fee in recognition of current Covid-19 budgetary constraints.

Moved: Cr Sean Dillon (Barc) Seconded: Cr Andrea Friend (Livstne)
Carried: 15 – 0.

RULES OF OPERATION

Members ratified the LAWMAC Draft Rules of Operation 2020 with changes to –
Rule 1. Membership and ***Rule 2. Executive Committee***
as the final working document for 2020-21.

Moved: Cr Brett Moller (Crns) Seconded: Cr Russ Cook (Tsvlle)
Carried: 15 – 0.

STRATEGIC PLAN 2017 - 2021

Members ratified the the Notice of Motion to undertake a 12-month review of the LAWMAC Strategic Plan and Action Plan.

Moved: Cr Belinda Hassan (Mcky) Seconded: Cr Andrea Friend (Lvstne)
Carried: 15 – 0.

CHAIRPERSON'S REPORT

Members were advised that, due to the deferment of the NAOC AGM from August to 30 November 2020, the Chair's Annual Report was updated to include reports on LAWMAC's August 2020 Workshop and Meeting in Mackay and advise of the current November LAWMAC Event in Townsville.

Members noted the additions as advised and endorsed the Updated LAWMAC Chair's Report to NAOC.

Moved: Cr Neil Fisher (Rkhmptn) Seconded: Cr Sean Dillon (Barc)
Carried: 15 – 0.

Members endorsed LAWMAC Deputy Chair, Cr Brett Moller, to attend the NAOC AGM as LAWMAC's representative and present and brief the Report on the Chair's behalf.

Moved: Cr Neil Fisher (Rkhmptn) Seconded: Cr Lenore Wyatt (Mrba)
Carried: 15 – 0.

ACTION: Secretary to circulate the updated LAWMAC Chair's Report to NAOC and forward to NAOC secretariat for inclusion in proceedings.

SECRETARIAL SERVICE

Members endorsed the continuance of the appointment of Mary Field of Cairns Administration Support Services into the second year of the Q-Tender Agreement until November 2021 with an option to provide secretarial services to LAWMAC for a further twelve months thereafter.

Moved: Cr Brett Moller (Crns) Seconded: Cr Sean Dillon (Barc)
Carried: 15 – 0.

NOTE: Secretary Mary Field left the meeting during discussion & voting of this item.

LAWMAC Chair Cr Neil Fisher thanked all present for attending and declared the AGM closed at 9.20am.

10.3. LOCAL DISASTER MANAGEMENT GROUP (LDMG) MINUTES 7 DECEMBER 2020

Author	Emergency Management Co-ordinator
Responsible Officer	Director Community & Client Services (Angela Hays)
File Reference	LDMG
Attachments	1. MINUTES - LDMG Meeting - 7 December 2020 [**10.3.1** - 3 pages]

Purpose

To present to Council the Local Disaster Management Group Minutes of the meeting held on 7 December 2020 for information purposes.

Related Parties

N/A

Corporate Plan Linkage

Priority: Community Health & Wellbeing
Strategy: Disaster preparedness - Build community preparedness and responsiveness to emergencies and natural disasters.

Officer's Recommendation

THAT the Minutes of the Local Disaster Management Group Meeting of 7 December 2020 be received.

Council Resolution ORD-2021-5

THAT the Minutes of the Local Disaster Management Group Meeting of 7 December 2020 be received.

Moved Cr Englert **Seconded Cr May**

Cr Englert noted several items from the Report including the 49 river and rain gauges, the adoption by the Local Disaster Management Group of the LDMG Evacuation Centre Sub Plan and the information that the Group is ready to go should there be any emergency situations.

CARRIED

MACKAY LOCAL DISASTER MANAGEMENT GROUP MEETING

Monday, 7th December 2020, 1.00pm

MRC: Microsoft Teams Teleconference

MINUTES

Meeting Opened: 1:00pm

ATTENDEES	
AGENCY	**NAMES**
Mackay Regional Council	Cr. Greg Williamson
	Michael Thomson
	Mark Sleeman
	Aletta Nugent
	Andrew Neil
	Cr Karen May
	Cr Justin Englert
	Cr Fran Mann
	Kylie Lamb
	Kristie Brown
	Vicki Booth
	Cameron Jessup
CQ Rescue	Ian Rowan
Dalrymple Bay Coal Terminal	Sam Franettovich
Department of Communities, Disabilities Services and Seniors	Eric Boardman
Department of Education	Marg Coyne
Department of State Development	Michael St Clair
Mackay Airport	Phil Clark
Mackay Hospital and Health Service (MHHS)	Jenny Luke
Maritime Safety Queensland	Jason Britton
North Queensland Bulk Ports	Anthony Lee
State Emergency Services (SES)	Alex McPhee
Queensland Fire and Emergency Services (QFES)	Russell Collier
Queensland Police Service (QPS)	Jeremy Novosel
Reef Catchments	Traci Ellwood
Sunwater	Ray Benson
The Salvation Army	Steve Spencer
AECOM (Guests)	Hayden Brigg, Trevor Corney

APOLOGIES	
AGENCY	**NAMES**
Mackay Regional Council	Angela Hays
	Jason Devitt
	Stephen Bourke
Department of State Development	Nikki Wright
Maritime Safety Queensland	Craig Longmuir
Queensland Ambulance	Erin Saltmarsh
Queensland Fire and Emergency Services (QFES)	Carla Adams, Sven Diga
Sunwater	William Weaver

	Topic
1	**WELCOME** - Chair - Mayor, Cr Greg Williamson The Chair thanked everyone for their attendance at this LDMG meeting and acknowledged the Traditional Custodians of the land. Advised the group that we are ready for the storm season and the LDCC as per previous years will be setup in the chambers from late next week till early January – here's hoping we don't need it. Additional Apologies noted
2.	**MINUTES OF PREVIOUS MEETING** ▪ No business arising from the minutes dated 26 October 2020. **Moved:** Cr Justin Englert **Seconded:** Cr Karen May **CARRIED**
3.	**ACTION LIST** ▪ Action item – CQ Rescue presentation to be postponed until the meeting scheduled for February 2021 as it is more practical to give the presentation when people are in the same room.
4.	**CORRESPONDENCE** Outwards correspondence was received and noted by the LDMG.
	AGENDA ITEMS:

5.	**Presentation – Overview of the flood classification level project – Trevor Corney, Hayden Brigg (AECOM)**
	• 49 river and rain gauges within LA providing information to the BOM, Council and other external agencies
	  • 22 required new Flood Classification Levels – Minor Moderate Major
	• Update Guardian IMS with current flood levels soon utilising information from various sources including:
	  • Previous Flood Models
	  • Satellite Data
	  • LiDAR Data 2009-2015
	  • Aerial Imagery
	  • Local development and changes to infrastructure are the two most common reasons why flood classification need to be updated
	Chair thanked AECOM for the presentation. Noted that there is coverage of reporting points in our LGA – eg rain gauges etc
	Action: Presentation to be circulated to members as separate attachment

6.	**LOCAL DISASTER MANAGEMENT GROUP EVACUATION CENTRE SUB PLAN – Andrew Neil, EM Coordinator MRC** • Feedback was sought from the LDMG and the plan updated ready for endorsement of the group. Thank you to the members/ agencies who provided feedback. Cr May congratulated Andrew and all involved for putting together this comprehensive plan. **RECOMMENDATION** **THAT** the Mackay LDMG Evacuation Centre Sub Plan be endorsed by the LDMG membership. **Moved: Cr May** **Seconded: Cr Englert**

7.	**REPORTING: Agency Status Reports**
	Comments:
	▪ **MRC EM** report
	  o Chair advised we are still at Lean Forward in response to COVID
	▪ **QFES** report
	  o ICC staffing in place
	  o Processes in place for season
	  o Busy with bushfires at the moment
	▪ **QPS** report
	  o Readiness for season
	  o Resources over Christmas/new year period
	  o Sufficient staff trained in LDMG response if required

	▪ **MHHS** update • Working with EM team regarding evacuation centres best practices • PHN meeting held – services available over Christmas/New Year ▪ **Education QLD** update • Emergency response training with staff held early Dec • Upskilling of team members • Contact details reviewed • Fine tuning of processes • School re-starts on 27 January 2021 ▪ **Mackay Airport** update • Tabletop exercise held early Nov which included relevant LDMG member
8.	**GENERAL BUSINESS:** **Disaster Management Training** – Training Matrix was discussed on behalf of Carla Adams (QFES). There are some people that still require further Disaster Management training as a liaison officer for their organisation. It is important that if you are a representative on the LDMG for your organisation (primary or proxy) you must have the necessary training and skills to do so. **RECOMMENDATION** If you require further training it will be highlighted as red on the same line as your name - please contact Carla Adams from QFES carla.adams@qfes.qld.gov.au **i**f you require help in completing your training. Mackay LDMG Training Needs Analysis (TNA) will be sent as a separate attachment to the minutes
9.	**NEXT MEETING** ▪ **Monday 1 February 2021** Upcoming Meeting Dates: ▪ Monday 29 March 2021 ▪ Monday 24 May 2021 ▪ Monday 19 July 2021 ▪ Monday 13 September 2021 ▪ Monday 22 November 2021 **RECOMMENDATION** Please enter dates into your calendars.
	MEETING CLOSED at 1.40pm

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 - DECEMBER 2020

Author	Chief Executive Officer (Michael Thomson)
Responsible Officer	Chief Executive Officer (Michael Thomson)
File Reference	DMRR
Attachments	1. Report for Office of Mayor CE Os - Monthly Review - December 2020 [**11.1.1.1** - 24 pages]

Purpose

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

Related Parties

Nil

Officer's Recommendation

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

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

Cr Mann noted there were still 4 overdue corrective actions between 60 - 360 days and queried what Council was doing to address these.

The CEO advised that Council has put in place a more robust monitoring system which should see these numbers decreasing and noted that from a management perspective, Council is mindful that we are not where we want to be.

Cr Bonaventura asked, on behalf of Cr Jones, how far Council has progressed in resolving the issue of staff annual leave accruals and whether it would be resolved by the due date.

The CEO advised that this issue was also pointed out by Council auditors and raised at a senior leadership meeting with plans now being developed for those people with excess leave. The CEO noted that excess leave has spiked during COVID lockdowns with people unable to travel and therefore choosing not to take leave.

Mayor Williamson noted that it had been identified by the Audit Committee that Council's liability for leave has increased.

Cr Bella queried if Council could be left understaffed while we are catching up on leave accruals.

The CEO advised that this would not occur as the business is resourced assuming that people will take annual leave and as part of the plans being developed, Council will work with employees to determine how to reduce the leave balances in a way that works for them and also works for Council.

Council Resolution ORD-2021-6

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

Moved Cr May **Seconded Cr Mann**

Cr May highlighted several items from the Report including the Council in Community Days which have focused on Council infrastructure and projects due to COVID restrictions, the completion of road restoration works, museum consultations and the launch of the Heritage Discovery Trails. Cr May noted Cr Mann's work with the Character and Heritage Advisory Committee, the work undertaken by the staff and Councillors participation in walking the first part of the Heritage Trail. Cr May noted that in just over six months Council had received over $17 million in external funding and congratulated the Officers of successfully applying for this funding which lessons the burden on rate payers.

CARRIED

Office of Mayor and CEO

Monthly Review

Period - December 2020

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KEY INITIATIVES **18**
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GREATER WHITSUNDAY COUNCILS OF MAYORS (GWCoM'S) **23**
3.1. Greater Whitsunday Council of Mayors (GWCoM's) – formerly Whitsunday Regional Organisation of Councils (WROC) 23

OVERVIEW

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

- To end of December Councils lost time injuries totalled 3, with an associated 40 lost days. Whilst an improvement on the 2019/20 year to this point it is a continued focus area to ensure as few injuries as possible.

- Council in Community days continued during November and December, and whilst the focus of these has been on Council infrastructure, with the continued easing of COVID restrictions it is planned for Council in Community days for 2021 to commence involvement with community and public contact.

- Legal Services continue with a busy program providing advice to Council Departments with some 223 current open matters.

- The Greater Whitsunday Council of Mayors had the opportunity to hold its meeting in the Whitsunday Regional Council area (Bowen), with the February meeting proposed for the Isaac Regional Council area (Moranbah). These are a good opportunity for regional representation across the wider Greater Whitsunday Region represented by the Council of Mayors.

Michael Thomson
Chief Executive Officer

SAFETY

1.1. Overview

Safety activities conducted during the quarter include:

- InControl System was upgraded, providing extra functionality and an improved user experience.
- Preparations were finalised for new contractor safety management spot-checks and incident reporting improvements which take effect in January 21.
- Each Health and Safety Committee met at least once, with the Client and Community Services, Organisational Services and WHS Management Committee each meeting on two occasions.
- Participated in several safety in design meetings for upcoming major works.
- Liaised with Programs and Learning and Development to identify training needs.
- Investigated and reported on critical incidents including identifying appropriate corrective actions for implementation.
- Undertook internal WHS audits for fire safety to identify MRC compliance with applicable regulations.
- A forum for Chief Fire Wardens was conducted.
- Presentation on contractor safety management, delivered at the annual Doing Business with Council public information session. This was a key milestone in the implementation of the Contractor Safety Management Project. 107 contractors attended and were informed on improvements aimed at ensuring a safe and compliant workplace.
- Other activities include procedure reviews, safety observations and interactions, health and safety committee meetings, and pre-start meetings and toolbox talks.

Water Network Program team members Peter Kingi and Brodie French were awarded the *Safety Contribution Award* as part of MRC's 2020 Annual Staff Awards.

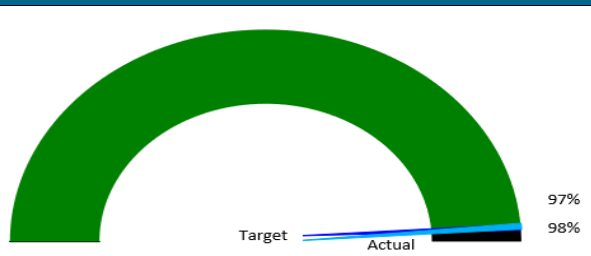
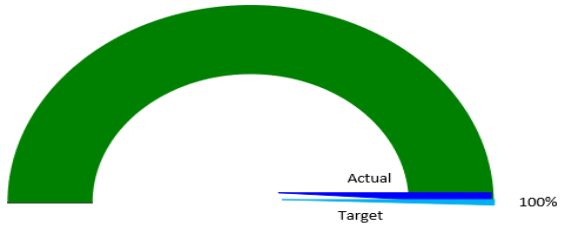
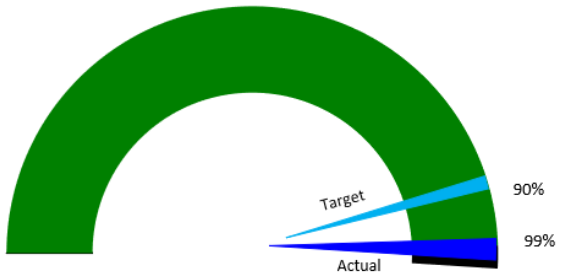
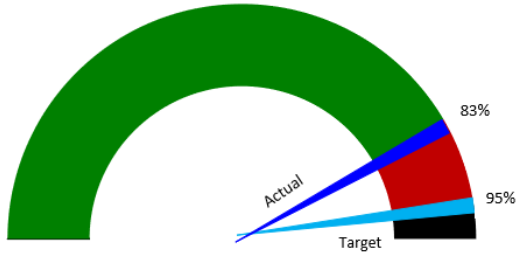
Our performance on our lead indicators was generally positive although more effort will continue to be applied to completing safety corrective actions on time.

For the 2020-21 year, three lost time injuries have been recorded and a total of 40 days have been lost:

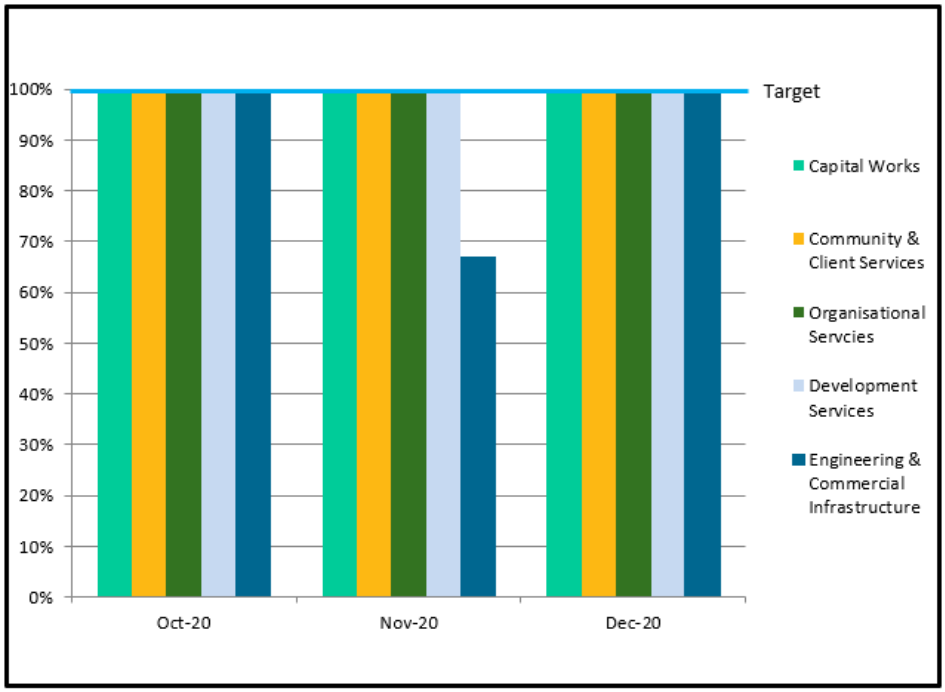
- An upper arm and shoulder injury was sustained after force was used to turn a water tap ball valve.
- A lower back injury was sustained whilst operating a roller.
- A worker injured their knee after tipping a mower.
- Data for this report is current up to January 1 2021.
- There is a glossary at the back of the report which explains terms and acronyms.

1.2 Quarterly Result

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

Site Safety Inspections Completed 	This graph shows the percentage of scheduled inspections completed on-time in the quarter. At a department-level the results were: • Capital Works:100% • Community and Client Services: 100% • Development Services: 100% • Engineering and Commercial Infrastructure: 91% • Organisational Services: 100%
Manager Safety Interactions Undertaken 	This graph shows the percentage of members of the management team that have undertaken at least six safety interactions. Whilst not recorded here, the layer of management below program managers are continuing to undertake safety interactions, with a target of three per quarter.
Monthly Action Plan (MAP) Completed 	This graph shows the percentage of MAP items completed in the quarter.
Corrective Actions Completed on Time 	Corrective actions are raised following an incident, site safety inspection, hazard report, or as an action from a WHS meeting. Although short of our target, the 82% achievement is an improvement on last quarter's 60% and reflects a continuing focus on addressing actions in a timely manner.

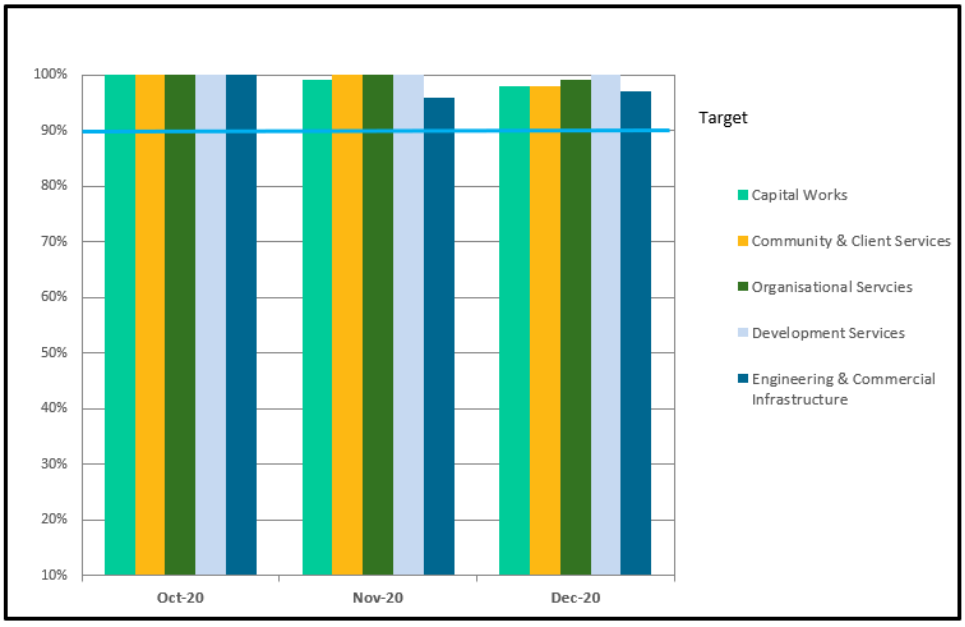
Site Safety Inspections Completed



A target of 100% has been set for the completion of scheduled site safety inspections. This graph provides a snapshot of the percentage completed at the end of each month.

The two outstanding inspections from November have been rescheduled to January.

Monthly Action Plans Completed

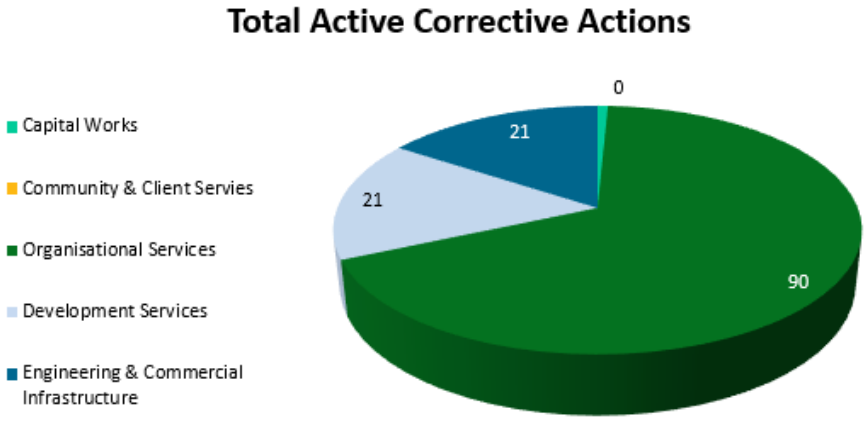


Lead Indicators Break-up by Program

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

Department / Program		Site Safety Inspection			Manager Safety Interactions			MAPs	Corrective Actions	
		¼ Actual	¼ Target	% Achv'd	¼ Actual	¼ Target	% Achv'd	% Achv'd	Total CA's due	% actioned on time
Capital Works	CW Management				6	6	100%	100%		
	Major Projects				8	6	100%	97%	1	100%
	Field Services	6	6	100%	6	6	100%	99%	2	100%
	Contract Services				6	6	100%	100%	1	100%
	Portfolio Management				6	6	100%	100%		
	Design Services				6	6	100%	100%		
	Total	6	6	100%	38	36	100%	99%	4	100%
Community & Client Services	CCS Management				7	6	100%	100%		
	Corporate Communication				6	6	100%	100%		
	Community Lifestyle	7	7	100%	6	6	100%	100%	17	100%
	MECC & Events	1	1	100%	6	6	100%	96%	7	86%
	Emergency Management				3	3	100%	100%	3	100%
	Health & Reg Services	1	1	100%	7	6	100%	100%	34	100%
	Total	9	9	100%	35	33	100%	99%	61	98%
Development Services	DEV Management				6	6	100%	100%	3	100%
	Development Engineering				6	6	100%	100%		
	Development Assessment				6	6	100%	100%	1	0%
	Parks	37	37	100%	7	6	100%	100%	27	93%
	Strategic Planning				7	6	100%	100%		
	Economic Development	1	1	100%	6	6	100%	100%	7	86%
	Total	38	38	100%	38	36	100%	100%	38	89%
Engineering & Commercial	ECI Management				13	12	100%	100%		
	T'sport & Drain Infra Plng				6	6	100%	100%		
	Civil Operations	15	15	100%	6	6	100%	100%	35	97%
	Waste Services				6	6	100%	92%	20	100%
	Water Network	5	7	71%	7	6	100%	95%	3	67%
	Water & Sew Infra Plng				4	4	100%	100%		
	Water Treatment	1	1	100%	8	6	100%	98%	12	92%
	Asset Management				8	6	100%	97%		
	Total	21	23	**100%**	58	52	100%	98%	70	96%
Organisational Services	ORG Management				6	6	100%	100%		
	Financial Services				6	6	100%	100%		
	Shared Services				6	6	100%	100%	4	25%
	Procurement & Plant	4	4	100%	7	6	100%	100%	37	100%
	Property Services	9	9	100%	6	6	100%	100%	155	63%
	Governance & Safety				7	6	100%	96%	19	100%
	People & Culture				6	6	100%	99%		
	Information Services				8	6	100%	100%		
	Office of the Mayor & CEO				6	6	100%	100%		
	Executive Officer				6	6	100%	-		
	Total	13	13	100%	64	60	100%	100%	215	72%

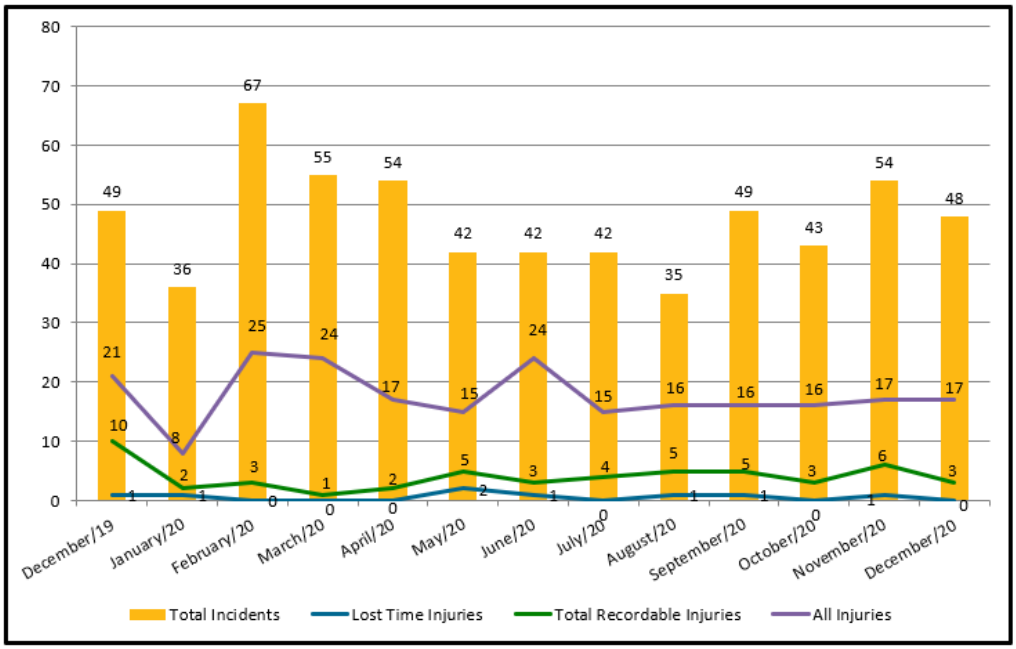
Corrective Action Status Report as at 06 Jan 2021



Department	Total CAs open	CAs Overdue					% of CA's Overdue
		Total CAs Overdue	< 30 days overdue	30 - 60 days overdue	60-360 days overdue	> 12mths overdue	
Capital Works	1	0	0	0	0	0	0%
Community & Client Services	0	0	0	0	0	0	0%
Organisational Services	90	20	16	0	4	0	22%
Development Services	21	2	0	0	0	0	10%
Engineering & Commercial Infrastructure	21	1	1	0	0	0	5%
Mackay Regional Council	**133**	**23**	**17**	**0**	**4**	**0**	**17%**

Most outstanding / overdue corrective actions relate to contractors operating facilities managed by Property Services. Property Services has allocated dedicated resources to addressing the outstanding actions with the contractors concerned to ensure that all actions are closed off as soon as possible. As a result, performance in this area has improved and is expected to continue to do so into the future.

1.3 Incidents and Injuries



One hundred forty-five incidents were reported during the quarter.

The following injuries to MRC employees were reported during November / December:

Lost time injury:

- Operator suffered knee injury when mower tipped on side after hitting a rock concealed in long grass.

Medical treatment injuries / suitable duties injuries:

- Twisted knee and minor graze while walking down a track into creek.
- Foreign matter in an eye while cutting steel with a grinder.
- Dislocated finger while lifting a piece of formwork.
- Scratch on hand from a dog whilst it was being put into cage.
- Knee strain whilst participating in team-building activity.
- Clothing became caught on furniture resulting in fall to ground and wrist strain.
- Lower back pain when lifting pole saw into truck tray.
- Ankle sprain after stepping in a small hole while walking along grass verge

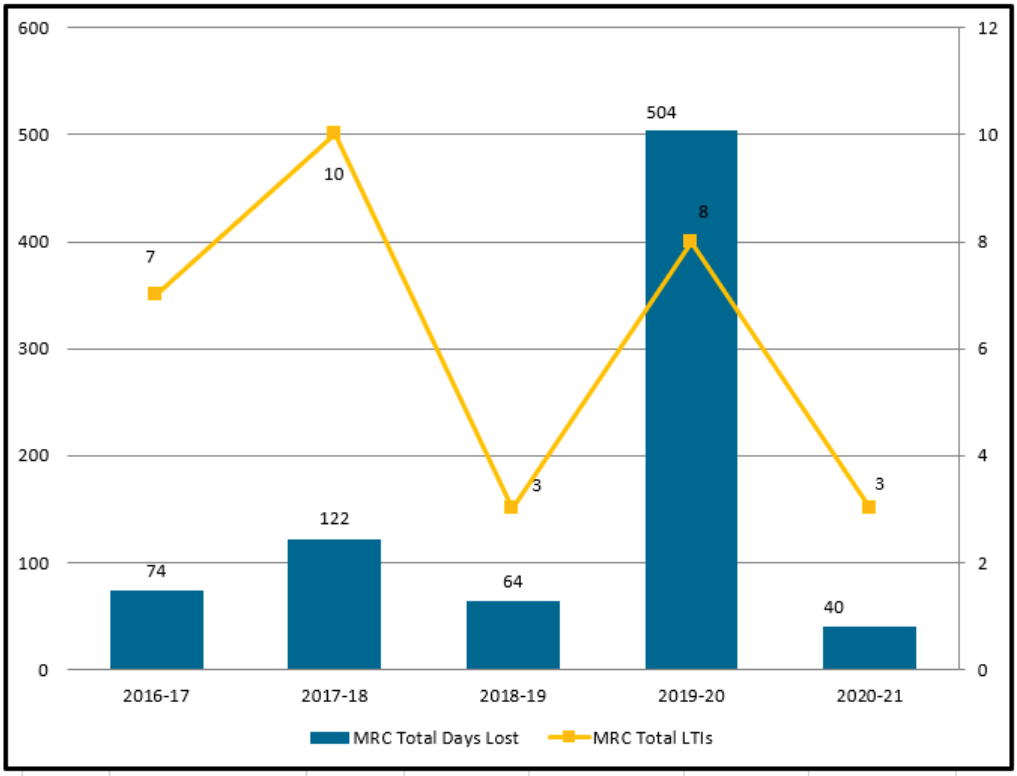
First aid and non-treatment injuries:

- Breathing discomfort after entering under seating basement area.
- Cut finger on drainage grate while mowing.
- Affected by the heat after building air conditioning failed.
- Knee sprain after tripping on mat at building entry.
- Muscle strain whilst fitting irrigation pipe.
- Mild heat stress whilst undertaking gardening work.
- Small object ejected from whipper snipper struck forehead.
- Knee strain after stepping in a small hole while whipper snipping.
- Ankle strain after stepping in small hole adjacent to footpath.

- Graze on back of hand whilst moving portable cement mixer.
- Minor back pain after moving bags of rubbish into truck.
- Ankle strain whilst climbing out of truck.
- Lower back and leg pain after period of lifting.
- Hand pain after day of edging.
- Lower back pain after mowing over some rough ground.
- Graze on hand while pulling out steps of site caravan.
- Graze on shin after hitting step while alighting from grader.
- Knee strain while loading tyre into ute tray.
- Operator verbally and physically threatened by a member of the public.
- While working in pit greasing vehicle, some grease overflowed and went into ear.

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

Lost Time Injuries and Days Lost



Department	2016-17		2017-18		2018-19		2019-20		2020-21	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Capital Works										
Community & Client Services	3	6	1	1	1	18	1	3		
Organisational Services			2	25						
Development Services	3	55	1	13	1	33	4	154		
Engineering & Commercial Infrastructure	1	13	6	83	1	13	3	347	3	40
Mackay Regional Council	**7**	**74**	**10**	**122**	**3**	**64**	**8**	**504**	**3**	**40**

For the 2020-21 year, three lost time injuries have been recorded:

- In August 2020, an upper arm and shoulder injury was sustained after force was used to turn a water tap ball valve. Eleven days have been lost whilst the person recovers.
- In September 2020, a lower back injury was sustained whilst operating a roller. One day was lost as the worker recovered.
- In November 2020, a worker injured their knee after tipping a mower. Twenty-eight days have been lost while the worker recovers.

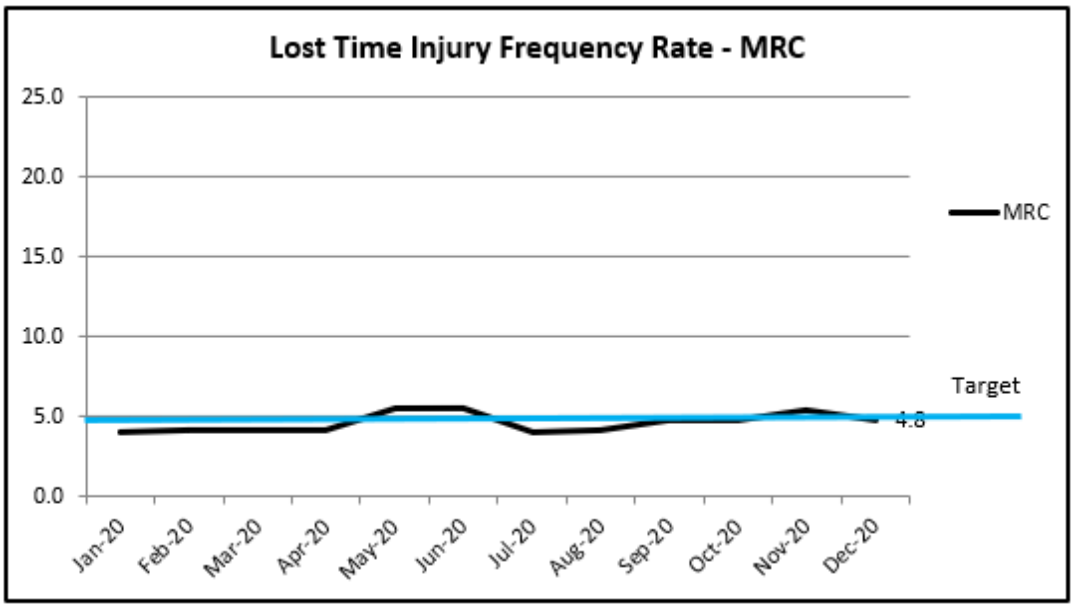
Mackay REGIONAL COUNCIL

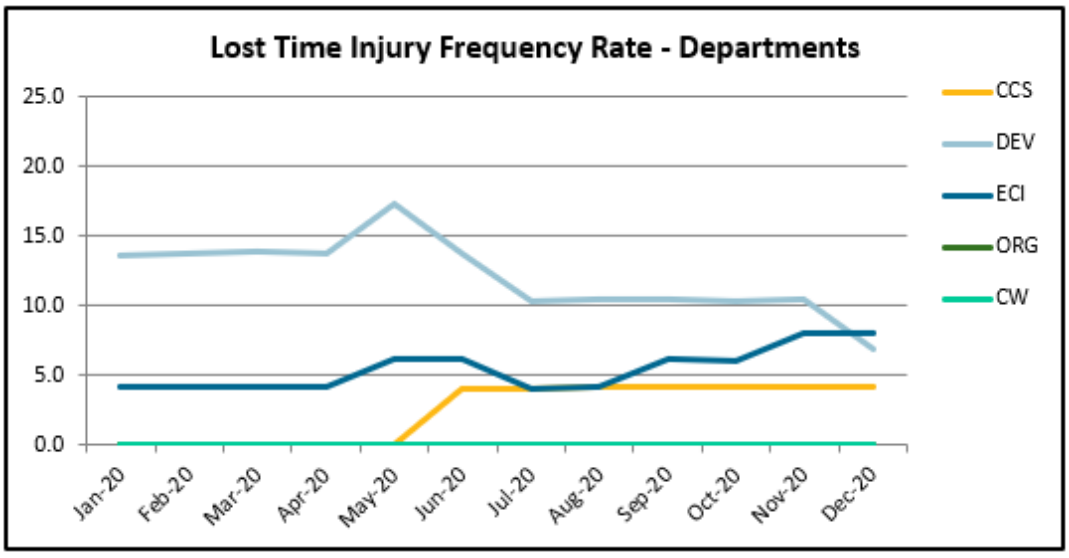
Office of the Mayor and CEO
Monthly Review > December 2020

WHS Incident Summary

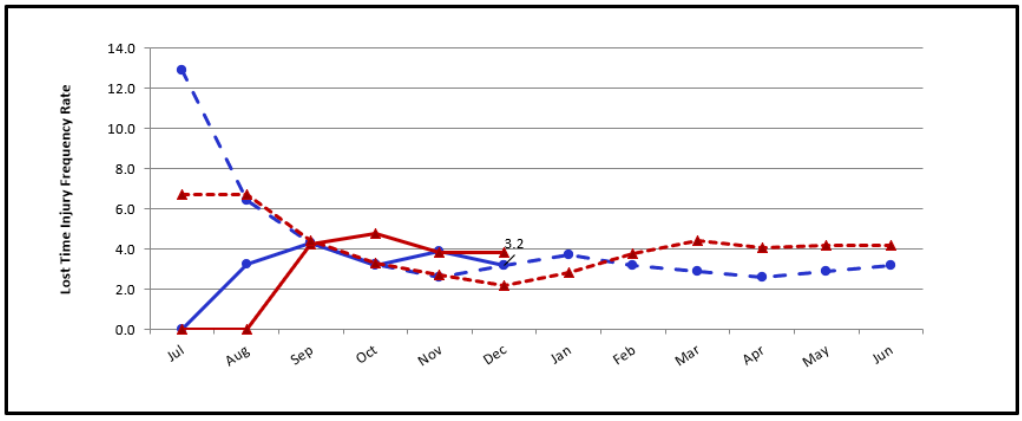
Department / Program		Incident Data (1st Quarter)							Incident History 2020-21 financial year (YTD)						
		LTI	TRI	All Injury	Near Miss	AD	NSM	Total Incidents	LTI	TRI	All Injury	Near Miss	AD	NSM	Total Incidents
Capital Works	CW Management														
	Major Projects					1		1					1	1	2
	Field Services		4	4		2		6		5	6		3	1	10
	Contract Services				1		7	8				1		9	10
	Portfolio Management														
	Design Services												2		2
	Total		4	4	1	3	7	15		5	6	1	6	11	24
Community & Client Services	CCS Management														
	Corporate Comm.														
	Community Lifestyle			5	3	2	10	20		1	11	5	4	18	38
	MECC & Events			2			1	3			3			2	5
	Emergency Manag.					1		1					1		1
	Health & Reg		2	2		2		4		4	5	1	5		11
	Total		2	9	3	5	11	28		5	19	6	10	20	55
Development Services	DEV Management										1				1
	Development Eng											1			1
	Development Ass														
	Parks,		2	21	3	9		33		5	28	5	21	2	56
	Strategic Planning		1	1				1		1	1				1
	Economic Dev											1			1
	Total		3	22	3	9		34		6	30	7	21	2	60
1Engineering & Commercial	ECI Management														
	Tran Drain Infra Plng										1				1
	Civil Operations	1	3	11	3	12	0	26	3	9	26	4	21	1	52
	Waste Services				1		12	13				2		24	26
	Water Network										3		1	1	5
	Water & Sew Infra Pl														
	Water Treatment					1		1				1	1		2
	Assets Management														
	Total	1	3	11	4	13	12	40	3	9	30	7	23	26	86
Organisational Services	ORG Management														
	Financial Services														
	Shared Services			2	1			3			5	1			6
	Procurement & Plant		1	1		1		2		2	3		1		4
	Property Services				2	2	17	21				3	2	25	30
	Governance & Safety			1				1			3				3
	People & Culture										1				1
	Information Services			1				1			1				1
	Office of the Mayor & CEO											1			1
	Total		1	5	3	3	17	28		2	13	5	3	25	46

Injury Frequency Rates 12 month rolling average





Lost Time Injury Frequency Rate Comparison



Legend

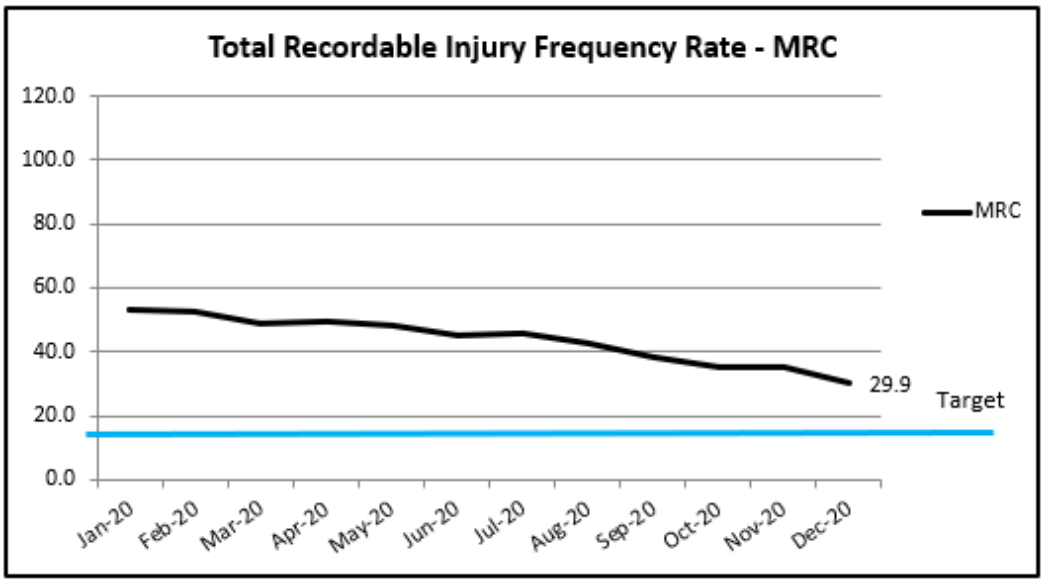
MRC	This year	
	Last year	

All Group E Councils	This year	
	Last year	

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

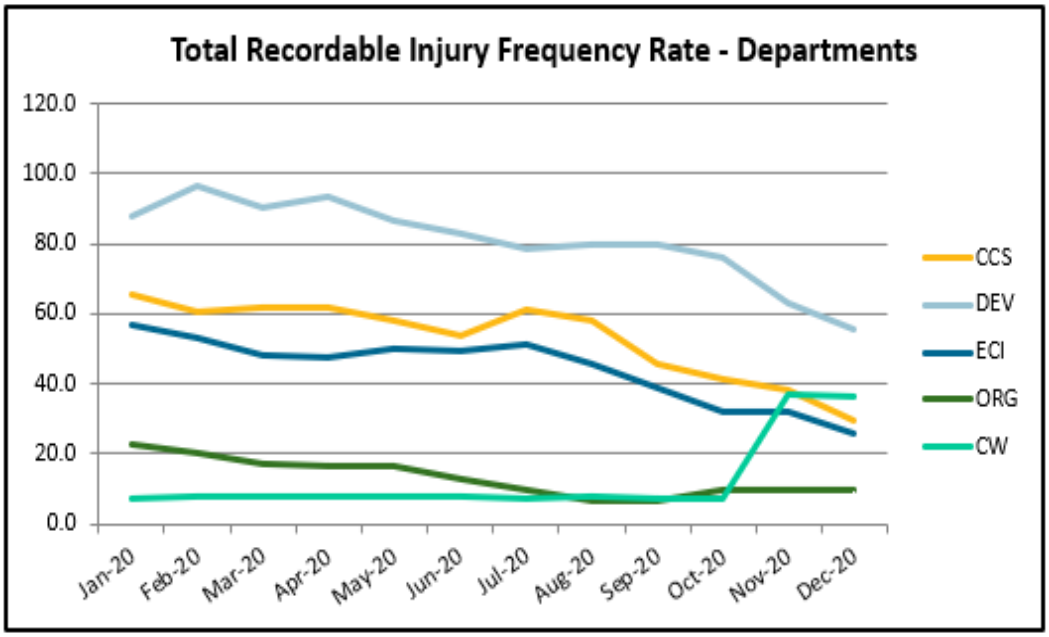
MRC has recorded three LTIs. This has resulted in a LTI frequency rate of 3.2, which is slightly below the *All Group E Councils* rate.

Total Recordable Injury Frequency rate

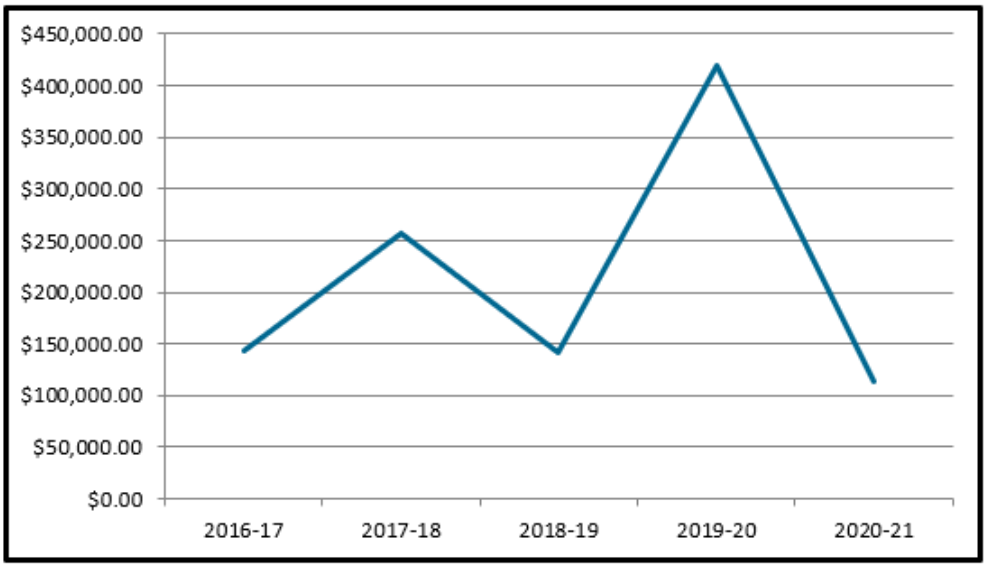


The graphs shows the 12-month rolling average. Analysis has been undertaken to identify ways to reduce the number of injuries requiring medical treatment.

Most of the injuries involve 'muscular stress'. Areas of focus include: pre-employment checks; new employee inductions; fitness for work; hazardous manual task identification & management; and improved incident investigation.



Workers Compensation Claims Costs



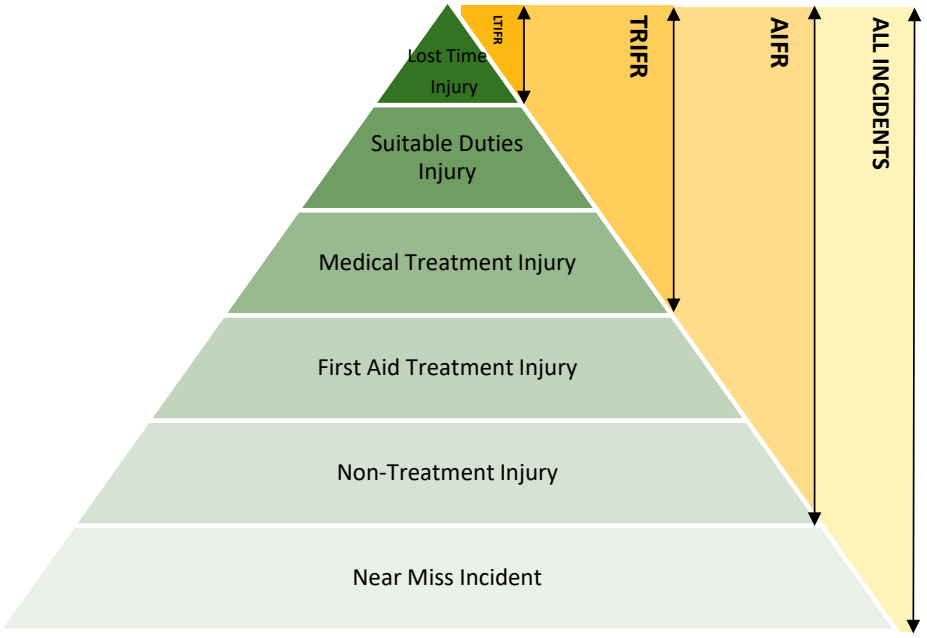
This graph depicts the total worker's compensation claim costs over five years.

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

The costs of claims are a factor in determine MRC's workers compensation premium.

1.4 Definitions

Incident Hierarchy



Incident Definitions

Incident	Any unplanned event resulting in, or having a potential for injury or ill health.
Lost Time Injury (LTI)	A work injury that results in a fatality, or an inability to work at least one full day / shift or part of a day / shift, any time after the day / shift in which the injury occurred. As determined by the treating doctor.
Suitable Duties Injury (SDI)	A work injury that results in an injured worker remaining in the workplace, but not being able to return to their normal duties on the next day or scheduled shift. Work is undertaken, subject to restrictions, as determined by the treating doctor.
Medical Treatment Injury (MTI)	A work injury that results in an injured worker being treated by a qualified health professional e.g. doctor, nurse, physiotherapist.
First Aid Treatment Injury (FAI)	A work injury that results in an injured worker being provided treatment which is normally given by a first aider.
Non-Treatment Injury	A work injury which did not require treatment by a first aider or health professional e.g. doctor.
Near Miss Incident (NM)	An incident that could have or had the potential to cause injury or loss.
Recordable Injury (RI)	Incidents that result in a LTI, SDI and MTI.
Lost time injury frequency rate **(LTIFR)**	The number of lost-time injuries per million hours worked. Calculated as follows: No of LTI x 1,000,000 / total hours worked during period
Total Recordable Injury Frequency Rate **(TRIFR)**	The number of recordable injuries per million hours worked. Calculated as follows: No of RI x 1,000,000 / total hours worked during period
All Injury Frequency Rate **(AIFR)**	The sum of RIs and FAIs per million hours worked. Calculated as follows: No of injuries x 1,000,000 / total hours worked during period
Notifiable Incident	Incidents that are notifiable to Workplace Health and Safety QLD (WHSQ). Includes an incident that results in the death, serious injury, or serious illness of a person, or involves a dangerous incident.

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 2020/21.

Councillor Activities

Council in Community

Planning for the December Council in Community day was undertaken, with the visits centred on the Northern region undertaken on Wednesday 2 December 2020.

Still with a focus on Council facilities rather than open community meetings, the following were included in site visits –

✓ Council facilities:

- Site of Proposed Northern Beaches Hub
- Traffic Calming Devices Marzan Street, Rural View
- Culvert works along Ball Bay Road
- Halliday Bay Boat Ramp and Victor Creek Boat Ramp (Carpark upgrades)
- Inspection of Seaforth Master Plan area
- Inspection of the Woodlands Park Master Plan area

As well as inspections of key facilities within the Northern area, the day started in the CBD with -

✓ Mackay Region Museum Consultation - Museums Pop-Up Session at Greater Whitsunday Farmers Market Bluewater Quay
✓ Launch of the Heritage Discovery Trails – Bluewater Quay
✓ Participating in the Heritage Walk to Town Hall

Launch of Heritage Discovery Trail and participation on Heritage Walk

Celebrating
Mackay's
Heritage

PORTERS

Inspection of Woodlands Park Master Plan area

Inspection of Seaforth Master Plan area

Meetings/Briefings

For the month of December, the following Council meetings/briefings were co-ordinated:

- Council in Community Day – 2 December
- Final Ordinary Council meeting for 2020 – 9 December
- Briefing Days – 4 and 9 December

During December Council meetings continued to be held at the MECC given distancing requirements, and the public excluded from attending under approved legislation. Members of the public have been invited to attend the Ordinary meetings commencing from 7 October 2020. There is currently a restriction limit to five (5) attendees who have pre-registered. On 9 December 2020 there were no registered members of the public.

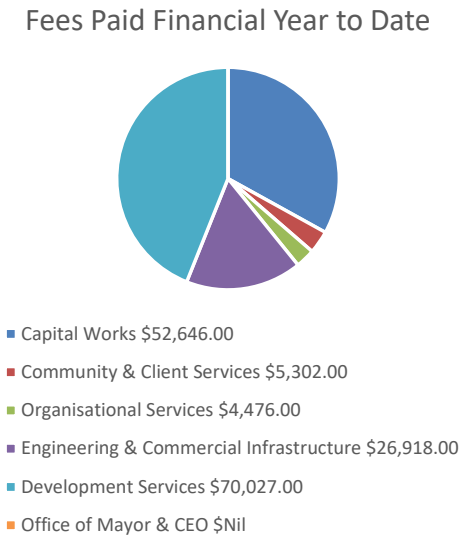
Live streaming of Council meetings however continues to ensure public access. Details of Council meeting minutes, and recorded live streaming, are all available on Council's website.
It is proposed to relocate Council meetings back to the Council Chambers from January 2021 under an appropriate COVID safe plan for the Chambers.

Legal Services

Legal Services is currently working on 223 matters spread across all Directorates as follows:

Directorate	Matter Type	No.	No.
Capital Works	Disputes/Litigation General Land Acquisition Land Tenure Native Title	1 9 7 2 3	22
CCS	Disputes/Litigation Regulatory Compliance & Enforcement *(particularly Warrants for overgrown properties and dangerous dogs)* General	1 17 14	32
Development Services	Disputes/Litigation Infrastructure Agreements P&E Appeals General Drafting/Reviewing Regulatory Compliance & Enforcement	3 8 2 12 2 1	28
ECI	Land Acquisition Disputes/Litigation General Land Tenure Native Title	10 3 26 3 2	44
OM&CEO	Land Acquisition Disputes/Litigation General Regulatory Compliance & Enforcement	3 3 17 1	24
Organisational Services	Disputes/Litigation General Land Acquisition Leasing/Licensing Native Title Land Tenure	7 38 1 25 1 1	73
TOTAL CURRENT MATTERS			**223**

Total external legal fees and outlays paid for the financial year to date are **$159,369.00** broken down by Directorate as follows:



External Grant Funding

2020/21 external funding monies for 2020/21 year to date to 31 December 2020 being actually received by payments to Council is $17,120,570.14.

The major components received in December being:

- Roads to Recovery – Various Roads - $146,462
- Building our Regions R5 – Mirani Planning Project - $58,560
- State Library of Queensland – Annual Funding - $279,541
- Department of Transport & Main Roads – Ring Rd/Bruce Hwy round about $360,000

Funding applications successful during December include –

- Department of Infrastructure, Transport, Regional Development and Communications – Local Roads & Community Infrastructure Phase 2 - $4,373,723
- Department of Transport & Main Roads – Ring Rd/Bruce Hwy roundabout entry statement/landscaping $360,000

2.2 NQ & FNQ Monsoon Trough Update

NQ & FNQ Monsoon Trough – Road Restoration Works

The Dalrymple Road Landslips Micropiling contract works were completed in late November 2020. The second seal will be undertaken in late January.

Gravelling works on unsealed roads have been completed with total expenditure of $960,000.

The Armstrong Beach Road pavement repairs were completed in December. This completes all minor restoration projects.

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.

The last CEO's Group meeting was held 20 November 2020 as a precursor to the GWCoM's meeting with discussion on key agenda items. A key item from this meeting was a project update from Bowen River Utilities (Urannah Water), with a view to further consultation sessions with associated Councils in early 2021.

The last GWCoM's meeting was held on 7 December 2020, in Mackay, and held on an amended date to align with the farewell event for outgoing GW3 Chairperson John Glanville.

The meeting was also attended by local representatives of the below with an update on activities given by each –

- Greater Whitsunday Communities (formally RSDC)
- Department of \premier and Cabinet
- Regional Development Australia Mackay-Isaac-Whitsunday Inc. (RDA)
- Greater Whitsunday Alliance (GW3)

The Local Government Association of Queensland (LGAQ) attended by videoconference and presented on key matters including –

1. State Election follow up and ministerial appointments
2. Filling of mayoral and councillor vacancies
3. Federal Budget Update - Financial Assistance Grants (FAGS)
4. Bush Councils Compact
5. LGAQ Advisory Groups
6. Reef Advisory Committee meeting
7. Queensland Climate Resilient Councils Program (Q CRC)
8. Natural Assets and Natural Resource Management Update
9. Waste Update
10. Trade and Investment update
11. Tait v Goondiwindi Regional Council [2019] QDC 208
12. Wages Theft /Information sharing with unions
13. LGAQ Domestic & Family Violence (DFV) Project
14. Review of the Strong and Sustainable Resource Communities Act 2017
15. LGAQ Submissions Update

The meetings are held bi-monthly with the next GWCoM's meeting is Friday 26 February 2021 in Moranbah.

11.1.2. STRATEGIC FINANCIAL REPORT - DECEMBER 2020

Author	Acting Manager Financial Services (Angela McLean)
Responsible Officer	Chief Executive Officer (Michael Thomson)
File Reference	Strategic Financial Report
Attachments	1. December 2020 Strategic Financial Report [**11.1.2.1** - 19 pages]

Purpose

To adopt MRC's Strategic Financial Report December 2020.

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

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

Consultation and Communication

Chief Executive Officer, Directors, Acting Manager Financial Services.

Resource Implications

Council is forecasting an operating deficit of $5.024M for the 2020/21 financial year. The actual operating result for December 2020 is a favourable variance of $2.7M against YTD budget. All revenue and expenditure will be reviewed as part of the December budget review.

Risk Management Implications

Variances will be closely monitored as delivery of the budget progresses.

Conclusion

As at December 2020, MRC reported a favourable variance of $2.7M against YTD budget. All revenue categories with exception of Grants and Subsidies reported higher than forecast. Lower than forecast depreciation expense also contributed to the favourable variance for the reporting period.

Delivery of capital projects currently represents 30% of the annual revised budget and 99% of YTD budget. Capital projects includes accrued expenditure for works in progress and associated operational costs expended in the delivery of these.

All revenue, expenditure and capital will be reviewed as part of the December budget review.

Officer's Recommendation

THAT the attached Strategic Financial Report December 2020 be adopted.

Mayor Williamson noted that revenue was up by $1.3 million and expenses were down by $1.3 million.

The CEO spoke to the Strategic Financial Report noting that most revenue lines are trending upward, however there may be some higher operational expenditure in the second half of the year and noted that there are some risks of underspending of capital works expenditure so Council is looking to see what projects may be able to be brought forward.

Mayor Williamson noted that this was a good report and hopefully pointed to a good six months coming up for Council.

Council Resolution ORD-2021-7

THAT the attached Strategic Financial Report December 2020 be adopted.

Moved Cr Englert **Seconded Cr Mann**

CARRIED

Strategic Financial Report

> December 2020

Executive summary

Council is currently forecasting an operating deficit of $5.024M for the 2020/21 financial year. The forecast includes assumptions around the financial impact of COVID-19 and is continually monitored for financial risk indicators. Budget assumptions are adjusted as part of future budget review processes, as required.

	Annual Original Budget $000	Annual Revised Budget $000	YTD Budget $000	YTD Actual $000	YTD Variance $000
Total operating revenue	269,656	262,601	128,169	129,487	1,319
Total operating expenses	274,688	267,625	125,792	124,401	(1,392)
Operating surplus / (deficit)	**(5,032)**	**(5,024)**	**2,377**	**5,086**	**2,711**

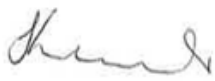
During the month, MRC adopted the end of year result for 2019/20 following completion of audit and QAO certification of the 2020 annual financial statements. The end of year result is now reflected as the opening balance of MRC's long term financial forecast and included in this report.

For the December reporting period, both operating revenue and expenses are reporting a favourable variance of $2.7M against YTD budget as at December 2020. Higher than forecast revenue in all categories excluding Grants and Subsidies, and lower than forecast depreciation expenditure contributed to this result. Although the current result seems pleasing at this point in time, risk still exists around some possible significant variations which may impact the end of year result. This will continue to be monitored.

To date, $38.6M has been expended on council capital projects and includes associated operational expenditure in the delivery of these projects. This amount represents 30% of the annual revised budget and 99% of YTD budget.

The entire budget will be reviewed as part of the December budget review. The outcome of this process will be included in a future report.

Figures provided are accurate as at the date of publication and are cumulative year to date, which may include adjustments for revenue or expenses accrued from prior accounting periods. Amounts disclosed are rounded to the nearest thousand ($000) unless otherwise stated. Consequently, rounded balances in the categories may not exactly add to the reported totals.



Kylie Lamb
Director Organisational Services

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1 Significant risks

Risk	Likelihood	Consequence	Treatment	Financial impact
MECC revenue	Possible	Reduction in revenue	Monitor and address in a future budget review process.	Uncertainty caused by COVID-19 and compliance with social distancing requirements continues to negatively impact the MECC operations budget.
Depreciation	Possible	Increase in expense	Continuing work in this area leading to more accurate forecasts and impacts.	Significant work is being conducted in relation to asset management which could impact depreciation expense.
Water consumption revenue	Possible	Decrease in revenue	Monitor and address in future budget review if required.	The weather plays a role in the amount of water consumed and also the cost of treating water. Given the significant amount of rain received and predicted for the first quarter of the year, there may be an unbudgeted financial implication which is unknown at this stage.

2 Areas of concern for noting

Program	Comment
All of MRC (COVID-19)	Council continues to monitor the evolving COVID-19 situation and will respond to and report any changes that affect the financial operations of MRC.

3 Budget analysis – Consolidated

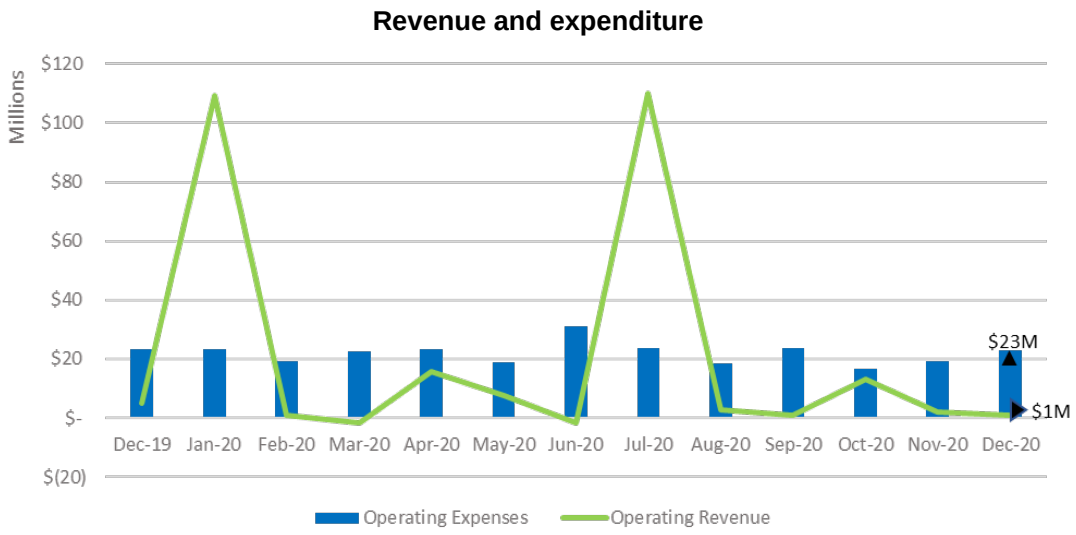
3.1 Income Statement

Income Statement
For the period ending 24 December 2020

	Annual Original Budget $000	Annual Revised Budget $000	YTD Budget $000	YTD Actual $000	YTD Variance $000
Rates and charges	218,550	219,241	108,968	109,282	314
Fees and charges	17,994	14,771	8,719	9,208	489
Rental income	1,153	1,085	675	739	64
Interest income	2,572	1,872	890	1,157	266
Sales contracts and recoverable works	7,005	7,047	2,328	2,590	262
Other recurrent income	5,140	3,107	1,312	1,460	148
Grants, subsidies, contributions and donations	17,242	15,478	5,277	5,053	(223)
Total operating revenue	**269,656**	**262,601**	**128,169**	**129,487**	**1,319**
Employee benefits	86,907	87,236	41,269	41,647	378
Materials and services	98,127	90,669	42,187	42,199	12
Finance costs	8,244	8,258	4,123	4,218	95
Depreciation and amortisation	81,410	81,462	38,214	36,337	(1,877)
Total operating expenses	**274,688**	**267,625**	**125,792**	**124,401**	**(1,392)**
Operating surplus / (deficit)	**(5,032)**	**(5,024)**	**2,377**	**5,086**	**2,711**
Grants, subsidies, contributions and donations	26,520	32,182	13,490	10,972	(2,518)
Other capital revenue	0	8	7	126	118
Capital expenses	(2,850)	(2,850)	(904)	579	1,483
Total capital revenue and expenses	**23,670**	**29,340**	**12,593**	**11,677**	**(916)**
Net result	**18,638**	**24,316**	**14,970**	**16,763**	**1,794**

3.2 Revenue and expenditure

Council is currently reporting an operating surplus of $5.1M, which is a $2.7M favourable variance against YTD budget. Trend analysis will continue as the financial year progresses, to ensure true variances are realised in future months budget estimates.



Revenue

Total operating revenue reports a favourable variance of $1.3M against YTD budget. A small unfavourable variance was also observed in grants, subsidies, contributions and donations in relation to a delay in the receipt of funds. All other revenue categories reported balances above forecast at the conclusion of the period.

Expenses

Total operating expenses are below budget by $1.4M at the reporting date. Depreciation and amortisation reported the largest variances of $1.9M offset by minor unfavourable variances within the other expense categories.

All revenue and expenditure will be reviewed as part of the December budget review.

Capital revenue and expenses

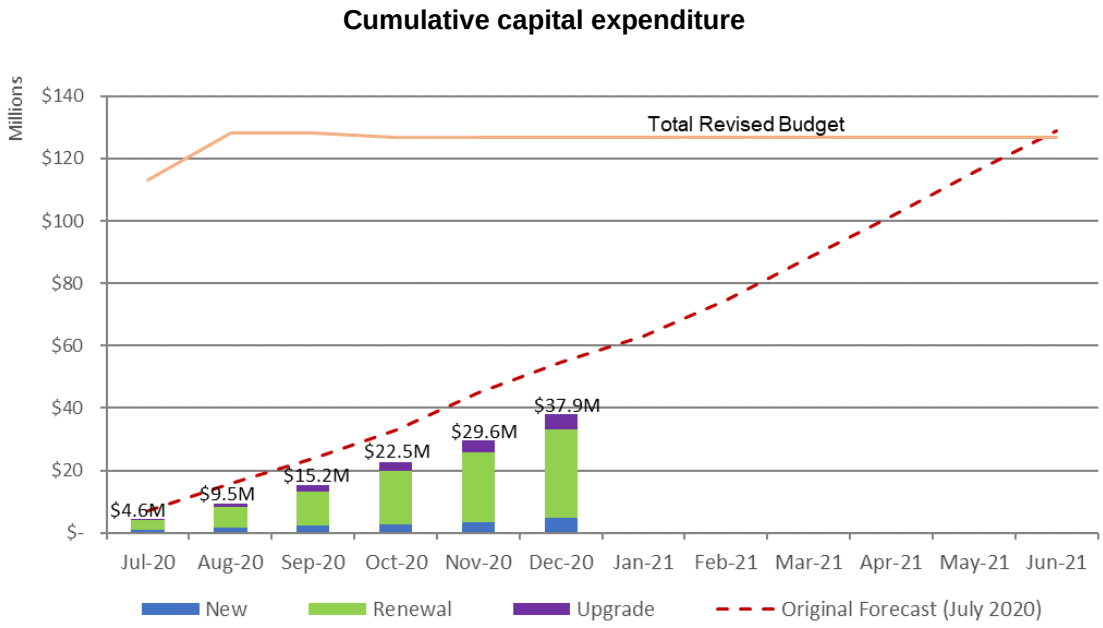
Total capital revenue and expenses is reporting an unfavourable variance of $916K against YTD budget at period end. This is primarily the result of a delay in recognition of developer donated infrastructure and is anticipated to realign with budget forecast in a future period.

3.3 Capital expenditure

	Annual Original Budget $000	Annual Revised Budget $000	YTD Budget $000	YTD Actual $000	YTD Variance $000
Capital expenditure ^	113,083	126,911	38,341	37,929	(412)
Operational expenditure	1,621	2,105	856	714	(142)
Total council projects expenditure	114,704	129,016	39,197	38,643	(554)

^ as depicted in the below graph

Total council projects expenditure is currently tracking $0.6M behind YTD budget; noting this amount includes accrued expenditure for work completed in the month. This variance relates primarily to several minor project delays and is not expected to impact overall project delivery. Any variances to current forecast will be reviewed as part of the December budget review.



4 Balance Sheet

4.1 Statement of financial position

Statement of Financial Position
For the period ending 24 December 2020

	Annual Original Budget $000	Annual Revised Budget $000	Actual $000	
Current assets				
Cash and cash equivalents	125,984	129,029	95,646	
Investments	0	0	95,000	
Trade and other receivables	22,267	19,597	21,194	
Contract Assets	0	829	261	
Other assets	0	3,200	430	
Inventories	2,827	3,028	3,052	
Non-current assets classified as held for sale	0	79	79	
Total current assets	**151,078**	**155,762**	**215,662**	
Non-current assets				
Investments	3,923	6,159	6,159	
Trade and other receivables	0	0	2,049	
Property, plant and equipment	3,547,648	3,310,918	3,265,704	^
Right of use assets	0	874	874	
Intangible assets	5,182	6,000	5,848	
Total non-current assets	**3,556,753**	**3,323,951**	**3,280,634**	
Total assets	**3,707,831**	**3,479,713**	**3,496,295**	
Current liabilities				
Trade and other payables	24,757	9,154	21,379	
Borrowings	16,211	16,213	8,043	
Lease liabilities	0	77	42	
Provisions	58,553	60,862	60,825	
Contract Liabilities	0	4,239	8,813	
Other liabilities	(4,808)	10,457	10,433	
Total current liabilities	**94,713**	**101,002**	**109,535**	

	Annual Original Budget $000	Annual Revised Budget $000	Actual $000
Non-current liabilities			
Borrowings	101,716	101,682	117,284
Lease liabilities	0	833	833
Provisions	17,684	18,928	18,928
Trade and other payables	0	882	882
Total non-current liabilities	**119,400**	**122,325**	**137,926**
Total liabilities	**214,113**	**223,327**	**247,461**
Net community assets	**3,493,718**	**3,256,386**	**3,248,834**
Community equity			
Retained surplus	2,037,320	2,189,035	2,181,483
Asset revaluation surplus	1,456,398	1,067,351	1,067,351
Total community equity	**3,493,718**	**3,256,386**	**3,248,834**

^refer section 4.4 for breakdown

4.2 Cash and Investment Portfolio

4.2.1 Cash and cash equivalents

MRC's cash and cash equivalents are subject to internal and external restrictions that limit amounts available for discretionary or future use. At the end of the reporting period, approximately $114M was maintained in various reserves for management purposes with a high proportion of these funds constrained for specific purposes.

4.2.2 Investments

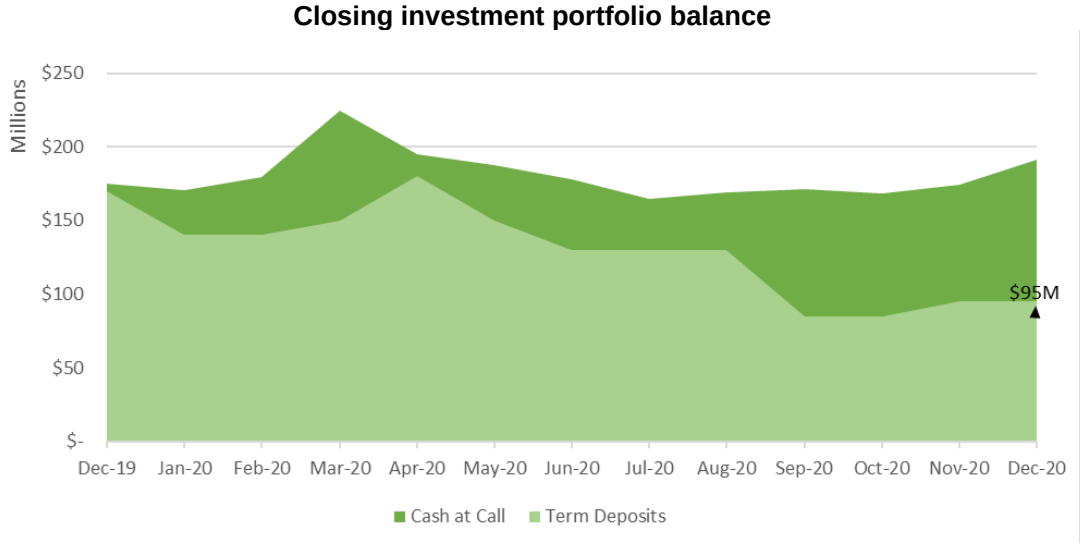
MRC maintains an investment portfolio diversified across various institutions and terms to maturity, which is reviewed regularly to maximise performance and minimise risk. MRC currently has $95M invested with financial institutions other than QTC. Maturity of these investments is scheduled between January and October 2021.

The MRC portfolio return continues to exceed the benchmark of Ausbond Bank Bill Index at the end of the reporting month. While investments continue to perform well against the current market, a significant drop in interest rates is observed over the past 12 months. This is expected to be followed by a prolonged period of low interest rates following the RBA's recent rate reductions. Implications from low market interest rates on Council's forecast interest income budget will continue to be monitored.

	December	12 Month Comparative
MRC Portfolio	0.96%	1.50%
AusBond Bank Bill Index	0.39%	0.85%

4.2.3 Total Portfolio

The total balance of MRC's cash at call and investments, at the end of the reporting period, is shown in the graph below. Please note, the balance of cash at call will vary from the reported balance of cash and cash equivalents on statement of financial position due to unbanked cheques and other uncleared amounts.



MRC's portfolio diversification

	Actual $000	Percentage of Portfolio
AAA to AA-	60,000	31%
A+ to A	15,000	8%
A- to BBB+	15,000	8%
BBB to A2	5,000	3%
Total investments in term deposits	**95,000**	**50%**
QTC	94,650	49%
Other financial institution	1,840	1%
Total cash at call	**96,490**	**50%**
Total investment portfolio	**191,490**	**100%**

Note: All institution ratings referenced are Standard and Poors.

4.3 Receivables

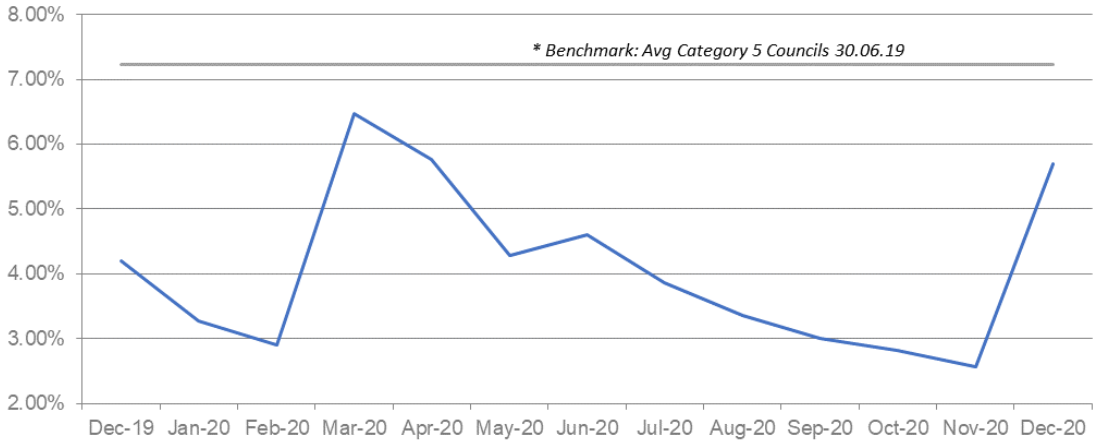
Rates and charges revenue represent ~84% of MRC's revised operating revenue budget for the financial year. MRC constantly reviews its collection process to ensure rates are collected efficiently and effectively, whilst being cognisant of individual circumstances. Collection action is continuing, both with our external collection agency and monitoring of in-house payment schedules. In-house collection methods include the use of SMS reminders for ratepayers.

	Total Overdue $000	Current year 2020/2021 $000	1 year 2019/2020 $000	2 years 2018/2019 $000	> 3 years $000
Total rate arrears	12,501	7,679	3,035	1,021	766

Rates and charges notices for the period July to December 2020 were issued during August. As detailed in stage one of COVID-19 business support measures announced, MRC deferred the due date for payment of rates by 3 months to 2 December.

The rates arrears are consistent with the corresponding period, in the previous half year and is visible in the below graph. The arrears balance is anticipated to decrease as collection action continues, which was put on hold due to COVID-19.

Trend rate arrears %



* *Each year the Department of Local Government, Racing and Multicultural Affairs collects information from local governments about the key services they provide and publishes it in the Queensland local government comparative information report. The report includes a suite of efficiency, effectiveness and quality-of-service indicators covering key functional and financial areas of local government, including rates arrears performance indicators. The benchmark reported above represents the average rates arrears of like councils (category 5) as at 30 June 2019.*

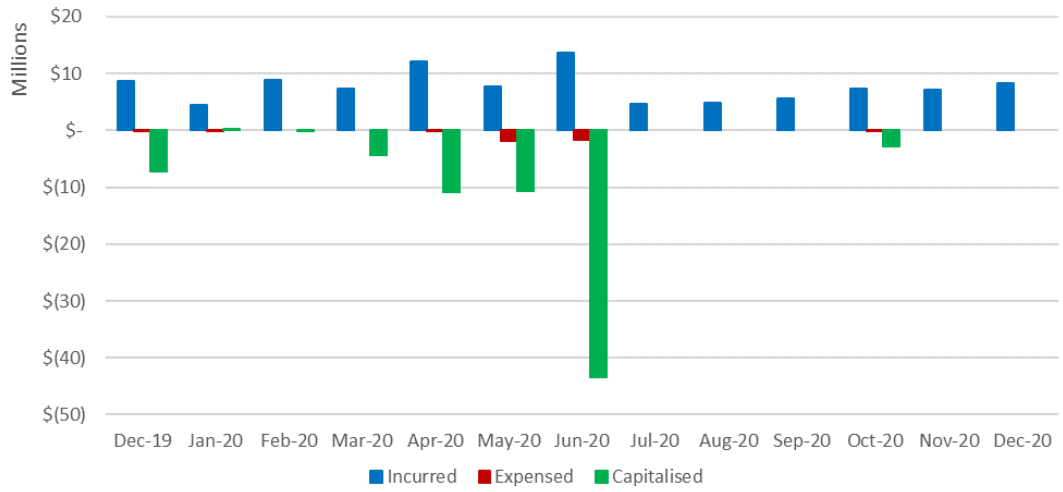
4.4 Property, plant and equipment

Property, Plant and Equipment movement

	Annual Original Budget $000	Annual Revised Budget $000	Actual $000
Opening balance as at 1 July	3,513,702	3,262,968	3,263,909
Net additions (including WIP) and contributed assets	114,844	128,900	37,872
Depreciation	(80,048)	(80,100)	(35,765)
Write off / disposed	(850)	(850)	(312)
Closing balance	**3,547,648**	**3,310,918**	**3,265,704**

Note: ***Actual*** *includes an amount of $941K for intangible WIP opening balance as at 1 July.*

Work in progess (WIP) movement

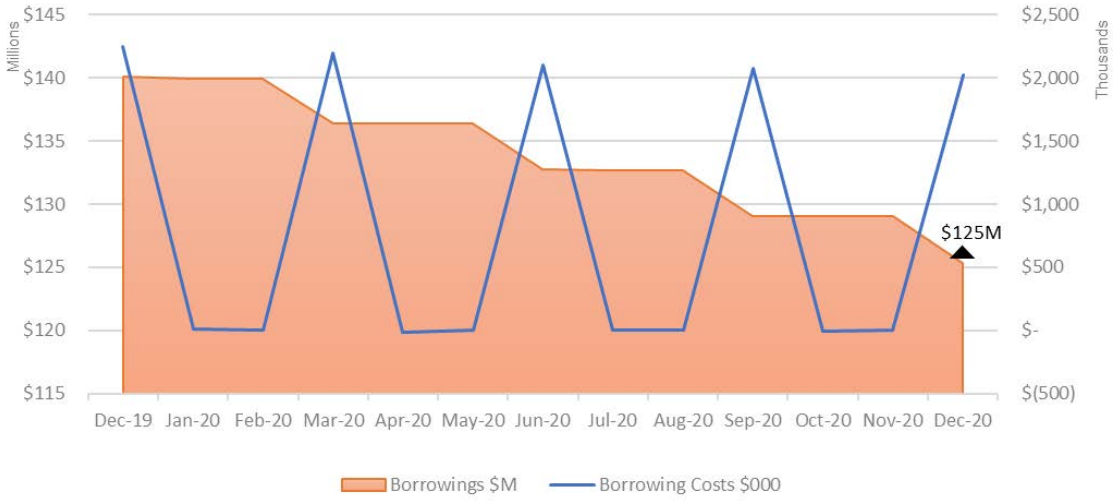


Note: ***Incurred****; represents capital expenditure for the construction or acquisition of assets transferred to WIP and contributed assets. These assets are incomplete and are non-depreciating.* ***Capitalised****; refers to additions to property, plant and equipment in MRC's asset register during the financial year.* ***Expended;*** *relates to costs transferred from WIP that will not be capitalised.*

4.5 Borrowings

Loan borrowings are an important funding source for local government. They reflect that the full cost of infrastructure should not be borne entirely by present-day ratepayers, instead it should be contributed by future ratepayers who will benefit.

Borrowing costs associated with the debt balance are recognised when the principal payments are made on a quarterly basis. At the end of the December quarter, MRC had $125M in total loan borrowings outstanding. In line with the council debt policy, no new borrowings are forecast in the current financial year.



5 Cash Flow

5.1 Statement of cash flows

Statement of Cash Flows
For the period ending 24 December 2020

	Annual Original Budget $000	Annual Revised Budget $000	Actual $000
Cash flows from operating activities			
Receipts from customers	249,924	253,342	135,102
Payments to suppliers and employees	(185,442)	(200,873)	(91,910)
Interest income	2,572	1,872	1,157
Non-capital grants, subsidies, contributions and donations	17,249	16,345	5,053
Borrowing costs	(7,925)	(7,923)	(4,094)
Net cash inflow from operating activities	**76,378**	**62,763**	**45,308**
Cash flows from investing activities			
Payments for property, plant and equipment	(115,083)	(126,883)	(37,871)
Payments for investments	1,738	1,738	35,000
Other capital income	0	0	126
Other capital expenses	0	(2,301)	(23)
Proceeds from sale of property, plant and equipment	1,730	2,011	914
Capital grants, subsidies, contributions and donations	22,520	28,155	10,944
Net cash outflow from investing activities	**(89,095)**	**(97,280)**	**9,089**
Cash flows from financing activities			
Repayment of borrowings	(15,211)	(15,213)	(7,474)
Repayments made on leases (principal only)	0	0	(35)
New cash outflow form financing activities	**(15,211)**	**(15,213)**	**(7,510)**
Net increase / (decrease) in cash and cash equivalents	**(27,928)**	**(49,730)**	**46,888**
Cash and cash equivalents at beginning of the period	**153,912**	**178,759**	**48,759**
Cash and cash equivalents at end of the period	**125,984**	**129,029**	**95,646**

6 Financial analysis

6.1 Key performance indicators

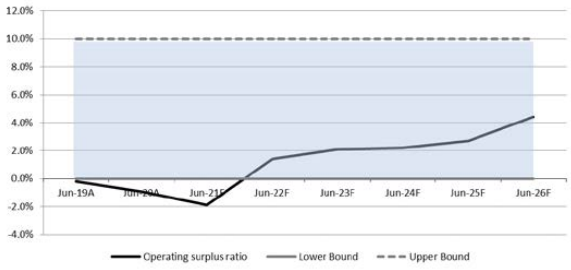
Ratio	Description	Target	FY2019	FY2020	Revised Budget FY2021	December FY2021
Operating surplus ratio (%)	Extent to which operating revenues covers operating expenses (excludes capital items)	0% - 10%	(0.2%)	(0.9%)	(1.9%)	3.9%
Interest coverage ratio (%)	Extent to which operating revenues cover net interest expense	0% - 5%	1.7%	2.0%	2.4%	2.4%
Net financial liabilities ratio (%)	Extent to which net financial liabilities can be serviced by operating revenues	< 60%	15.5%	17.7%	25.7%	24.6%
Current ratio	Extent to which current assets cover current liabilities	Between 1 and 4	2.0	1.7	1.5	2.0
Asset sustainability ratio (%)	Extent to which the infrastructure assets are being replaced/renewed	> 90%	63.5%	58.2%	103.5%	77.9%
Capital expenditure ratio (times)	Extent to which capital expenditure exceeds depreciation.	> 1.1 times	1.5	1.1	1.6	1.1

Year to date results are indicative of business timing in the delivery of the annual budget and are anticipated to return to revised budget levels by the end of the financial year. Noting the operating surplus ratio is currently showing variances due to generation of rates and charges for the first billing of the financial year.

The actual asset sustainability ratio is consistently below target, which is reflective of the relative new age of MRC's asset base, primarily resulting from a period of high growth and a sustained period of NDRRA repairs. This in effect means the requirement to spend significant funds on renewals at this stage is relatively low, however this will be monitored in the future to ensure spend is sufficient.

Operating surplus ratio %

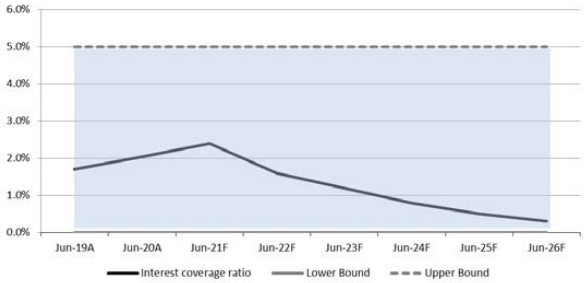
A percentage between 0% and 10% over the long term means Council is expecting to generate healthy levels of revenue with an ability to fund proposed capital expenditure and / or debt repayments.



Interest coverage ratio %

This ratio measures the extent to which operating revenues are committed to funding interest expense.

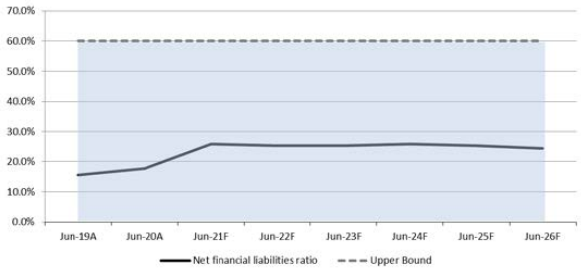
It is noted that MRC is expected to remain within target bounds indicative that the financial risk is being effectively managed.



Net financial liabilities ratio %

This ratio measures Council's ability to fund its net financial liabilities from recurrent revenue.

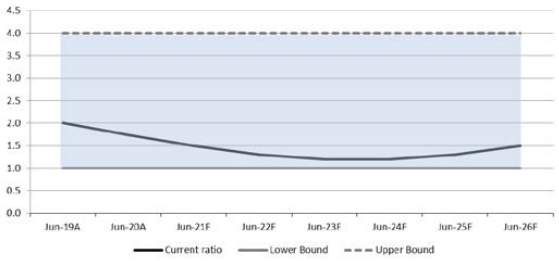
It is noted that MRC is expected to remain within target bounds indicative that the financial risk is being effectively managed.



Current ratio

The current ratio is a good indicator of Council's liquidity and ability to meet short term obligations.

If the current ratio is too high over a sustained period, this may indicate that council may not be efficiently using its current assets or its short-term financing facilities and may also indicate problems in working capital management.

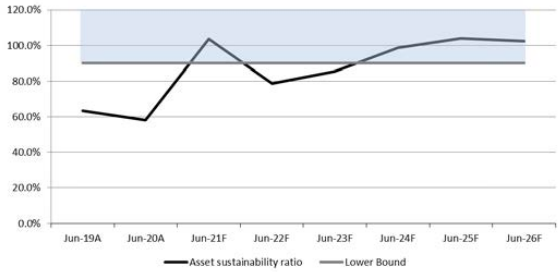


Asset sustainability ratio %

This ratio is calculated based on the planned capital expenditure on the renewal of assets.

MRC is confident that although it does not reach the set target in the first few years of Councils' Long Term Financial Forecast, it does contribute to sustainable asset replacement over the long term.

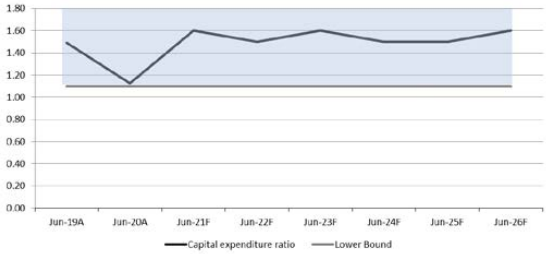
This ratio is also reflective of the relative new age of MRC's asset base following a period of high growth and a sustained period of NDRRA repairs. This means the requirement to spend significant funds on renewals at this stage is relatively low, but will be monitored to ensure future spend is sufficient.



Capital expenditure ratio (times)

This ratio measures the extent to which annual capital expenditure is covered by annual depreciation. A ratio above 1.1 indicates investment in long term asset growth beyond current existing levels.

This ratio indicates that council is willing to invest more than depreciation into expanding its assets base for the life of the adopted Long Term Financial Forecast.



7 Budget analysis - Commercial businesses

7.1 Mackay Water Services

Income Statement
For the period ending 24 December 2020

	Annual Original Budget $000	Annual Revised Budget $000	YTD Budget $000	YTD Actual $000	YTD Variance $000	
Operating revenue	93,495	94,998	46,882	47,695	813	
Operating expenses	38,949	39,904	18,182	18,216	34	
Earnings before interest, depreciation, dividend and tax	**54,546**	**55,094**	**28,700**	**29,479**	**779**	
Finance costs	4,340	4,343	2,170	2,237	67	
Depreciation	26,181	26,186	12,570	13,003	433	
Earnings before dividend and tax	**24,025**	**24,565**	**13,960**	**14,239**	**279**	
Dividend and tax	23,821	24,612	11,930	11,930	0	
Operating surplus / (deficit)	**204**	**(47)**	**2,030**	**2,309**	**279**	
Total capital revenue and expenses	2,532	4,629	2,946	2,106	(840)	
Net result	**2,736**	**4,582**	**4,976**	**4,415**	**(561)**	

% YTD Variance from YTD Budget	
YTD Variance favourable of budget	
YTD Variance unfavourable, between 0% and 5% of YTD Budget	
YTD Variance unfavourable, more than 5% of YTD Budget	

Mackay Water Services is reporting an operating surplus of $2.3M, which is a $279K favourable variance against YTD budget.

Operating revenue is $813K above YTD budget at period end. With the exception of small unfavourable variances against rates, all other revenue streams ended the period above budget.

Total expenses (operating expenses, finance costs and depreciation) are reporting an unfavourable variance of $534K against YTD budget at period end. Depreciation accounts for majority of the variance of $433K which will be considered as part of the December budget review.

Total capital revenue and expenses is $840K lower than YTD budget which relates largely to a delay in the recognition of developer donated infrastructure and is anticipated to realign with forecast in a future period.

7.2 Mackay Waste Services

Income Statement
For the period ending 24 December 2020

	Annual Original Budget $000	Annual Revised Budget $000	YTD Budget $000	YTD Actual $000	YTD Variance $000
Operating revenue	34,309	28,256	14,109	14,213	104
Operating expenses	25,571	19,136	9,298	9,040	(258)
Earnings before interest, depreciation, dividend and tax	**8,738**	**9,120**	**4,811**	**5,173**	**362**
Finance costs	824	824	412	434	22
Depreciation	2,080	2,080	960	885	(75)
Earnings before dividend and tax	**5,834**	**6,216**	**3,439**	**3,854**	**415**
Dividend and tax	4,607	4,722	2,296	2,296	0
Operating surplus / (deficit)	**1,227**	**1,494**	**1,143**	**1,558**	**415**
Total capital revenue and expenses	(100)	(100)	(72)	0	72
Net result	**1,127**	**1,394**	**1,071**	**1,558**	**487**

% YTD Variance from YTD Budget
YTD Variance favourable of budget
YTD Variance unfavourable, between 0% and 5% of YTD Budget
YTD Variance unfavourable, more than 5% of YTD Budget

Mackay Waste Services is reporting an operating surplus of $1.6M, which is a $415K favourable variance against YTD budget.

Operating revenue is $104K above YTD budget at period end. Other recurrent revenue reported $63K less than forecast at month end in relation to the Mackay Materials Recovery Facility income. All other revenue streams reported favourable variances against year to date budget.

Total expenses (operating expenses, finance costs and depreciation) are reporting a favourable variance of $311K against YTD budget at period end. A minor unfavourable variance in employee benefits and finance costs is offset by the favourable variances in materials and services and depreciation.

Total capital revenue and expenses is $72K lower than YTD budget due to a delay in the recognition of non-current asset disposals at the reporting date and is anticipated to realign with forecast in a future period.

11.1.3. FINAL MANAGEMENT REPORT FOR MACKAY REGIONAL COUNCIL

Author	Acting Manager Financial Services (Angela McLean)
Responsible Officer	Chief Executive Officer (Michael Thomson)
File Reference	2019/20 Audit
Attachments	1. Final Management Letter 2020 [**11.1.3.1** - 4 pages]

Purpose

The purpose of this report is to table, for Council's information, the results of the final audit 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

The attached letter summarises the audit findings identified by Council's external auditor (Bennett Partners) on behalf of the Queensland Audit Office (QAO).

In accordance with section 213 of the Local Government Regulation 2012 the Mayor must table a copy of this letter at the next ordinary meeting of the local government.

The external audit of Council's financial statements was completed in November. The Auditor General issued an unmodified audit opinion, which means that the financial statements are presented in all material respects, in accordance with the applicable financial reporting framework.

As part of the external audit, two internal control issues for management correction are referenced in Appendix A of the attached. These include a significant deficiency regarding the frequency of comprehensive revaluations of infrastructure assets, due to a risk in material misstatement of asset values if processes remain at five year intervals, given the large value of our assets. Management is working on bringing the frequency cycle down to 3 years to ensure values reflect current estimates.

A deficiency is also referenced for employee leave entitlements as a trend of increasing amounts of employee annual leave liability accruals is observed. Management is working with employees to ensure annual leave is taken in a timely manner.

Consultation and Communication

Chief Executive Officer, Directors, Acting Manager Financial Services.

Resource Implications

The final audited results have been brought to account and are reflected in Council's financial reports.

Risk Management Implications

Two internal control issues were identified by Council's external auditor. Corrective action by management is underway to address the issues raised.

Conclusion

The attached letter confirms an unmodified audit opinion on Mackay Regional Council's 2020 financial statements.

The two internal control issues raised by external audit are being addressed by Management.

Officer's Recommendation

THAT Council receives the Final Management Report for Mackay Regional Council for the year ended 30 June 2020.

Mayor Williamson noted that this Report was presented to the Audit Committee on the 3rd December 2019 and that under Regulations, he is required to table it at the next Council Meeting.

Council Resolution ORD-2021-8

THAT Council receives the Final Management Report for Mackay Regional Council for the year ended 30 June 2020.

Moved Cr May **Seconded Cr Englert**

CARRIED

Queensland Audit Office
Better public services

10/12/2020

Councillor Greg Williamson
Mayor
Mackay Regional Council
73 Gordon Street
MACKAY QLD 4740

Dear Councillor Williamson,

Final Management Report for Mackay Regional Council

We have completed our 2020 financial audit for Mackay Regional Council. The QAO Sector Director Sri Narasimhan has issued an unmodified audit opinion on your financial statements.

The purpose of this letter is to update you on any matters that have arisen since we presented our closing report to the audit committee on 3 December 2020.

Reporting on issues identified after the closing report

I can confirm that we have not identified significant issues since the presentation of our closing report. Issues and other matters formally reported to management and an update on actions taken by management to resolve these issues is included as Appendix A to this letter.

Report to parliament

Each year we report the results of all financial audits and significant issues to Parliament.

This year we intend to include the results of our audit of Mackay Regional Council in our report to Parliament on the results of the Local Government sector. In this report we will comment on the results of our audit of your financial report, any significant internal control issues we identified, and the overall results of the sector, including, major transactions and events. We will discuss the proposed content of our report with your Chief Executive Officer and will continue to consult as we draft our report. Formally, you will have an opportunity to comment on our report and for these comments to be included in the final report.

Audit fee

The final audit fee for this year is $152,500 exclusive of GST (2019: $152,500). This fee is in line with the amount estimated in our external audit plan.

Queensland Audit Office
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Queensland Audit Office (QAO)

Financial reporting maturity level

QAO are in the process of finalising a new financial statement preparation reporting tool, called the financial reporting maturity model. This model allows for scalable assessment of financial reporting preparation processes which aims to better reflect the differences in size and maturity of public sector entities. For future years, we are planning to move to assessing the process according to the new maturity model. In the interim we will commence working with management to understand their expected / desired positioning of maturity.

We would like to thank you and your staff for their engagement in the audit this year and look forward to working with your team again next year.

If you have any questions about this letter or would like to discuss any matters regarding our audit service, please contact me on 49511455.

Yours sincerely

P. Hinton CA
Contract Audit Partner
cc: Michael Thomson, Chief Executive Officer, Mackay Regional Council.

Appendix A — Matters previously reported

Status

The following table summarises all control deficiencies, financial reporting issues and other matters that have previously been raised but are not yet resolved. The listing includes issues from our reports this year and those issues raised in prior years.

Our risk ratings are as follows—refer to Our rating definitions for more detail.

Internal control issues

Significant deficiency	Deficiency	Other matters

Financial reporting issues

High	Medium	Low

Reference	Rating	Issue	Status / Comment Action Date
		Internal control issues	
20CR-1		Frequency of comprehensive revaluations of infrastructure assets Increased risk of material misstatement of Council's asset values and financial statements if the comprehensive revaluation process remains at five-year intervals for this significant infrastructure asset class and if insufficient internal resources are not allocated to asset accounting in the intervening years.	Work in progress. Progress started 01/11/20.
20CR-2		Employee leave entitlements Audit identified a continued trend of increasing amounts of employee annual leave liability accruals.	On track for resolution by agreed date Action date: By 30/06/21

Appendix B—Our rating definitions

Internal rating definitions

	Definition	Prioritisation of remedial action
Significant deficiency	A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action. Also, we increase the rating from a deficiency to a significant deficiency based on: • the risk of material misstatement in the financial statements • the risk to reputation • the significance of non-compliance with policies and applicable laws and regulations • the potential to cause financial loss including fraud, or • where management has not taken appropriate timely action to resolve the deficiency.	This requires immediate management action to resolve.
Deficiency	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.	We expect management action will be taken in a timely manner to resolve deficiencies.
Other matter	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.	Our recommendation may be implemented at management's discretion.

Financial reporting issues

	Potential effect on the financial statements	Prioritisation of remedial action
High	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.	This requires immediate management action to resolve.
Medium	We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.	We expect management action will be taken in a timely manner.
Low	We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.	We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.

11.1.4. COUNCILLOR REPORT - ATTENDANCE AT THE DEVELOPING NORTHERN AUSTRALIA CONFERENCE - 23 - 25 NOVEMBER 2020

Author	Councillor Support Officer (Pam Jaenke)
Responsible Officer	David McKendry
File Reference	Developing Northern Australia Conference 2020
Attachments	1. Developing Northern Australia Conference Program [**11.1.4.1** - 5 pages]

Purpose

To present to Council information and outcomes resulting from attendance at the 2020 Developing Northern Australia Conference by Deputy Mayor Cr May, Cr Green and Cr Townsend.

Corporate Plan Linkage

Regional Identity – Develop a strong regional voice to promote and facilitate growth to become a leading community in Northern Australia.

Background/Discussion

The following information and outcomes are reported by Councillors May, Green and Townsend following their attendance at the Developing Northern Australia Conference. The Conference is a platform to unite leaders, decision makers, industry representatives and community members to advance the northern regions of Australia. The Developing Northern Australia Conference is closely aligned with the 'Our North, Our Future: White Paper on Developing Northern Australia'. Released by the Australian Government in 2015, this 20-year plan was created to drive growth, investment and support in northern Australia.

Noting that this high calibre conference is an annual event rotating between Queensland, Western Australia and the Northern Territory, the hosting of this conference in neighbouring Rockhampton provided the fortuitous possibility for easy attendance and minimal travel expenditure. This was an exceptional opportunity to network with professionals, industry, government representatives, and Members of Parliament, to promote the importance of, and pursue opportunities for Mackay in the continuing development of northern Australia.

Deputy Mayor Cr Karen May, Cr Michelle Green and Cr Pauline Townsend attended the Developing Northern Australia Conference held in Rockhampton from Monday 23 November to Wednesday 25 November 2020.

Cr May was the Chair for the Tourism Session on Day 2 of the Conference during which time the Director of Development Services Aletta Nugent, gave a presentation on the Mackay Waterfront Project and Kylie Porter, CEO of GW3 presented "Defining Local: A Better Practice Model". Mackay Regional Council's Economic and Development Team managed a Mackay Waterfront Project information booth for the duration of the conference in the main pavilion at the venue.

Pre-Conference Tours

Mining Services Tour attended by Cr May and Cr Green.

Key learnings:

- SMW Group, located in the Rockhampton industrial area, showcased the innovations brought about by collaboration between industry and university, utilising and retaining the skills of local graduates.
- Exhibited a shining example of a best practice, ethical business model dedicated to growing and diversifying the region's industry capabilities, pioneering innovative technologies, product development for export and training and retaining local apprentices.

Future opportunities for Mackay Region:

- SMW Group have recently merged with BAE Engineering to form Central Queensland's first publicly listed company. They have recently established themselves in Mackay.
- To explore and facilitate the collaboration between industry and university within the Mackay region in the areas of automation, robotics and engineering exportable products.

The Community Services and Allied Health Showcase attended by Cr Townsend

Key Learnings:

- Provision of state-of-the-art allied health facilities providing a service to the community and a hands-on learning resource for students, with the intent to retain local graduates within the region.
- CQ University Psychology Wellness Centre where registered psychologists are available for public access and the training of interns.

Future Opportunities for Mackay Region:

- To continue to work with CQU Mackay campus in-regards to the delivery of Allied Health Services tertiary education to fill the service provision gaps within the Mackay Region to improve the health and well-being of the community.

The Recreation Fishing and Tourism Tour attend by Council officers.

Key learnings:

- Enabling business development from the original Fishing Strategy into commercial opportunities within the Recreation and Tourism sector such as charter fishing boats, boat tours, and the dry hire of boats and fishing tackle within the Fitzroy River catchment.
- The importance of providing adequate and suitable boat mooring and launching infrastructure.

Future Opportunities for Mackay Region:

- Mackay Regional Council can take these observations and learnings to continue to develop the Hooked On Mackay fishing strategy to enable commercial tourism opportunities for the Mackay region.

Keynote Speakers

The Developing Northern Australia Conference program hosted a full day of keynote speakers including presentations from the Hon. Keith Pitt MP, Minister for Resources, Water and Northern Australia, the Hon. Michelle Landry MP, Assistant Minister for Northern Australia and Senator Murray Watt, Shadow Minister for Northern Australia. Other speakers of note included Professor Nick Klomp (Vice Chancellor CQU) “Delivering In-situ Education and Training is Critical to Advancing Northern Australia”, Mr Richie Ah Mat (Cape York Land Council), “Now is the Future – Decolonised Development in Northern Australia” and Mr Luke Bowen (General Manager, Trade and Engagement, NT Department of Industry, Tourism and Trade) “National Resilience - The Role of the North”.

Conference Presentations

Days 2 and 3 of the conference saw the program diverge into 5 concurrently run streams, totalling 71 individual presentations covering a vast array of topics such as tourism, energy and resources future, affordability, liveability and employment, business, trade and investment, water management, agricultural investment, roads and resources, indigenous development, international relationships, innovation, technology and growth, and COVID-19 What Happens Now. The Councillors divided and endeavoured to attend the most pertinent presentations, however given the 5 concurrent streams and only 3 councillors in attendance, some learning and networking opportunities were unfortunately missed.

The Deputy Mayor Karen May chaired the Tourism Session on Day 2 of the Conference. Director of Development Services Aletta Nugent, gave a presentation on the Mackay Waterfront Project and Kylie Porter, CEO of GW3 presented “Defining Local: A Better Practice Model” which highlighted the complexities of implementing and interpreting local buy policies, the importance of organisations having a standardised local buy policy and differentiating between regional and metro local buy opportunities. The session was very well attended, boosting the opportunity to promote the Mackay Region, Mackay Regional Council and the Mackay Waterfront project, which generated enquiries at our information booth.

Networking:

Networking events held at the Riverside Precinct and the Hendricks Lane Distillery showcased Rockhampton's entertainment and tourism venues, emphasising the importance for the Mackay region to remain competitive when it comes to offering places for visitors and residents to live, work and play. It was at one of these networking occasions that an offer was extended to the Mackay Regional Council councillors and officers to undertake a private tour of the construction site of the Rockhampton Museum of Art. A $35M project funded by all levels of government to revitalise and connect the Rockhampton City Centre, Cultural and Riverside precincts. This was most relevant and timely, given the similarities between the Mackay Waterfront and City Centre development projects. The tour afforded all participants an appreciation of the potential for the future of the Mackay Region.

Conference Key Highlights and Learnings:

- We all need to continue to work together to further develop the Strong North, Strong Nation platform.
- It was apparent that a Northern Australia strategy that focuses on a collaborative approach, is critical to the future development across Northern Australia.
- The importance of the Developing Northern Australia Conference to allow regions to come together to recognise, champion and advocate for common challenges and causes. For example, to advocate for improved cost savings in the insurance industry and improving opportunities in the taxation system, such as fringe benefits tax improvements, to encourage and promote living, working and playing locally.
- We need a stronger focus on the insurance, energy, health and defence sectors to further enhance northern Australian development.
- A more attractive and visible government and industry investment and involvement in ASEAN market, supply chain and capital investment relationships. In the agricultural sector alone, there are 15 identified growth products for the ASEAN market.
- Continue to develop key infrastructure projects which meet the NAIF (Northern Australia Infrastructure Facility) funding eligibility criteria.
- Attracting private investment remains a key priority to facilitate economic growth. Facilitating private-public partnerships will play an important role in achieving this outcome.
- We need a stronger bilateral approach to water infrastructure development.
- There is a key role for education (VET and HE) and a need for sectoral and geographic workforce/population strategies.
- Stronger place based and leadership-rich partnerships (Federal, State, Local, Traditional Owner and Industry) to drive strategic planning and development decision making in priority locations. These should drive shared investment, promote resilience and manage risk.
- The urgent and strategic focus on investment in supply and value chain development and efficiencies to increase scale and drive down costs, adopting the greater use of data and technology to address key blockages in these chains.
- Clearer recognition of the critical need to achieve secure, affordable and clean energy while also significantly building more flexible and adaptable workforces for the future.
- The conference highlighted the growing capability, strengths and opportunities in the changing energy landscape in northern Australia.
- Building in a local component to the conference annually.
- Social development and the importance of recognising this as of equal value to economic development when discussing the future of northern Australia was unfortunately lacking in these conversations. Regional and rural communities are at-risk communities, ensuring their social well-being and development is crucial to cultivating a thriving, sustainable and resilient economy.

Conclusion

The north provides for Australia's economic future, security and prosperity.

Northern Australia holds the key to Australia's post Covid recovery and future ASEAN/Pacific relations.

Inclusive and sustainable development is the key to better outcomes from the Developing Northern Australia agenda.

Crs May, Townsend and Green all agree the Developing Northern Australia Conference program and its networking opportunities were of great value. Indeed, not having enough councillors in attendance to cover all areas of the extensive program was a missed opportunity given the rare chance to have a conference of this calibre and significance held so close to the Mackay region. The Developing Northern Australia Conference

emphasised the importance of working collaboratively with our neighbouring regional councils to support a holistic approach to economic development and diversification.
A vital part of the modern-day Councillors' role is to educate oneself through visiting other regions and attending conferences. Enhancing our knowledge and awareness of what's happening outside of our own region, recognising opportunities and keeping abreast of social and economic trends locally, regionally, nationally and internationally, allows us to become a stronger regional voice to promote the Mackay Region as the best region in Australia.

Officer's Recommendation

THAT the report on attendance at the 2020 Developing Northern Australia Conference by Crs May, Townsend and Green be received.

Council Resolution ORD-2021-9

THAT the report on attendance at the 2020 Developing Northern Australia Conference by Crs May, Townsend and Green be received.

Moved Cr Green **Seconded Cr Townsend**

Cr Green noted that she had enjoyed the process of writing this report with Cr May and Cr Townsend as it gave her time to reflect on her learnings and experience gained from attending the Conference. Cr Green appreciated the opportunity to learn about the challenges, common goals and opportunities across Northern Australia communities, the opportunity to meet key decision makers and showcase the Mackay Region. Cr Green extended her congratulations to Cr May, the Director of Development Services Aletta Nugent and the CEO of GW3 Kylie Porter for delivering well received presentations. Cr Green noted that Council staff ran a booth during the Conference highlighting the Mackay waterfront project which attracted a great deal of interest. Cr Green thanked Council for the opportunity to attend the Conference and strongly recommended other Councillors attend this Conference when next the opportunity arises.

Cr May concurred with Cr Green that it was a great opportunity to attend a Conference of this calibre in our own backyard and it was important for Mackay to remain relevant and competitive in the Region. Cr May noted that there were many excellent workshops held and attending Councillors endeavoured to pick those that were the most relevant to Mackay Regional Council. Cr May noted that Councillors had been able to participate in a tour of the Rockhampton Museum of Art which came about because of contacts made. Cr May thanked Council for allowing her the opportunity to attend.

Cr Townsend noted that attending the Conference had provided her a great opportunity to learn and attend workshops and thanked Council for allowing her the opportunity to attend.

Cr Bonaventura thanked Councillors for the providing a detailed Report which allows all Councillors to learn.

CARRIED

2020 Conference Program

Date: 23-25 November 2020
Venue: Rockhampton Showgrounds
Website: www.northaust.org.au

Agenda items highlighted in orange will be available **in person and online.**
Agenda items highlighted in green will be available in **person only.**
All sessions will run on **AEST.**

Join our mailing list here.

Monday, November 23, 2020

	Rockhampton Showgrounds
12:30 PM - 2:30 PM	**Pre-Conference Tours - Included in 3 Day Registration** Beef Processing, Innovation and Cultural Diversity Tour Mining Services Tour Recreational Fishing Tourism Tour *All tours are being held concurrently.*
2:30 PM - 3:30 PM	**Conference Registration**
3:30 PM - 3:31 PM	**Keynote Session 1 -- In Person and Online -- Robert Schwarten Pavilion**
3:30 PM - 5:50 PM	3:30 PM - 3:40 PM **Housekeeping** 3:40 PM - 3:50 PM **Welcome to Country** 3:50 PM - 4:00 PM **Conference Opening - Dr Allan Dale, The Cairns Institute, JCU (Conference Chair)** 4:00 PM - 4:10 PM **Welcome Address by the Mayor of Rockhampton Regional Council Margaret Strelow** 4:10 PM - 4:35 PM **Address by the Hon Keith Pitt MP, Minister for Resources, Water and Northern Australia** 4:35 PM - 5:00 PM **Address by the Hon Michelle Landry MP, Assistant Minister for Northern Australia** 5:00 PM - 5:25 PM **Address by Senator Murray Watt, Shadow Minister for Northern Australia**
6:30 PM - 7:30 PM	**Pre-Dinner Drinks - Rockhampton Riverside Precinct** Pre-Dinner Speaker Address by the Hon Keith Pitt MP, Minister for Resources, Water and Northern Australia
7:30 PM - 9:30 PM	**Conference Dinner - Rockhampton Riverside Precinct** **Dinner Speakers** Gavin Williams, Chief Development Officer, Regional and Remote at NBN Co. Hon Bob Katter MP, Federal Member for Kennedy

Tuesday, November 24, 2020

	Robert Schwarten Pavilion	Marquee 1	Marquee 2	James Lawrence A	James Lawrence B

8:00 AM - 8:01 AM	**Keynote Session 2 -- In Person and Online -- Robert Schwarten Pavilion** Chair: Allan Dale				
8:00 AM - 10:30 AM	8:00 AM - 8:15 AM Welcome to Day 2 - Dr Allan Dale, The Cairns Institute, James Cook University (Conference Chair) 8:15 AM - 8:45 AM **Northern Australia – Priorities and Challenges for Northern Development Policy Over the Next Five Years** Ms Linda Lee, General Manager, Office of Northern Australia 8:45 AM - 9:15 AM **Chair: Professor Michelle Bellingnan** **Importing Skills and Families from the South is a Pipe Dream: Delivering in-situ Education and Training is Critical to Advancing Northern Australia** Professor Nick Klomp, Vice-Chancellor, CQU 9:15 AM - 9:45 AM **Indigenous Reference Group** 9:45 AM - 10:15 AM Now is the Future – Decolonised Development in Northern Australia **Address by Mr Richie Ah Mat, Cape York Land Council** 10:15 AM - 10:30 AM **National Resilience – The Role of the North** Mr Luke Bowen, Department of Trade, Business and Innovation				
10:30 AM - 11:00 AM	**Morning Tea - Robert Schwarten Pavilion**				
11:00 AM - 11:01 AM	**Keynote Session 3 -- In Person and Online -- Robert Schwarten Pavilion** Panel Presentation Chair: Carla Keith, CRCNA Communications Manager				
11:00 AM - 12:20 PM	**Securing Outcomes and Measuring Progress: The State of the Northern Australian Development Agenda** Mr Jed Matz, CEO, CRCNA Prof. Allan Dale, Chief Scientist, CRCNA Sheriden Morris, Chair, CRCNA				
12:30 PM - 1:30 PM	**Lunch - Robert Schwarten Pavilion**				
1:30 PM - 1:31 PM	**Concurrent Session 1 - In Person and Online** **TOURISM** Chair: Karen May	**Concurrent Session 2 - In Person Only** **INDIGENOUS LED DEVELOPMENT** Chair: John Gavin	**Concurrent Session 3 - In Person Only** **ENERGY & RESOURCES FUTURE** Chair: Luke Bowen	**Concurrent Session 4 - 7 minute Snapshots** Chair: Jed Matz	**Concurrent Session 5 - In Person Only** **WORKSHOP**
1:30 PM - 1:50 PM	**Breaking New Ground: Mackay Waterfront and City Centre Project** Mrs Aletta Nugent, Mackay Regional Council	**Empowerment of Traditional Owners through Sea-Country Science and Management Partnerships on the Great Barrier Reef** Mr Bob Muir, Aims	**Opportunities & Challenges in a Changing Energy Sector** Dr Amanda Cahill, The Next Economy	**7 Minute Spotlight Session** 1.5hours of 7min presentations. **Mr Brian Ramsay**, Inovact Consulting **Mr Joel Johnson**, Central Queensland University **Ms Danielle Carey**, RDA Tropical North **Ms Susan Maas**, Cotton Research And Development Corporation **Mr Brentyn Parkin**, Community Information Support Services **Cr Neil Fisher**, Rockhampton Regional Council **Mr Colin Strydom** , Design and Architecture **Associate Professor Delwar Akbar**, Central	**De-Risking, Brokering and Prioritising Agricultural and Aquaculture Development in Northern Western Australia and Northern Territory** Mr Paul Rosair, Naja Business Consulting Services & Dr Allan Dale, James Cook University

				Queensland University	
1:55 PM - 2:15 PM	**Inform Road Investments for Tourism Using the Transport Network Strategic Investment Tool (TraNSIT)** Dr Andrew Higgins, Csiro Land & Water	**An Economic Development Strategy for the NT Aboriginal Land Estate - From Strategic Planning to Operation** Mr Vincent Lange, Centrefarm Aboriginal Horticulture	**The Changing Electricity Landscape in Northern Australia** Mr Blake Harvey, Energy Queensland		Workshop Continued
2:20 PM - 2:40 PM	**First Nations Indigenous Tourism and Business in Northern Australia** Dr Donna Odegaard, First Nations Tourism Australia	**Defining Shared Value for Indigenous Economic Growth** Miss Sorrell Ashby, Guumali	**New commodities for business across Northern Australia - Environment Markets** Ms Carole Sweatmann, GreenCollar Group		Workshop Continued.
2:45 PM - 3:05 PM	**Defining Local: A Better Practice Model** Ms Kylie Porter, Greater Whitsunday Alliance (gw3)	**Indigenous and Local Businesses Partnering to Deliver Support for Major Projects in the Rockhampton Region** Ms Patrice Brown, Mr George James and Mr Malcolm Mann, Tunuba	**Title Coming soon** Mr Dart Johnson, BMD Group		Workshop Continued..
3:05 PM - 3:30 PM	**Afternoon Tea - Robert Schwarten Pavilion**				
3:30 PM - 3:31 PM	**Concurrent Session 6 - In Person and Online** **AFFORDABILITY, LIVEABILITY AND EMPLOYMENT** Chair: Brentyn Parkin	**Concurrent Session 7 - In Person Only** **BUSINESS, TRADE & INVESTMENT** Chair: Gaurav Sareen	**Concurrent Session 8 - In Person Only** **WATER MANAGEMENT** Chair: Penny Johnson	**Concurrent Session 9 - In Person Only** **DE-RISKING FOR AGRICULTURAL INVESTMENT** Chair: Paul Rosair	**Concurrent Session 10 - In Person Only** **PANEL PRESENTATION**
3:30 PM - 3:50 PM	**Growing Regional Professional Capital through Collaboration - A Case Study: Engage Mentor Program** Ms Maree Franettovich, CQUniversity	**Revolutionising business, trade and investment attraction in Northern Australia with Townsville Economic Gateway** Mr Jonathan Pavetto, Aec Group	**Improving Water Markets and Trading through Digital Technologies** Ms Katrina Donaghy, Civic Ledger	**Business Certainty, with Better Environmental and Social Outcomes – A New Approach to Biodiversity Offsetting** Dr Jeremy Simmonds, NESP Threatened Species Recovery Hub	**Agricultural Precinct Development – De-Risking Northern Ag Development** Mr Paul Burke, NT Farmers Association Inc
3:55 PM - 4:15 PM	**Local Jobs for Local People - Place-Based Workforce Pathways** Ms Catherine White, Department Of Trade Business And Innovation	**Introducing Sustainable Finance: A New Way to Fund the Development of Northern Australia** Dr Zsuzsa Banhalmi-Zakar, James Cook University	**Value of Long Term Dams to the Economic Growth of a Region** Mr Daniel Bunting & Mr PAul Pommer, FNQROC	**Northern Breeding Business (NB2): A Strategic RDE&A Partnership for the North Australian Beef Industry** Dr Lee Fitzpatrick, North Australia Beef Research Council	Panel Continued.
4:20 PM - 4:40 PM	**Supporting the Northern Health Workforce for Health and Growth: Northern Australian Health Sector Situational Analysis** Professor Sarah Larkins, James Cook University	**How to Use Venture Capital to Build the North** Mr Harley Paroulakis, Paspalis	**Urannah Water Scheme - Delivering Water Security and Renewable Energy to North Queensland** Mr John Cotter, Urannah Water Scheme	**How Fitzroy Farmers are Harnessing Nature to Yield Financial and Environmental Returns** Ms Elyse Riethmuller, Fitzroy Basin Association Inc.	Panel Continued..
4:45 PM - 5:05 PM	**Driving New Growth by Driving Down the Cost of Doing Business (VIRTUAL)** Mr Terry Hill, Pilbara Development Commission	**Building Remote and Regional Waste Collection Partnerships to Address Packaging Material Flows** Ms Peter Brisbane, APCO	**The National Water Grid: Unlocking Opportunities in Northern Australia** Mr Brendan McRandle, National Water Grid Authority	**Evaluation of Crops and Rotational Options to Support Diverse Farming Systems in Northern Australia** Mr Tony Matchett, Savannah Ag Consulting	Panel Continued...
5:15 PM - 6:30 PM	**Rockhampton Regional Council Networking Function** Boathouse, 189 Quay St, Rockhampton & Headricks Lane, 189 East St, Rockhampton				

Wednesday, November 25, 2020

	Robert Schwarten Pavilion	Marquee 1	Marquee 2	James Lawrence A	James Lawrence B
8:29 AM - 8:30 AM	**Concurrent Session 11 - In Person and Online INTERNATIONAL RELATIONS** Chair: Asialink Business	**Concurrent Session 12 - In Person Only INDIGENOUS DEVELOPMENT** Chair: Annette Pearce	**Concurrent Session 13 - In Person Only BUSINESS, TRADE AND INVESTMENT** Chair: Gerard Paynter	**Concurrent Session 14 - In Person Only DE-RISKING FOR AGRICULTURAL INVESTMENT** Chair: Narelle Pearse	**Concurrent Session 15 - In Person Only ROADS AND RESOURCES** Chair: Bronwyn Reid
8:30 AM - 8:50 AM	**Converting Outcomes to Opportunities With Asia (VIRTUAL)** Mr Mukund Narayanamurti, Asialink Business	**Partnering with Aboriginal Businesses to Facilitate Growth and Development** Ms Julie Keane, NQBP	**NAIF - Powering the North** Mr Chris Wade, NAIF	**What's the Beef? Will Changing Concerns About Credence Factors Disrupt Demands into Beef Supply Chains** Professor John Rolfe, CQUniversity	**Carboncor Road Products** The Honourable Peter Styles, Charles Darwin University & Carboncor NTNQ Pty Ltd
8:55 AM - 9:15 AM	**Milk Roads Developing between Northern Australia & Asia (VIRTUAL)** Mr Adam Gregory Goern, Gfa & Associates	**Rise of Gig Economy: Pathway to Indigenous Engagement - Technology Driving Independent Aboriginal Economy on Country** Mr Tim Hill, Ausindustry	**Leading Investment on Aboriginal Land in the NT: Lessons from 40 Years of Land Rights** Ms Marion Scrymgour, Northern Land Council	**Developing Major Water Infrastructure for the North – Some Reflections on Experience since 2015** Mr Richard Mcloughlin, North Queensland Water Infrastructure Authority	**Creating a Road to Somewhere - The Ripple Effects** Mrs Helen Lewis, Outback Highway Development Council Inc.
9:20 AM - 9:40 AM	**Navigating International Trade and Investment Opportunities in a Post-COVID Global Marketplace** Ms Julie Anne Nichols, Queensland Senior Trade and Investment Commissioner, China	**Indigenous Australians - A Key Player in the Global Satellite and Space Industry** Mr Peter Renehan, Indigenous Business Australia	**Establishing Northern Australia as a Hub for Health Workforce Development, Research and Innovation** Professor Ian Wronski, James Cook University and the Tropical Australian Academic Health Centre	**Northern Australia Aquaculture Industry Situational Analysis Recommendations** Associate Professor Jennifer Cobcroft, James Cook University	**Coming soon -**
9:45 AM - 10:05 AM	**The Geostrategic Importance of Northern Australia – Defence and National Security (VIRTUAL)** Dr Alan Dupont AO, Department of Trade, Business and Innovation	**Business on Country - Land Use Diversification on the Indigenous Estate** Mr Ricky Archer, North Australian Indigenous Land & Sea Management Alliance (NAILSMA)	**Local Government's Role in Northern Australia – Regional Economic and Investment Opportunities** Mr Greg Bowden, Advance Rockhampton	**Northern Australia Agriculture Investor Identification** Mr Sean O'Meara, PwC Australia	**Genomics to the Rescue of Dying Grass; Pasture Dieback Remediation** Dr Dana Stanley, Cquniversity Australia
10:05 AM - 10:30 AM	**Morning Tea -- Robert Schwarten Pavilion**				
10:29 AM - 10:30 AM	**Concurrent Session 16 - In Person and Online INNOVATION IN THE NORTH** Chair: Greg Bowden	**Concurrent Session 17 - In Person Only BUSINESS, TRADE AND INVESTMENT** Chair: Jonathan Pavetto	**Concurrent Session 18 - In Person Only TECHNOLOGY & GROWTH** Chair: Katrina Donaghy	**Concurrent Session 19 - In Person Only DEVELOPING THE NORTH** Chair: Denise Kreymborg	**Concurrent Session 20 - In Person Only COVID-19** Chair: Michael Thomson
10:30 AM - 10:50 AM	**Red Dust to Reef - Getting all Levels of Government to Work Together** Mr Grant Cassidy, Regional Development Australia Central And Western Queensland	**Sustaining Port Operations in the Face of Extreme Weather Events and Increasing Community Expectations** Mr Nicolas Fertin, North Queensland Bulk Ports Corporation	**Communications and Digital Inclusion in Northern Australia** Dr Amber Marshall, Digital Media Research Centre, Queensland University of Technology	**No Presentation**	**We're Over the Shock of COVID 19 So What Happens Now? Snapback, Recovery, or Reinvention?** Ms Bronwyn Reid, Small Company, Big Business
10:55 AM - 11:15 AM	**Developing the North – What Regional Communities Can Do to Expand Their Economy** Mr Peter Long, City Of Karratha	**Leading Regional Economic Development and Collaboration in East Arnhem** Ms Jordy Bowman, Developing East Arnhem Limited	**New Crops to Support Expansion of Agriculture in Northern Australia** Professor Robert Henry, Queensland Alliance For Agriculture And Food Innovation	**Forestry Development in Northern Australia: Cross-Sector Synergies with Mining, Grazing and Indigenous Enterprise Opportunities** Mr Mick Stephens, Timber Queensland	**In The Business Of Resilience** Mr Luke Bowen, NT Department of Industry, Tourism and Trade

11:20 AM - 11:40 AM	**Rural Entrepreneurs Australia (VIRTUAL)** Ms Kerry Anderson, KA Rural Enterprises	**Feasibility to Funding in 30 Months: Rockhampton Museum of Art** Mrs Bianca Acimovic, Rockhampon Art Gallery, Rockhampton Regional Council	**Spicing up Northern Australia with High-Value Spices and Condiment Crops** Dr Surya Bhattarai, CQUniversity	**Workforce Shortages in Northern Australia: How Labour Mobility Programs are Meeting Demand** Mr Ross Ord, Pacific Labour Facility	**Northern Australia One Year On From COVID-19** Mr Neil McNish, REMPLAN
11:45 AM - 12:05 PM	**Opportunities for the North with Climate Change (VIRTUAL)** Ms Narelle Martin, Regional Change Agency	**Darwin Ship Lift – Connective and Resilience Infrastructure** Mr Luke Bowen, NT Department of Industry, Tourism and Trade	**Scoping Land Sector Based Economies in the NT** Dr Kamaljit K Sangha, Charles Darwin University	**No Presentation (1)**	**Effective Industry / University Collaboration in a Post COVID World** Mr Anthony Tucker, James Cook University
12:05 PM - 1:00 PM	**Lunch -- Robert Schwarten Pavilion**				
1:00 PM - 1:01 PM	**Keynote Session 4 -- In Person and Online -- Robert Schwarten Pavilion** Chair: Allan Dale				
1:00 PM - 3:00 PM	1:00 PM - 1:30 PM Northern Australia: Working together with ASEAN **Ms Chau Ta, President & Board Director, Australia-ASEAN Chamber of Commerce (VIRTUAL)** 1:30 PM - 2:00 PM **An Innovative Pineapple Story** Mr Derek Lightfoot, Associate Board Member, Capricorn Enterprise, and Managing Director of Tropical Pines Pty Ltd 2:00 PM - 2:30 PM **Data for Decisions – Using Geoscience to Develop Northern Australia (VIRTUAL)** Dr James Johnson, CEO, Geoscience Australia 2:30 PM - 3:00 PM **Circular Economy - From Theory to Practice** Ms Ashleigh Morris, Co-Founder & CEO & Ms Jaine Morris Co-Founder & CEO, COREO				
3:00 PM - 3:15 PM	**Conference Closing**				

11.2. CAPITAL WORKS
11.2.1. CAPITAL WORKS MONTHLY REVIEW REPORT - NOVEMBER & DECEMBER 2020

Author	Director Capital Works (Jim Carless)
Responsible Officer	Director Capital Works (Jim Carless)
File Reference	Departmental Monthly Review Reports
Attachments	1. Capital Works Monthly Review November December 2020 [A77S] [**11.2.1.1** - 24 pages]

Purpose

To provide Council with the Capital Works Monthly Review Report for the months of November & December 2020.

Related Parties

Nil.

Officer's Recommendation

THAT the Capital Works Monthly Review Report for the months of November & December 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 November and December 2020.

Cr Mann queried the budgetary constraints on resealing works.

The Director advised that projects have a budget and if tenders are greater that the budget, there is a need to rescope the project so that it meets the budget.

Cr Mann queried if the diversion in place for Caping Road had been effected by recent rainfall.

The Director advised that the diversion had been washed away on a number of occasions and was reinstated by the contractor.

Cr May queried the tender prices being more than anticipated for the resealing program and asked if there was a way to safeguard against this or use an alternative delivery method.

The Director advised that the tenders received were still competitive with it difficult to set a budget as Council's budgets are determined by using historical rates and the department is now looking at its priorities, what it can deliver and what can be pushed back. The Director advised that there are only a few contractors able to undertake this work and with the construction of the Ring Road, it has been difficult to secure contractors.

Cr Bonaventura noted the overspend on storm water culverts and relining works and asked if this is a common occurrence or if it was due to the condition of the culverts.

The Director advised that there is early work done, including repair and patching of the culverts before their relining and the extent of this work can push the cost out.

Cr Bonaventura asked, on behalf of Cr Jones, what the cost of the EV System was and if Council is confident that the system being built by the IT team will provide what is needed.

The Director advised that Council does not have an EV system as such and didn't pay for it. The data that is provided from a number of different systems does not produce EV reporting and IT are working on a solution to enable Council to use the data that is provided.

Cr May noted that the Lansdowne Road project was completed some two months earlier than anticipated and queried how Council had estimated the timeframe incorrectly.

The Director advised that the project is not finished as there are clean-up works and other actions to be taken, but the road was able to be opened a couple of weeks earlier than anticipated.

Cr May suggested that Council may need to look at its messaging as it caused a lot of community anxiety when Council advised that the road would be closed for four months but was only closed for two months.

Mayor Williamson advised Councillors that where there are comments attached to questioning, this needs to be done in the balance of the report and questions are to be succinct.

Cr Englert sought clarification on the delay to the River Street demolition project due to unsuitable material being identified.

The Director advised that asbestos was found which had not been identified in the early report and the delay was caused by having to get contractors in to remove this material.

Council Resolution ORD-2021-10

THAT the Capital Works Monthly Review Report for the months of November & December 2020 be received.

Moved Cr Englert **Seconded Cr Mann**

Cr Englert highlighted several items from the very extensive Report including the excellent safety record, the number of completed projects, the project hub which is now live on Council's website, the completion of designs for numerous projects and the work being undertaken on boat ramps and car parking.

Cr Bonaventura thanked the Director for the early reopening of Lansdowne Road.

CARRIED

Capital Works Monthly Review

November & December 2020

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OVERVIEW

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

- No LTI's incurred for the month.
- The YTD capital project spend is $38.6M which is approximately $0.6M below the YTD forecast of $39.2M (approximately 98.6%).
- Projects where construction was completed* during the period included:
    - Mackay Entertainment & Convention Centre - Roof Drainage Rebuild *(Works for Queensland funded)*
    - Installation of Flood Camera Network
    - Sarina Library - Replace Louvres on Rear Windows and Security *(Works for Queensland funded)*
    - Old Town Hall - New Lift Controller Hardware *(Works for Queensland funded)*
    - Andergrove Community Centre - Disabled Ramp Replacement *(Works for Queensland funded)*
    - Ball Bay Camping Ground - Electrical Compliance Work & BBQ Renewal
    - Constant Creek Boat Ramp - Additional Car Parking Capacity
    - 19/20 Rural Reseal Works
    - Mackay Entertainment & Convention Centre - Microphone Replacement
    - Sandfly Creek - Deflector Bar Installation, Pedestrian Bridge (North), East Gordon St,
    - Sandy Creek - Fishway Construction - Palm Tree Road, Homebush (was Jolimont Creek) *(Works for Queensland funded)*
    - 19/20 Urban Asphalt Works
    - Victoria Street, Mirani - Culvert Replacement
    - Alice Street, Mirani - Culvert Replacement
    - Barbara Street, Mirani - Replace MI Barbara St, Mirani
    - Denton Street, South Mackay - Rehabilitation
    - North Mackay Rotary Lookout – Upgrades
    - Bluewater Lagoon - Softfall Replacement and Equipment *(Works for Queensland funded)*
    - Foodspace - Permanent Outdoor Cover *(Works for Queensland funded)*
    - Stadium PA System *(Works for Queensland funded)*
    - SES Building, Sarina - New Awning *(Works for Queensland funded)*
    - Newmans Road, Devereux Creek - Guardrail Upgrade (was Paces Bridge Guardrail Renewal) *(Works for Queensland funded)*
    - Boundary Road & Cowleys Road, Ooralea - Intersection Upgrade
    - Gordon White Library - Sound Recording Booth and Viewing Pod
    - Commercial Water Meter Replacement Planned
    - Milton & Alfred Street, Mackay - Intersection Water Main Replacement
    - Eton Water Treatment Plant - Service Water Pump Replacement
    - Ian Reddacliffe Drive, The Leap - Water Main Replacement - Stage 1
    - Pollock & High Street, North Mackay - Water Main Replacement
      Bridge Road Sewer Pump Station – Replacement
    - Recycled Water Storage No. 3 - Irrigation Pump Station Renewals
    - Mackay South Water Recycling Facility - Aerobic Digestor Blower No. 2 Renewal
    - Pacific Drive Sewer Pump Stations No.1 and 2 - Pump Replacements

* Note construction means practical works were completed however project accounts remain open to close out financials and to manage defects and maintenance periods, and as constructed/handover documents.

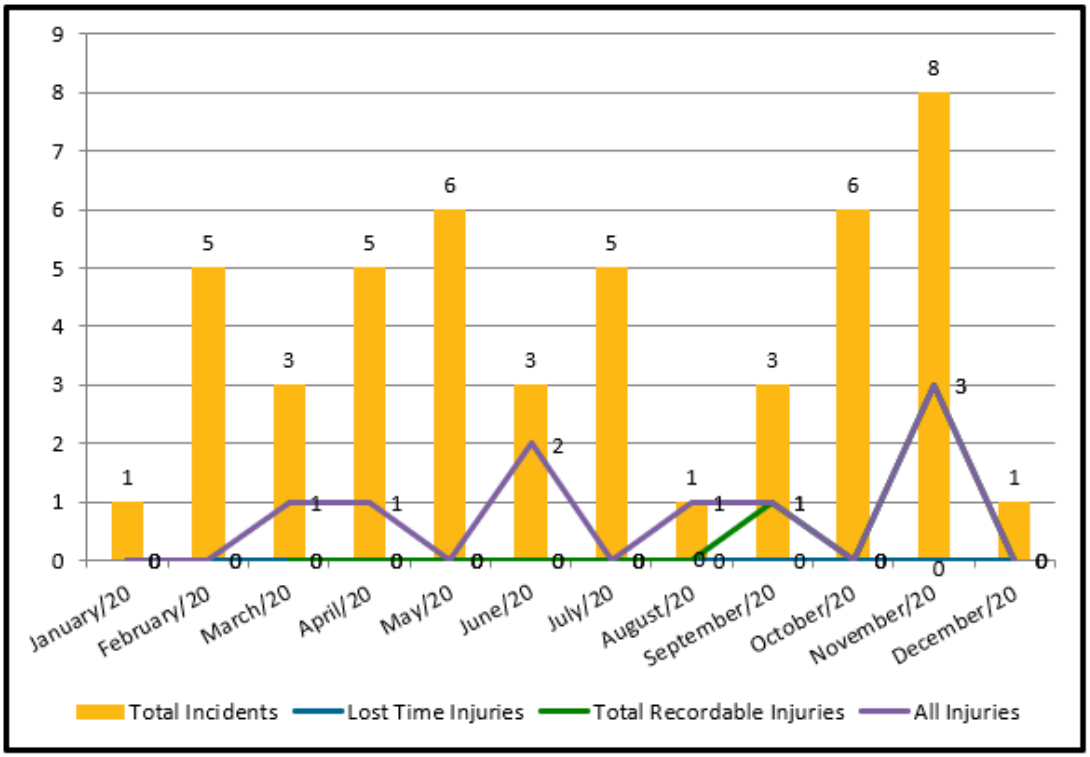
Jim Carless
Director Capital Works

SAFETY

1.1. 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.

November & December 2020 Summary:



The following incidents involving an MRC employee were reported in November & December:

- Twisted knee and minor graze while walking down a track into creek.
- Foreign matter in an eye while cutting steel with a grinder.
- Dislocated finger while lifting a piece of formwork.

The following asset damage incident involving an MRC employee was reported during November & December:

- Structural damage to trailer was noticed after being towed.

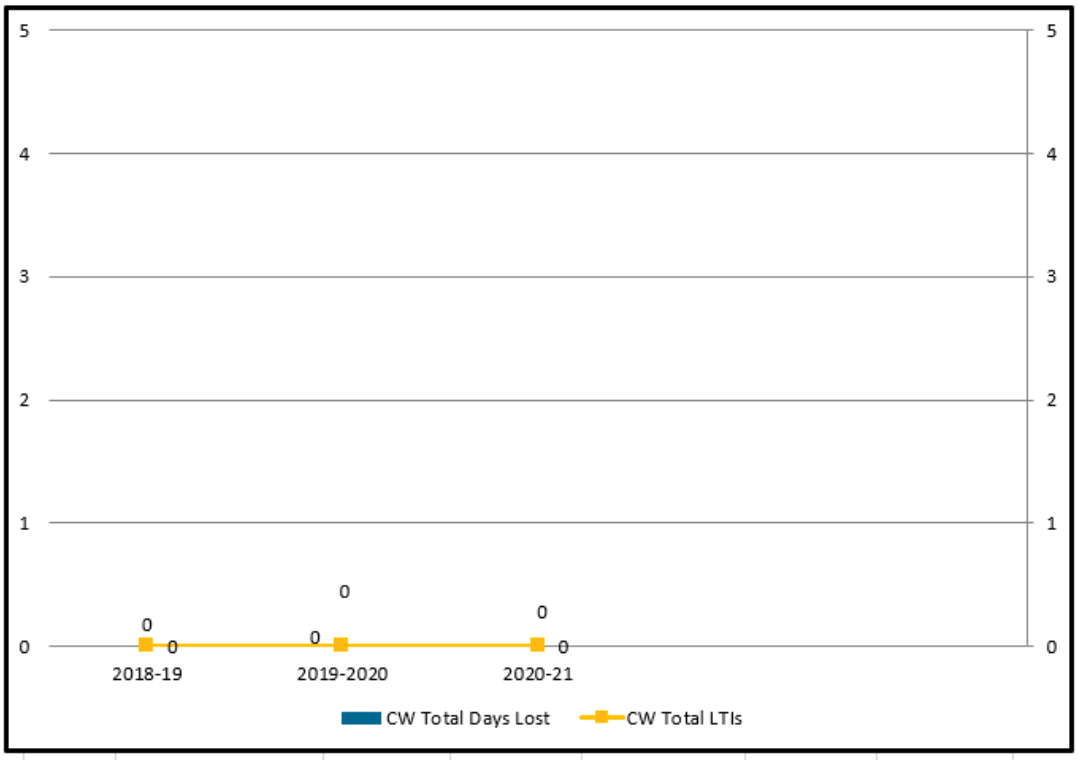
The following near miss incident involving an MRC employee was reported during November & December:

- Tripped over while walking around site, close to a stockpile.

The following incidents involving a contractor were reported during November & December:

- Foreign matter in an eye while cutting steel with a grinder.
- Works on-site commenced without adequate barricading in place.
- Minor chemical spill while relining stormwater.
- Traffic was stopped to allow a truck to turn, without licenced traffic controllers in place.

1.2. Lost Time Injuries & Days Lost



Department	2018-19		2019-20		2020-21	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Contract Services						
Design Services						
Field Services						
Major Projects						
Portfolio Management Office						
Capital Works Total	**0**	**0**	**0**	**0**	**0**	**0**

CAPITAL PROJECT UPDATES

2.1. Capital Summary Report

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

The current approved 2020/21 amended budget is $129M.

The YTD capital project spend is $38.6M which is approximately $0.6M below the YTD forecast of $39.2M (approximately 98.6%). Comments on each variance can be found on page 7 of this the report.

The project spend to the end of December is $38.6M, approximately $90.4M below the 20/21 Amended Budget of $129M (30% delivered against 20/21 Amended Budget).

2.2. Financial Performance

The table below summarises the year to date financial summary for the 2020/21 Capital program at the end of December 2020.

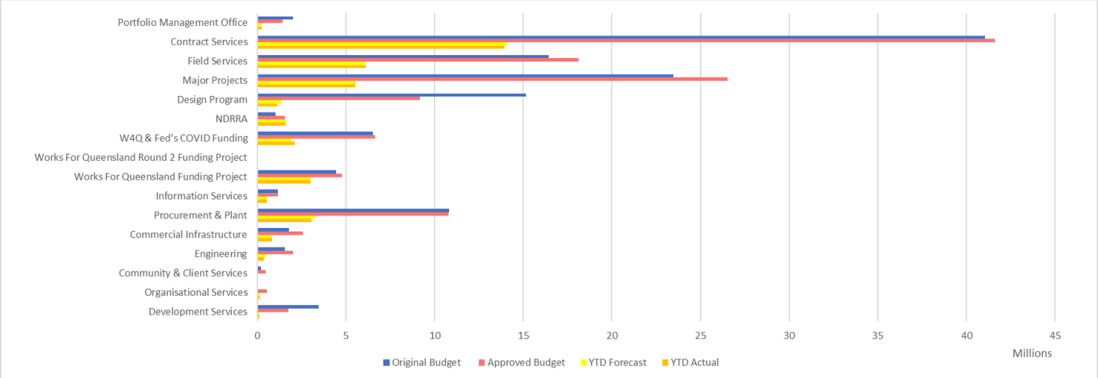
Capital Projects Expenditure 2020/2021

December 2020

Department	*Original Budget*	*Carryovers*	*Original Budget*	*Approved Budget*	*Current Forecast*	*YTD Forecast*	*YTD Actual*	*% Spent of YTD Forecast*	*% Spent of Approved Budget*
Development Services	3,461,600	9,321	3,470,921	1,740,421	1,660,474	92,690	107,362	115.83%	6%
Organisational Services	0	3,326	3,326	539,316	548,953	150,437	145,211	96.53%	27%
Community & Client Services	216,000	0	216,000	476,000	476,000	0	0	0.00%	0%
Engineering	1,132,502	405,713	1,538,215	1,999,890	1,035,289	472,200	350,016	74.12%	18%
Commercial Infrastructure	1,781,187	4,568	1,785,755	2,567,607	2,724,756	809,359	811,374	100.25%	32%
Procurement & Plant	9,191,627	1,634,604	10,826,231	10,776,231	10,775,946	3,285,795	3,068,149	93.38%	28%
Information Services	1,150,890	0	1,150,890	1,150,890	1,150,890	517,824	526,566	101.69%	46%
Works For Queensland Funding Project	3,696,095	736,090	4,432,185	4,760,754	4,666,957	3,024,800	2,981,919	98.58%	63%
Works For Queensland Round 2 Funding Project	0	21,759	21,759	21,759	21,759	0	0	0.00%	0%
W4Q & Fed's COVID Funding	6,440,996	67,624	6,508,620	6,629,301	6,405,045	1,909,078	2,120,057	111.05%	32%
NDRRA	530,000	497,567	1,027,567	1,547,903	1,654,232	1,654,232	1,588,270	96.01%	103%
Design Program	14,756,637	402,781	15,159,419	9,162,775	9,082,853	1,335,732	1,125,139	84.23%	12%
Major Projects	20,042,179	3,410,605	23,452,784	26,511,447	21,175,554	5,545,900	5,538,835	99.87%	21%
Field Services	15,733,003	687,038	16,420,042	18,096,627	16,937,864	6,098,638	6,103,507	100.08%	34%
Contract Services	35,024,106	6,017,614	41,041,720	41,605,159	39,863,383	14,065,944	13,952,863	99.20%	34%
Portfolio Management Office	1,816,565	188,325	2,004,890	1,430,263	1,415,192	235,048	224,383	95.46%	16%
Total	**114,973,387**	**14,086,936**	**$ 129,060,322**	**$ 129,016,345**	**$ 119,595,147**	**$ 39,197,677**	**$ 38,643,651**	**98.59%**	**29.95%**
Capital Expenditure	113,352,808	13,707,850	*127,060,657*	*126,911,145*	*117,581,920*	*38,341,192*	*37,929,455*	*98.93%*	*29.89%*
Operational Expenditure	1,620,579	379,086	*1,999,665*	*2,105,200*	*2,013,227*	*856,486*	*714,197*	*83.39%*	*33.93%*

Capital Spend by Department for December 2020

The table below summarises the year to date financial summary for the 2020/21 Capital program at the end of December 2020.



Capital Expenditure Forecast 2020/21

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

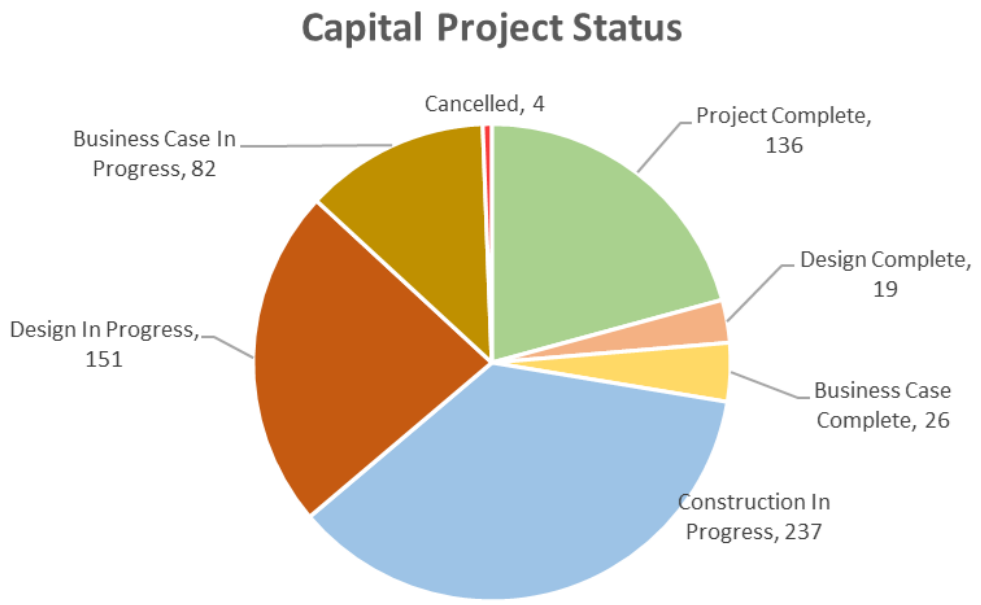
Project	Description	Comments	Variance
10390	Plant & Equipment - Replacement Program	Transport, delivery and closure issues over the Christmas period. MRC staff requirements for current vehicle use resulted in delayed transition of equipment. Ongoing stock supply and delivery issues.	-$217,647
22013	Mackay Animal Pound New Facility	Site establishment delayed due to Operational Works and Management Plan submissions by Contractor. Site established now and clearing completed however extent of works not achieved as predicted.	-$156,372
51620	Spray Seal Resurfacing Works - FY 19/20	More surface preparatory works than expected identified on site impacting bitumen re-sealing progress.	-$690,706
53402	Stormwater Relining-FY20-21	Although the total value of the works carried out in December was similar to the forecasted amount, the contractor was unable to provide the necessary supporting Quality documentation to enable payment for all the works completed.	-$231,738
56091	Ball Bay Rd - CH 700 to Haliday Bay Rd	Majority of spray seal was completed prior to Christmas break, though not accrued. Final asphalt and concrete works had been included in forecast also though contractors unavailable in late December.	-$142,764

The top five variances (overspend) between actuals and forecast for the month of November and December are:

Project	Description	Comments	Variance
51538	Milton St / Archibald St Intersection Upgrade	Prep works brought forward – stormwater and culvert relining works carried out in the period were not originally planned.	+$367,290
55440	Stormwater Culvert Relining Works – FY19/20	Error in booking to this job which will be corrected in coming month. Additional works were delivered than planned (between principal and contractor), so payments brought forward.	+$214,505
55285	Caping Rd Bridge, Bloomsbury - bridge upgrade	Works progressed better than expected. Forecast spend underestimated (between contractor and principal) for each month so payments brought forward.	+$168,928
51646	MECC - Selecon Pacific 1k	Timing of install – goods were delivered and installed ahead of planned schedule and therefore payments brought forward.	+$166,029
53974	Lansdowne Rd Culvert Replacement	Project progressed quicker than planned by contractor therefore was entitled to greater in month payment.	+$150,522

2.3. Capital Projects Phases for December 2021

The below graph shows the phases of capital projects as at the end of December 2020.



2.4. Key Contracts Approved for November and December 2020

A list of key contracts that have been finalised and approved during November and December 2020 is given below. In total these contracts are valued at ~ $9,456,505.00 for November and December 2020. There are smaller packages of works (not included below) and ancillary contracts that have also been awarded for the months of November and December linked to capital.

Contract	Design / Construction	Amount Award (ex GST)	Contractor
MRC 2021-004 Build of library truck	Construction	$769,000.00	GH Varley
MRC 2021-015 Koumala Water Supply Upgrade – Water Treatment Plant	Construction	$2,138,300	Clean Teq Water Pty Ltd
MRC 2021-018 Canecutters Drive Park Upgrade	Construction	$178,665	BH Building Pty Ltd
MRC 2021-023 Murray Creek and Halliday Bay Carpark upgrade	Construction	$888,632	Durack Civil Pty Ltd
MRC 2021-025 Bridge Road and Milton Streets Culvert Repairs	Construction	$553,020	Interflow Pty Ltd
MRC 2021-026 MECC PA System Upgrade	Construction	$1,008,684	One Diversified (Aust) Pty Ltd
MRC 2021-027 Supply and Installation of Kennel cages	Construction	$462,620	Therian Pty Ltd
MRC 2021-033 Nell Baker Park Upgrade	Construction	$172,338	BH Building Pty Ltd
MRC 2021-037 Fifth Lane Revitalisation Project	Construction	$417,803	Seaforth Civil Pty Ltd

Contract	Design / Construction	Amount Award (ex GST)	Contractor
MRC 2021-038 Yakapari Seaforth Road	Construction	$493,915	Haber Excavations Pty Ltd
MRC 2021-039 Patch Street and Cyril McKie Court	Construction	$1,441,485	Shadford Civil
Quote 2021-022 Glenella Richmond Road Rehabilitation - Design	Design	$51,728	GHD Pty Ltd
Quote 2021-023 Pioneer Street Rehabilitation - Design	Design	$46,635	GHD Pty Ltd
Quote 2021-026 Shakespeare Street Water Main Renewal - Design	Design	$476,000	Tetra Consulting Pty Ltd
Quote 2021-027 Evans Avenue Water main renewal - Design	Design	$24,018	GHD Pty Ltd
Quote 2021-032 Mackay Water Network Firefighting Augmentation - Design	Design	$41,600	Tetra Consulting Pty Ltd
Quote 2021-033 Fursden Street Water Main Upgrade - Design	Design	$23,600	Tetra Consulting Pty Ltd
Quote 2021-035 Palmer Street Water Main – Design	Design	$23,582	GHD Pty Ltd
Quote 2021-036 Pipeline Condition Assessment	Design	$61,520	SMEC Australia Pty Ltd
Quote 2021-042 Victor Creek boat ramp widening – design	Design	$42,300	Tetra Consulting Pty Ltd
Quote 2021-043 Pioneer River North Bank Pathway – Stage 2 – Design	Design	$39,900	Tetra Consulting Pty Ltd
Quote 2021-044 Blacks Beach Road Shared pathway – design	Design	$73,500	Aurecon Australasia Pty Ltd
Small Quote 2021-013 Ram Chandra Park – Concrete Footpath	Construction	$27,860	Seaforth Civil Pty Ltd
Total		**$9,456,505**	

PORTFOLIO MANAGEMENT OFFICE

3.1 Monthly Achievements

The Portfolio Management Office (PMO) are tracking progress of the 2020/2021 Capital Works master program against the planned activities. Options are being work through to introduce lead indicator reports for the program, such as earned value (EV) or similar, to show relationship between program progress and spend. Currently reporting includes on schedule and budget, and track performance against the schedule however not combined.

Challenges have arisen whilst working through options to implement EV as the levels required are not available in most of the corporate programs to be able to track it. Initially, Microsoft Project was hoped to be a suitable program however the outcome wasn't as expected. Therefore, Information Services have been building a Project Management program (Empower) for the Capital Works directorate which is likely to be rolled out in coming months and in conjunction with Microsoft Power BI, dashboard reports will be able to be created including an EV report. Empower contains Microsoft Project online for the scheduling aspect and has linkages to Finance1 to pick up budget forecasting (planned) and actuals.

November and December saw the close of quarter two of Concept and Business Case submission assessments and was the first round utilising the new financial fields and years of planned delivery that was implemented in The System (SharePoint Online). All associated teams made a joint effort to populate fields and this information assists with improved forward planning of the Capital Long-Term Financial Forecast.

The Project Hub is now live on the council website which displays an online map of projects listed for the 2020/2021 Capital works program, currently in construction and future works detailing what the project is, duration, planned start and finish dates and location pointer. This is updated monthly, any projects with a duration of more than 20 working days construction/delivery timeline are displayed.

PMO are working through the Enterprise Project Management Framework (EPMF) update, in conjunction with the LTFF working group, finalising of the Business Case form was completed in the lead up to Christmas and has now been released for all to use for the latest list of Business Case approvals.

The EPMF review is tracking along, December saw the end of the EPMF Engagement sessions with Asset Owners, Concept Creators, Project Managers and Delivery Teams.

DESIGN SERVICES

4.1 Design Summary Report

Overview

Design Services commenced several notable design projects during this period being:

Eimeo Rd and Blacks Beach Rd shared paths were identified as principal cycle network pathways connecting existing paths to the suburb of Blacks Beach. It will provide a safe access for pedestrians and cyclists to this developing area of Mackay, promoting a healthy lifestyle and enabling greater community connectivity.

Several Mackay Water projects were also commenced, including replacement of ageing infrastructure in Palmer St, Hume St and Shakespeare St to reduce on-going maintenance costs of the network and an upgrade to the fire-fighting network capacity in the industrial areas of Glenella and Slade Point.

Notable Designs Completed

- ✓ Anzac Street, Marian, water main
- ✓ Sydney St, Mackay, water main
- ✓ Bridge rehabilitation program

Notable Designs in Progress:

- Mogford Street, West Mackay, stormwater drainage improvements
- Pioneer River shared path from Northpoint to Gooseponds
- Various bore disinfection facility upgrades
- Creek Street & Lorne Road, Walkerston, pavement widening.
- Brewers Road, Sarina, widening and drainage upgrade

Estimating and Specifications

The team has undertaken training in Benchmark and is at the program build and testing stage of the implementation plan. Estimating and Specs is looking to roll out estimating templates for the first round of testing by end of January. The initial testing is aimed at Parks and Open Space projects, as this area has a good sample size for early testing and adoption.

Specifications is sending a series of D20 Design and Drafting Guidelines review working group invitations to various stakeholders within the organisation for feedback and improvement on current design and drafting guidelines and standards. The first of these working groups will be meeting end of January, and it's expected to take until the end of financial year for the revised document to reach final draft and review stage.

4.2 Survey Office Summary Report

Overview

During November and December, the Survey team continued to deliver surveys for the Capital Works department. Additional service locations were undertaken for Broad St WM in Sarina and around Mount Oscar Reservoir. The survey team assisted the Water Networks crew to identify the levels of Sewer inverts for maintenance works on Sydney St SPS. The Surveyors took measurements for road clearance along Lizzie Creek Rd under the pipeline to help update signs for large vehicles for safe clearance. Some large projects completed were the road rehabilitation projects for Pioneer St and Glenella – Richmond Rd with Pioneer St requiring a 3D laser scan around the rail crossing so there were no issues with survey team members being within the rail corridor.

Surveys were completed for:

- ✓ Brisbane St & Shakespeare St Water Main renewal
- ✓ Mount Vince Rifle Range
- ✓ Eimeo Rd and Blacks Beach Rd Shared Path
- ✓ CBD Footpath Renewals

- ✓ Firefighting Augmentations in Slade Point and Mount Pleasant
- ✓ Water Main renewal project in Evans Ave & Palmer St North Mackay
- ✓ Devereux Creek Rd Guardrail Replacement
- ✓ Pioneer St and Glenella – Richmond Rd Road Rehabilitation
- ✓ Service locations – Broad St Sarina, Reservoir Rd, Mogford St
- ✓ As constructed surveys – Denton St Rehabilitation, Boundary Rd/Cowleys Rd Intersection

Figure 1: Surveying the clearances of pipelines along Lizzie Creek Rd

Figure 2: Surveying at Mount Vince Rifle Range

Figure 3: Surveying for Eimeo Road Shared Path

CONTRACT SERVICES

5.1 Boat Ramp and Carpark Extension Projects

Overview

Recreational boating and fishing are popular activities in the Mackay Region. Council's "Mackay Region Recreational Fishing Strategy 2017" highlights recreational fishing infrastructure as an action area, recommending investment in new and upgraded facilities to meet anticipated demand. Given the local demand for boating facilities the standard of these facilities is a regular focus of complaints from members of the public.

Council has progressively been improving boat ramps and associated car parking and access to the relevant standards though grant applications for gazetted ramps or capital works allocations for Council owned facilities.

Council has been able to attract part funding under the Federal Government "Building Better Regions Funding" grant for improvements to facilities at numerous boat ramp facilities around the Mackay region.

The works involve the overlay and widening of the existing boat ramp, reconstruction of roadway and construction of the carpark at Campwin Beach Boat Ramp, the extension to the existing carparks at Victor Creek and Murray Creek Boat Ramps and upgrading of the Headland Drive carpark and connecting footpath to the boat ramp at Haliday Bay Beach.

Project Status

Activity	Delivery	Start Date	Completion Date	Budget	Comments
Victor Creek & Campwin Beach					
Construction	External	Late June 2020	Late November 2020	$1,112,694	Construction works are completed with as-builts submitted
Murray Creek, Haliday Bay Carpark & Footpath					
Construction	External	Mid March 2021	Early June 2021	$1,107,885	Tenders have closed and have been awarded to Durack Civil Pty Ltd.

Recent Project Activities

Victor Creek & Campwin Beach

✓ Both facilities are now open for public usage

Figure 4: Upgraded Campwin Beach boat ramp

Figure 5: Campwin Beach carpark

Figure 6: Victor Creek car park

5.2 Stormwater and Sewer Relining Works 2020/2021

Overview

The Project includes:

- Structural relining of stormwater Reinforced Concrete Pipes (RCP) and Reinforced Concrete Box Culverts (RCBC)
- Structural Relining of sewer gravity mains

These works are located in Mackay, Sarina and environs.

MRC undertakes ongoing condition assessment by CCTV of both stormwater and sewer networks. CCTV work identifies stormwater and sewer mains requiring rehabilitation by relining.

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

The stormwater drainage conduits to be relined are in the size range of 375 to 1200mm diameter with an approximate length of 1.1km of stormwater Reinforced Concrete Pipes and Reinforced Concrete Box Culverts. On top of these works, carried over stormwater relining works from 2019/2020 FY will also be carried out under this contract that includes relining of stormwater drainage pipes in the size range of 300 to 1200mm diameter with an approximate total length of 730m.

The 2020/2021 FY package of works includes structural relining of 84 sewer mains totalling approximately 5km in the size range of 150 to 900mm diameter.

The key Project Drivers are:

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

Project Status

Activity	Delivery	Start Date	Completion Date	Budget	Comments
Sewer Main Relining					
Construction	External	Early September 2020	End January 2021	$2,050,000	Relining works are now completed and some final CCTV and junction sealing works remaining. Anticipated to be completed end of January 2021, weather permitting.
Stormwater Main Relining					
Construction	External	Early October 2020	Early February 2021	$1,357,602	Cleaning, CCTV and Relining activities of Stormwater mains commenced in early October and progressing well. Anticipated to be completed early February 2021, weather permitting.
Stormwater Main Relining (Carried Over from 19/20)					
Construction	External	Late September 2020	Early February 2021	$766,263	Cleaning, CCTV and Relining activities of Stormwater mains commenced in early October and progressing

					well. Anticipated to be completed early February 2021, weather permitting.

5.3 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 Status as at 23/12/2020

Activity	Delivery	Start Date	Completion Date	Budget	Comments
Asphalting Works					
Construction	External	Late May 2020	December 2020	$2,501,464	Cost variations in provision quantities allowed for have affected the budget of the project. Works are complete and the finalisation of claims and QA documentation is underway.
Resealing Works					
Construction	External	Mid October 2020	January 2021	$2,094,923	Works have progressed significantly, however this package was significantly affected by budgetary constraints with descoping necessary to meet project budget due to factors external to the contract delivery. Scope has been managed in a staged approach to allow for works to progress and budget targets to be met.
Total Resurfacing Reseal Program				$4,596,387	

Figure 7: Night Works on Celeber Drive

Figure 8: Broomdykes Drive

✓ The FY2020/2021 Resurfacing program was released to tender and submissions have been received. The contract is expected to be awarded in January 2021.

5.4 Caping Road, Bloomsbury Bridge Replacement

Overview

The Caping Road timber bridge crossing is located on the O'Connell River approximately 9km north of Bloomsbury. It is a low-level river crossing servicing an isolated agricultural community with the bridge regularly inundated preventing access. During inundation the bridge is regularly damaged. A recent condition assessment found several components in poor condition requiring replacement. It was determined to construct a new bridge to replace the existing floodway crossing. The new structure is designed to cater for a Q100 flood event with overtopping to occur infrequently and once completed will significantly improve the level of service to impacted residents with improvements to freight efficiency for market access by graziers.

The detailed bridge design has been undertaken by InQuik Bridging Systems with civil works for bridge approaches and ancillary works designed by MRC Design Services.

InQuik Bridging Systems prefabricated steel bridge formwork and bridge only reinforcing will be provided by MRC to the successful civil works contractor.

The bridgework consists of 2 x 12.5m spans, 5.2m wide, designed to a T44 load rating, including abutments, pier headstock, decks with associated concrete floodway approaches and rock revetment protection. In addition to the bridgework works include, construction of a partially sealed side-track and associated drainage works, removal of the existing bridge and floodway sections, construction of approach earthworks, concrete pavements and rock protection and raising new floodway approaches to the new bridge structure.

The project had an original budget of $2,159,339 however the successful tenderer's price was significantly lower than the estimate and $778k was returned to the Council reserve in the September Budget review. The revised budget of this project is $1,381,339 with $700,000 of grant funding being provided by the Federal Government under the "Bridges Renewal Program". The balance of the project is to be funded by Council's Capital Works budget.

Project Status

Activity	Delivery	Start Date	Completion Date	Budget	Comments
Construction	External	23 November 2020	Early to Mid-April 2021	$1,381,339	Construction commenced on late November 2020 and progressed well until the Christmas shutdown. However, no work is currently happening due to the recent wet weather. Weather permitting, Contractor still on track to complete construction in early April 2021.

Recent Project Activities

- ✓ Bridge components have been manufactured in Brisbane and are now in storage awaiting delivery to the project.
- ✓ Contractor commence works on site in mid-November. Old bridge demolished and side-track opened to public
- ✓ Piling Platform constructed and piling works of all 7 piles were completed before Christmas
- ✓ Side-track got washed away on Christmas day and was restored emergently once the water level was down

Figure 9: Piling works going in

Figure 10: Temporary side-track and piling platform

5.5 Lansdowne Road Culvert Replacement

Overview

This project comprises the replacement of the stormwater culvert structure at Lansdowne Road, between Lagoon Street and Alexandra Street, in West Mackay. Reconstruction entails the removal of existing culverts and end structures, and installation of new culverts and end structures to current standards. For Lansdowne Road, council is replacing the older cells only, while leaving the recently installed extension under the shared path intact. The works will be conducted under full road closure with the shared pathway remaining open for pedestrians and cyclists.

Project Status

Activity	Delivery	Start Date	Completion Date	Budget	Comments
Construction	External	Mid November 2021	23 December 2020	$560,770	Works on site are completed, as constructed documentation pending.

Recent Project Activities

- ✓ Works on site started November 2020
- ✓ Demolition and removal of old culverts
- ✓ Installation of new culverts.
- ✓ Construction actives completed 23 December 2020 (ahead of schedule)

Figure 11: Road closure notice

Figure 12: Existing culverts

5.6 Park Improvement Projects

Overview

Council is delivering a program of Park renewals for the community to provide well designed parks and open space networks which cater for the changing needs of the community and to promote outdoor social and recreational activities.

The equipment in the playgrounds has been in service for more than the prescribed operational life and has been assessed as requiring replacement. Work in these parks includes the replacement and/or adjustment to the softfall edging, softfall depth and/or sub-soil drainage servicing these playgrounds as well as hard landscaping and soft landscaping, to various extents depending on the park.

The Park upgrades are at various locations within the region including, Sarina, South Mackay, Eimeo, Ooralea and Marian.

Project Status

Activity	Delivery	Start Date	Completion Date	Budget	Comments
Brownsey Court Park					
Construction	External	Mid November 2020	End February 2021	$223,257	Earthworks commenced. Playground Equipment and Shelter Installed. Concrete and Landscaping works to be completed.
Ron Anderson Park & Busuttin Drive Park					
Construction	External	Mid November 2020	End February 2021	$494,981	Ron Anderson Park is open to public. There is one swing which has been delayed and will be installed at end of February. Busuttin Park is open to public, with minor works to shelter drainage to be installed at end of January.
Canecutters Park					
Construction	External	January 2021	End of March 2021	$420,999	Recently awarded to contractor. Due to commence on 18th January.
Nell Baker Park					
Construction	External	Mid February 2021	April 2021	$450,417	Recently awarded to contractor.

Recent Project Activities

Brownsey Court Park

- ✓ Civil earthworks commenced
- ✓ Playground equipment and shelter installed

Ron Anderson and Busuttin Park

- ✓ Works mostly completed prior to Christmas which allowed the parks to be opened to the public.
- ✓ Minor works due to procurement delays to occur over the next month.

Canecutters Drive Park

- ✓ Tender evaluation completed and Contract awarded
- ✓ Works on site expected to commence on 18 January 2021

Nell Baker Park

- ✓ Tender evaluation completed and Contract awarded
- ✓ Works on site expected to commence on 22 February 2021

MAJOR PROJECTS

6.1 6 River Street Demolition

Overview

The demolition works at 6 River Street have now commenced; the works take place as part of the proposed Mackay Waterfront Priority Development Area. Salvaged timbers from the demolished building are likely to be incorporated into the riverside design to capture a part of history.

The demolition and removal of the building will allow the site to form part of the overall revitalisation along the Pioneer River. A number of the structural supporting timber piers will be left in their original location to acknowledge the footprint of the former building.

Project Status

Activity	Delivery	Start Date	Completion Date	Budget	Comments
Demolition	External	November 2020	March 2021	$800,000	Project is on budget. Project has been delayed due to the identification of additional unsuitable material and delays in approvals.

Recent Project Activities

- ✓ Temporary fencing and traffic management in place
- ✓ Power disconnected from building
- ✓ Demolition works have commenced

Figure 13: 6 River Street building prior to demolition

Figure 14: 6 River Street proposed concept for site

6.2 CBD Footpaths – (Wellington St, Nelson St & Gordon St)

Overview

This project encompasses upgrading current footpaths and constructing missing links in footpaths within the Mackay CBD, to provide better connectivity and safety for pedestrians.

The western side of Wellington Street has 'missing links' in the footpath and the works in this street will see a footpath constructed to connect existing sections of footpath. Nelson Street work involves the reconstruction of the existing footpath and Gordon Street works will also involve reconstruction of the existing footpath.

The project is being delivered by Works for Queensland funded by the Queensland Government.

Project Status

Activity	Delivery	Start Date	Completion Date	Budget	Comments
Construction	External	January 2021	March 2021	$560,000	Works expected to commence January 2021

Figures 15 & 16: Site Diagram

6.3 5th Lane Upgrade

Overview

Upgrade of pavement in 5th Lane to provide better connectivity and safety for pedestrians. The work will also include the upgrading of water services, stormwater drainage and electrical services. Festoon Lighting will also be installed.

Project Status

Activity	Delivery	Start Date	Completion Date	Budget	Comments
Construction	External	January 2021	May 2021	$570,000	Works expected to commence January 2021

Figure 17: Site Diagram

FIELD SERVICES

7.1 Gorge Road Concrete Pavement

Overview

The project scope consists of the upgrade of a section of the existing pavement into concrete in between the existing concrete causeways. This works will improve pavement protection during inundation events, increase flood immunity and reduce maintenance of the existing road. The project is partially funded through the W4Q program as well as through Tourism Queensland.

Project Status

Activity	Delivery	Start Date	Completion Date	Budget	Comments
Construction	Internal	Late June 2020	Mid December 2020	$1,157,271	Additional scope added to project after savings were identified through completion of original scope. Further section of concrete pavement works added after Causeway 5. No negative feedback received despite occasional traffic delays due to the restricted nature of the site.

Recent Project Activities

- ✓ Extra Section CH825-911 (after Causeway 5) is approximately 95% complete. All concrete placed, ancillary works still to be completed.
- ✓ Original scope is approximately 98% complete. All concrete and ancillary works are completed.
- ✓ All the signages are installed.
- ✓ Finalisation activities commenced

Figure 18: Extra section passed CW05 getting ready to be poured. Looking from approx. CH900 backward to Causeway 5

Figure 19: Concrete poured for extra section. Looking from approx.CH900 away backward to Causeway 5

7.2 Smith-Cross Road Culvert Upgrade, Smith Deveraux Creek

Overview

The project is a Works for Queensland (W4Q) funded project and consists of the upgrade of two individual causeways which currently have small diameter, low flow culverts. The upgrade in both locations includes an increased hydraulic capacity by installing large box culverts. The increased capacity will raise the flow to a compliant Q2 rain event and allow emergency vehicles to traverse the location up to a Q5 event meaning the culverts should not be submerged as frequently and if they are submerged, it will be for a shorter period of time. The culverts will be topped with a concrete base course and concrete batters for additional scour protection as well as revegetation of the batters both up and downstream.

Project Status

Activity	Delivery	Start Date	Completion Date	Budget	Comments
Construction	Internal	Mid July 2020	Early February 2021	$1,389,223	Wet weather has caused some delays to schedule as well as unsuitable material in the pavement approaches. No budget issues currently forecast.

Recent Project Activities

- ✓ Side-tracks no longer operational due to weather events, pavement of road now having to be completed half-half under traffic.
- ✓ Site 1 (eastern culvert)
  - Concrete works 90% completed – final batter pour outstanding,
  - Pavement approaches commenced. Wet weather and unsuitable ground conditions have delayed works on the road construction.
- ✓ Site 2 (western culvert)
  - Concrete pavement completed in Dec 2020,
  - Concrete batters have been delayed by weather events, to be completed mid January, weather permitting.
  - Road pavement approaches to commence after Site 1 is completed.

Figure 20: Site 1 - Culverts fully operational with 1 concrete batter left for completion, road pavement commenced but delayed from weather events

Figure 21: Site 2 - Culverts and concrete pavement complete, batters to be set up for pour

7.3 Ball Bay Road Reconstruction, Ch700 to Haliday Bay Intersection

Overview

The project scope consists of an upgrade to the existing drainage and pavement on Ball Bay Road between Cape Hillsborough Road and Haliday Bay Road. The drainage component includes the upgrade of 15 property accesses and 8 culvert road crossings while for the pavement, the shoulders of the road are to be widened to allow for an increased width of bitumen seal. The project is partially funded through the Department of Transport & Main Roads (DTMR) Transport Infrastructure Development Scheme (TIDS).

Project Status

Activity	Delivery	Start Date	Completion Date	Budget	Comments
Construction	Internal	Late May 2020	Late January 2020	$3,388,134	Contractor availability and wet weather in late December has pushed final completion out. No budget issues currently forecast No issues to date with the local residents or general public.

Recent Project Activities

- ✓ All pavement works and bitumen seal is complete on the travel lanes.
- ✓ All the signage and guideposts are installed.
- ✓ Sealing of the property accesses and asphalt at some of these accesses is still outstanding.
- ✓ Hydro-mulching, minor concrete kerb and Line-marking are also yet to be done.

Figure 22: Bitumen Seal completed

11.3. COMMUNITY AND CLIENT SERVICES
11.3.1. COMMUNITY & CLIENT SERVICES MONTHLY REVIEW - DECEMBER 2020

Author	Director Community & Client Services (Angela Hays)
Responsible Officer	Director Community & Client Services (Angela Hays)
File Reference	DMRR
Attachments	1. CCS MONTHLY REVIEW DECEMBER 2020 [**11.3.1.1** - 38 pages]

Purpose

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

Related Parties

N/A

Corporate Plan Linkage

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

Officer's Recommendation

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

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

Cr Mann noted there had been an incident of a person trespassing at the Dudley Denny Library and asked if there was an issue with security.

The Director advised that a person had not entered the Library but had entered the garden area and when staff discovered this, security was called.

Cr Mann queried where items would be relocated that were being removed from Greenmount Homestead.

The Director advised that this would depend on the nature of the items with the department seeking to return items to donors wherever possible, and if not possible, to relocate them to another suitable location.

Cr Mann noted that 100 items had been digitised from the heritage collection and queried how long it takes to scan and digitise images.

The Director advised that while she didn't know exactly how long the digitising of images takes, the department has a project to digitise some 5,000 images and was very pleased that staff had managed to digitise 100 images during the month while undertaking their other duties.

Cr Bella asked if the Indian Cherry tree is similar to the Logwood tree which is a thorny invasive tree.

The Director advised that she would take this question on notice and provide the response to Councillors.

Cr Bella asked if the Jaguar Cichlid was a fish and how damaging it would be in the future management of the lower regions of the Pioneer River.

The Director advised that the Jaguar Cichlid was a fish and that it was very early days for the team who were currently receiving training in its management. The Director advised that she would seek further information and provide this to Councillors.

Council Resolution ORD-2021-11

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

Moved Cr Mann **Seconded Cr Englert**

Cr Mann noted several items from the Report including the focus on safety with extensive manager interactions and site safety inspections conducted during the month, the excellent programs in the Library and Artspace and the enjoyment gained from the filming of the Mayor's Christmas video which had received positive feedback from staff and online. Cr Mann expressed concern that library staff had been subjected to inappropriate behaviour from a member of the public.

Cr Bella congratulated the Director on the quality of the report, noted that the star rating appears to be a good motivator and was very pleased to see the increase in the spraying of weeds.

Cr May highlighted the inhouse production of the Annual Report and congratulated the Corporate Communications team, noted the roll out of the person centred emergency preparedness program and the work done by the Emergency Management team for Cyclone Saturday.

CARRIED

Mackay REGIONAL COUNCIL

Community and Client Services

Monthly Review

December 2020

Contents

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2. Workplace Health & Safety 4
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1. Highlights of the Month

Highlights from the month of December 2020 include:

- Council's 2020 New Year's Eve party at the MECC saw the auditorium at full capacity for the first time in 2020. The MECC teams collaborated to deliver a live event to a live audience, while also streaming to Facebook and YouTube, connecting with viewers from across Australia as well as 11 other countries.
- Unprecedented demand for a newly introduced library program targeted at seniors, Ukulele Step One. This has been a huge hit with additional sessions added to meet demand. With further instrumental sessions planned, we look forward to drawing many new members to our service.
- Artspace Exhibition, Systematic, opened on 11 December, showcasing the works of 8 Australian artists. Blending playful, vibrant, and kinetic works, the exhibition invites viewers to reflect on their own relationship to contemporary systems.
- The annual Mayor's Christmas video was produced inhouse by Corporate Communications & Marketing and has received positive feedback from staff and our online audiences.
- The 2019-2020 Annual Report was adopted by Council, after being compiled and designed inhouse by Corporate Communications & Marketing.
- The annual Cyclone Saturday event was organised and hosted by staff at Canelands Shopping Centre. The event was very well attended by over 1200 residents interested in obtaining advice on storm season preparedness.
- Person-Centred Emergency Preparedness (P-CEP) sessions continued to be rolled out across the region during December. 14 sessions were hosted in libraries across the region, to promote P-CEP and support people to make their plans. A further 600 P-CEP workbooks were also distributed.
- 96% of food businesses across the region now hold a 3, 4- or 5-star Eat Safe rating. In very pleasing results, all 14 food businesses that were inspected in December achieved a rating of at least 3 stars, with 5 businesses achieving 5 stars.
- Our Pest Management team have continued to complete high volumes of surveying and spraying activities, while collaborating with internal and external stakeholders on several key projects during December.

Angela Hays
Director Community & Client Services.

2. Workplace Health & Safety

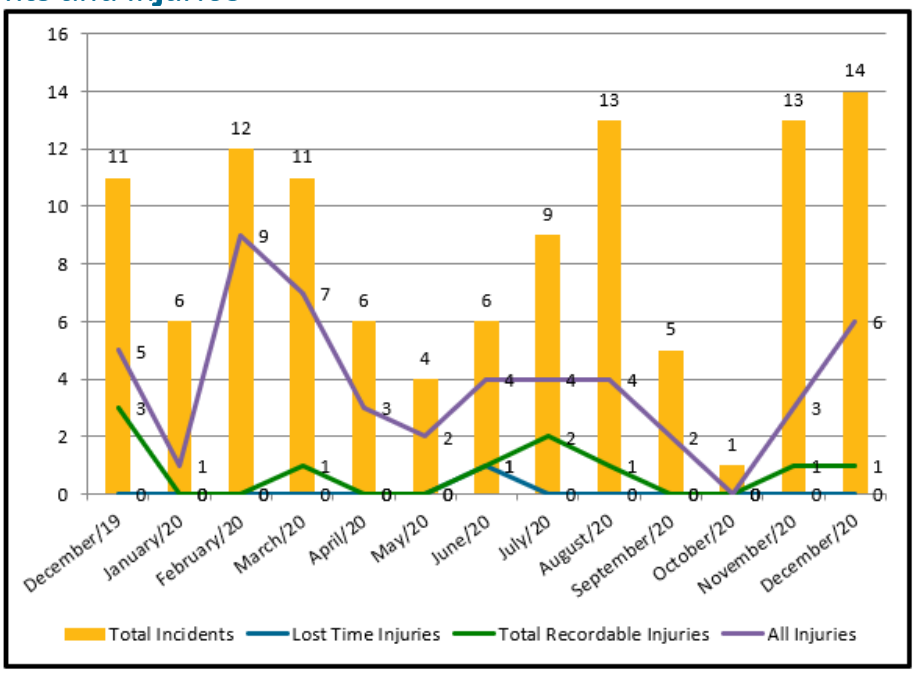
Summary

In November and December 2020:

- Twenty-five Manager safety interactions were undertaken.
- Five site safety inspections were undertaken.
- 99% of monthly action plans activities were carried out.
- The Community and Client Services Health and Safety Committee met twice.
- Representatives attended two WHS Management Committee meetings.

Twenty-seven incidents were reported in the November and December period, involving MRC employees and members of the public.

Incidents and Injuries



The following injuries to MRC employees were reported during November / December:

- Breathing discomfort after entering under seating basement area.
- Cut finger on drainage grate while mowing.
- Scratch on hand from a dog whilst it was being put into cage.
- Affected by the heat after building air conditioning failed.
- Knee sprain after tripping on mat at building entry.
- Knee strain whilst participating in team-building activity.

The following asset damage incidents involving MRC employees were reported during November / December:

- Collided with parked vehicle while reversing into parking space.
- Stabiliser leg on truck was damaged while reversing.
- Minor vehicle damage caused when vehicle driven into unseen culvert.
- Stabiliser leg on truck was damaged while driving.

The following near miss incidents involving an MRC employee were reported during November / December:

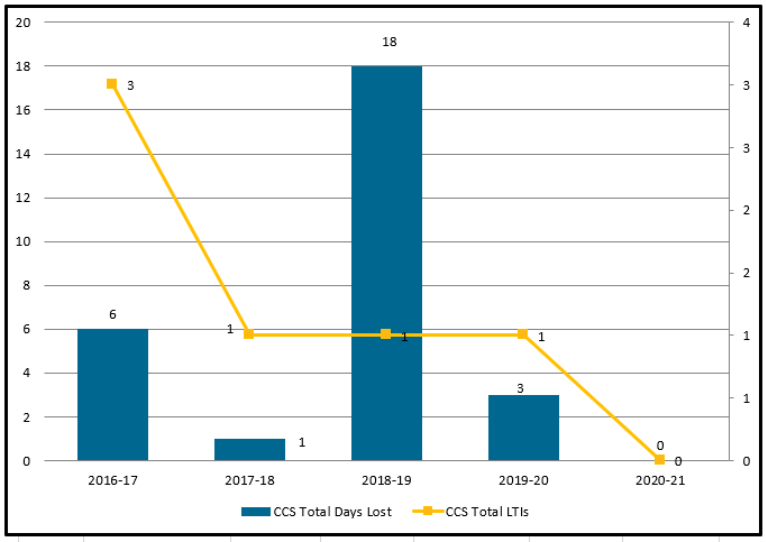
- Library customer refused to provide COVID-19 registration details.
- Person who is not permitted access to the library was located at staff entry at library opening time. Police called.
- Person who is not permitted access to the library was located near library entry. Police were called, who moved the person on.

The following incidents involving Members of the Public were reported in December:

- Graze on foot after stepping into a drainage grate.
- Child hit their head on self-serve kiosk desk.
- Library customer who appeared unwell, initially refused to leave library when asked to.
- Three instances of persons entering restricted areas – both in library surrounds and within library.
- Person refused to move personal items from staff carpark. Person has now been refused access to libraries.
- Person found trespassing within library (accessed out of hours). Police notified.
- Library customer behaved inappropriately when asked to leave library. Police attended.

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

Lost Time Injuries & Days Lost



Department	2016-17		2017-18		2018-19		2019-20		2020-21	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Corporate Communications										
Community Lifestyle							1	3		
MECC & Events	2	4			1	18				
Emergency Management										
Health & Regulatory Services	1	2	1	1						
Community & Client Services	**3**	**6**	**1**	**1**	**1**	**18**	**1**	**3**	**0**	**0**

For the 2020-21 year, no lost time injuries have been recorded.

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)

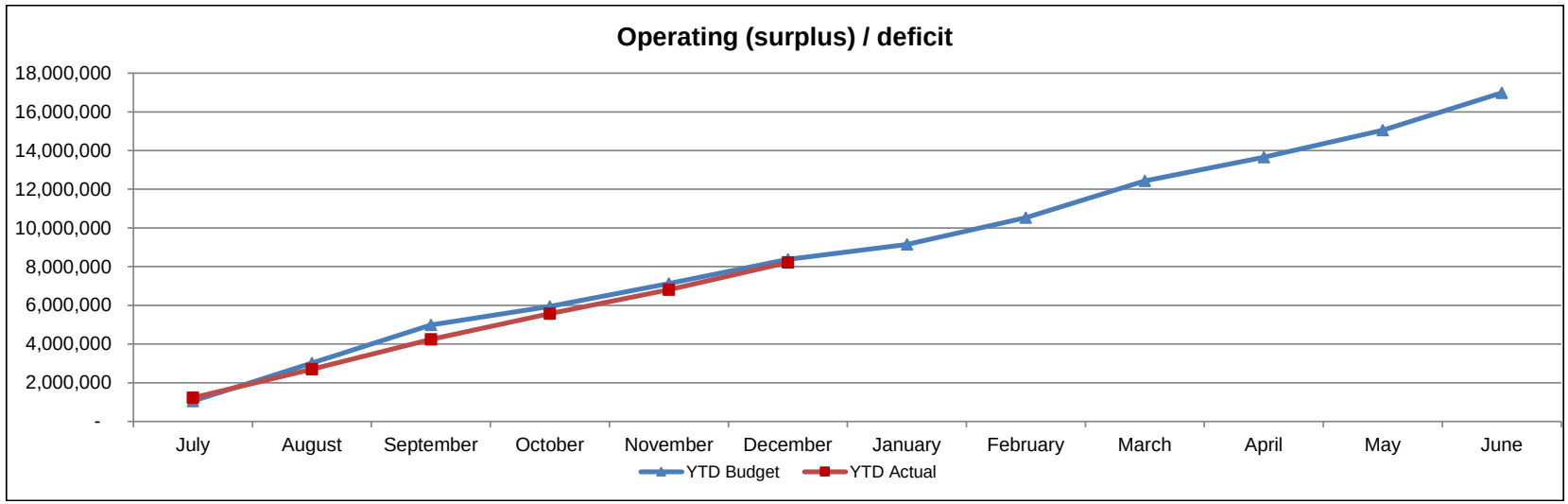
3. Financial Performance - December 2020

Financial Performance Report
Period Covered: 1 July 2020 to 24 December 2020

Community & Client Services

% YTD Variance of YTD Budget
YTD Variance favourable of budget
YTD Variance unfavourable, between 0% and 5% of YTD Budget
YTD Variance unfavourable, more than 5% of YTD Budget

	Revised Budget	YTD Budget	Actual	YTD Variance	Comments
4.01 - Community & Client Services Management	359,056	176,424	202,188	25,764	Variance due to timing of staff leave.
4.03 - Community Lifestyle	7,927,984	4,232,838	4,292,627	59,789	Variance is driven by timing of external grant funding and busy period of activities.
4.04 - MECC & Events	3,477,511	1,938,819	1,696,839	(241,979)	While venue hire is still well below original budget, overall income is higher than expected due to increased billing of catered events to meet COVID requirements.
4.05 - Corporate Communication & Marketing	1,746,123	826,628	861,891	35,263	On track. Variance due to timing of staff leave/training.
4.07 - Health & Regulatory Services	3,433,038	1,240,571	1,168,002	(72,569)	On track
4.08 - Emergency Management	39,965	(40,510)	(1,678)	38,833	Variance due to higher than expected costs for State funded grant project.
Operating (surplus) / deficit	**16,983,678**	**8,374,768**	**8,219,870**	**(154,898)**	


Operating (surplus) / deficit
18,000,000
16,000,000
14,000,000
12,000,000
10,000,000
8,000,000
6,000,000
4,000,000
2,000,000
-
July
August
September
October
November
December
January
February
March
April
May
June
YTD Budget
YTD Actual

4. Community Lifestyle

4.1 Community Programs

Number of Community Enquiries – 826
Number of Emergency Relief Assistance Packages provided – 12
Sarina Neighbourhood Centre meeting rooms utilisation – 12
Occasions of JP Services provided to community – 13
Number of external bookings in Jubilee Community Centre for the month – 190
Total Jubilee Community Centre usage (internal/external) – 702

Community Development

Activity	Comments
Community Action for a Multicultural Society (CAMS) Officer	Elders Embracing Youth – Sewing Together – Encouraging the younger Australian South Sea Islander (ASSI) community to become involved in committees and events with Elders who can pass on their knowledge. This idea came to fruition as ASSI women who are skilled in dressmaking wanted to share their knowledge with each other and begin a project to donate to the Women's Shelter or similar service in Mackay. This has been a collaborative project with the ASSI Elder Women, ASSI Young women, Mackay Children & Family Centre and MRC. Elders Morning Tea - CAMS officer held the Elders Morning Tea at the Hut, this is a great opportunity for stories, history and information sharing. Helen Styles from Emergency Management was a guest speaker discussing Person Centred Emergency Planning. The CAMS Officer visited the Australian South Sea Islander (ASSI) Community organisations in Bowen and Ayr. The trip allowed the officer to connect with members of the community to develop solutions regarding issues of common concern.
Co-location project	Community Programs Team have kicked off a social media series of successful co-location stories from local groups / organisations / businesses to celebrate and highlight some of unique partnerships that have been developed locally. The stories showcase the benefits of collaboration for not only the involved entities, but for the wider community. December's story highlighted the hugely successful collaboration between Pioneer Valley Tourism Development Association (Melba House) and Vintage Kiss. The story proved very popular on social

	media with a combined reach across the MRC and Community Programs Facebook pages of nearly 10,000 with 22 shares to other pages.
Regional Arts Development Fund	Round 2 of the 20-21 RADF program closed on Wednesday, 9 December. 17 applications were received with a total request of $109,653. The RADF committee will meet in January to finalise round 2 assessment.
Youth Out Loud 1000 (YOL1000)	YOL1000 Youth Collaboration Project has reached new milestones with over 350 conversations now completed with young people from across the region. The goal of 1000 conversations is progressing with new conversations occurring every day. The YOL1000 Backbone Group convened a stakeholder feedback session with data presented to the group capturing outputs from the first 235 conversations.
Sarina Youth Centre (SYC)	SYC has completed another successful round of term programming, providing after-school programs to young people including 15+ Work Ready and Active Physio Sports program. The programs again proved popular with each program having a waitlist of interested young people. The SYC capacity for the term was 8 people, including 6 young people and 2 staff. With easing restrictions program capacity will increase commencing in Term 1, 2021.

Community Meetings / Events / Interagency Meetings.
107 meetings and events were held, highlights included

General Interagency Meeting	The final General Interagency meeting for 2020 was held on Tuesday, 15 December; 24 participants, representing 19 organisations, attended the meeting both in-person and via Microsoft Teams An annual review of our interagency meetings is now being conducted to inform 2021 delivery.
Sarina Interagency Meeting	24 service providers attended the Sarina Interagency Meeting held on Tuesday 17 November. The Mackay Hospital and Health Service guest speaker discussed a funding opportunity through the *'Tackling Regional Adversity Through Integrated Care (TRAIC) Program'.* A workshop for service providers will be held in early 2021 so a project can be identified, and a funding application submitted. Available funding totals $66,000.
Mackay Says No Family Fun Day	Community Programs provided support to Mackay Women's Services to deliver their annual *Mackay Says No Family Fun Day* on Saturday, November 21. The day was a huge success with over 900 community

	members attending the event and partaking in all the activities on offer.
Valley District Youth Council (VDYC) meeting with Councillors and MRC	A meeting between the VDYC, Councillors and MRC Senior Leadership and staff was hosted at the Mirani Community Hall on Tuesday, 1 December. The meeting provided an opportunity for VDYC to connect directly with Councillors and MRC leaders to share outcomes and represent the voice of Pioneer Valley young people on some key issues including mental health.
NAIDOC 2020	NAIDOC Week was celebrated between November 9-15. The annual *Flag Raising Ceremony* was held on Thursday, 12 November in conjunction with the launch of DATSIP's Youth Art Exhibition in the JCC Foyer.
Disability Service Providers Network Meeting	Community Programs hosted the last Disability Service Providers Network Meeting for 2020 on Wednesday, 4 November. The meeting was attended by 19 participants representing 14 organisations.

Sport and Recreation

Activity	Comments
Activate your Health	Officers have been successful in attracting $20,000 through the North Queensland Sports Foundation (NQSF) to continue programs and activities up to 30 June 2021.
North Queensland Sportstar Awards	Mackay nominee, Melissa Ferrier, took out the Senior Service to Sport at the 2020 North Queensland Sportstar Volunteer Awards. Fellow nominee, Maci Comisky, was runner-up in the Junior section. Melissa was acknowledged for her contributions with a morning tea hosted by the Mayor, Councillors and staff representatives in November.

Safety Circus	MRC provided funding of $5,000 to this initiative. Safety Circus is a collaboration between Qld Police Service and CQUniversity that tours schools in the region and presents performances to year 3 about important safety messages for young children.

Museums

Council's historical centres are all currently closed, reopening on the following dates:

- Greenmount Homestead – Monday 1 March 2021
- Mackay Museum – Tuesday 2 March 2021
- Sarina Museum – Tuesday 2 March 2021
- Pioneer Valley Museum – Tuesday 2 March 2021

Activities undertaken during December include:

- Antique Rescue workshop at Gordon White Library 04.12.20
- New Position Description/ recruitment commenced for Curatorial Assistant
- Undertook cyclone preparation of Greenmount Homestead with volunteer support
- Began deaccessioning project at Greenmount Homestead
- Museums community consultation project completed with final report to be presented to Council in February 2021. Consultation included Museum volunteer workshops, public displays and online surveys.

Junior Sporting and Arts and Culture Grant

No Junior Sporting Grants or Arts and Culture Grants were procesed in November and December.

InKind Assistance requests

5 inkind assistance requests were approved for November and December, with a total value of $4,571.37. 1 previously approved application was cancelled due to the State Governments' COVID restrictions.

InKind Assistance Requests for the colouring of the Civic Precinct Fountain - Yellow for National Road Safety Week and Orange for Zonta's 16 Days of Activism against Gender-Based Violence.

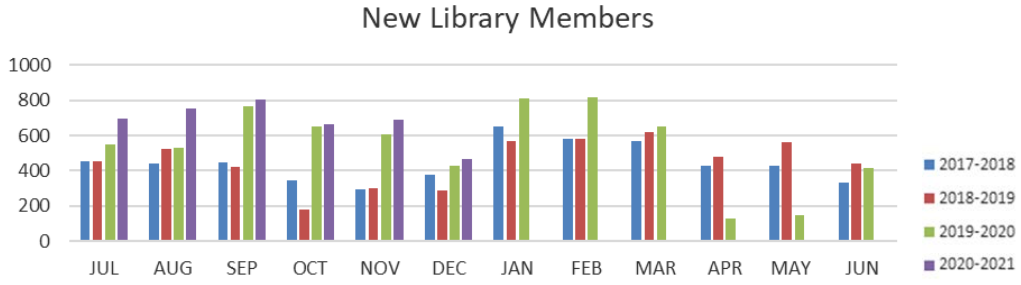
4.2 Libraries

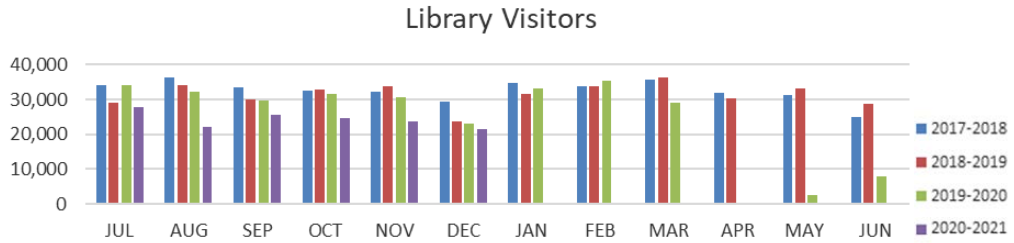
Highlights

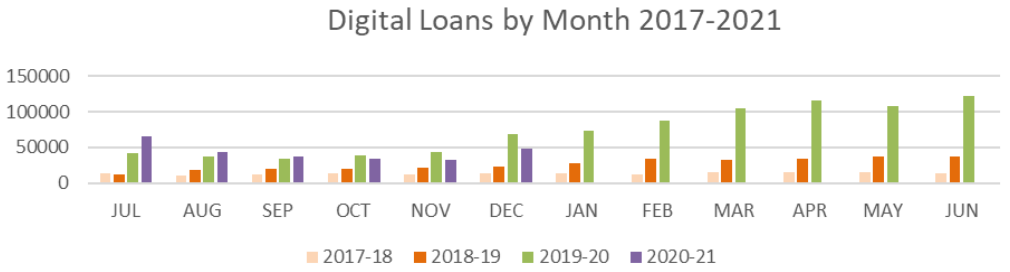
Activity	Comments
New Program Introduced – Ukulele Step One	Ukulele Step One sessions were introduced and have been a huge hit with such long waiting lists that we have now created additional sessions to meet the need from our members. While adding instrumental lessons to our library program delivery may seem unusual, the response that we have had has been unprecedented. We look forward to delivering Ukulele Step Two and Step Three, keyboarding and bongos in January and February that will surely bring numerous new members to our service.
Young People's Services (YPS) and First 5 Forever (F5F) (Nov – Dec)	**# of events:** 46 (30 Baby Bounce, 30 Story Time and 14 STEAM) **# attendance**: 586 (257 Adults 332 Children) **# new adult attendees**: 70 **# new program initiatives**: 3 • STEAM program reintroduced • ASTICHS playgroup • Story time at Botanic gardens Face to Face school holiday activities reintroduced adhering to social distancing restrictions and sessions proving popular. Toddler Time will recommence in 2021.
Community Outreach Programs (Nov – Dec)	**# of events:** 85 **# attendance**: 2,532 **# new adult attendees**: 25 **# new program initiatives**: 7 **Collaborated with the following MRC areas:** Emergency Management, Museums, Botanic Gardens, Emergency Management, People and Culture, and Community Programs.
Digital Literacy & Young Adult Programs (Nov – Dec)	**# of events:** 24 **# attendance**: 93 **# new adult attendees**: 4 **# new program initiatives**: 1 Attendance at Digital Literacy programs and classes remains steady: • Tech Talks x 8 sessions + 'drop ins' at Sarina – 25 Attendees • Computer classes x 4 – 14 Attendees

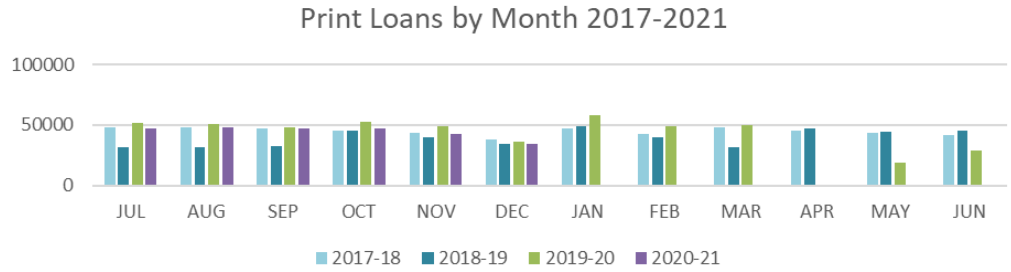
Outreach and Engagement (Nov – Dec)	**# events F5F /YPS:** 18 **# engagements F5F/YPS:** 2,405 • New ATSICHS Playgroup visit at Sarina – 20 participants • Playgroups visit at Glenella State School – 8 participants • Botanic Gardens Storytime – 30 participants • Berky accompanied QLD Fire and Emergency Services Walkerston Station for Walkerston Fire Station Lolly run – 1800 attendees
Virtual Programs (Nov – Dec)	**<u>Young People Services</u>** **Total Posts: 30** **Total Reach: 30,472** **Total Engagement: 3,060** **Total Comments: 29** **Total Shares: 34** Using personalised photos in posts has increased social media engagement and reach. Christmas messaging was also popular. **<u>Community Outreach</u>** **Total Posts: 60** **Total Reach: 32,075** **Total Engagement: 1,657** **Total Comments: 521** **Total Shares: 70** During December staff shared their favourite Christmas recipes which was well received by members. **<u>Digital Literacy & Young Adults</u>** **Total Posts: 42** **Total Reach: 12,193** **Total Engagement: 6,193** **Total Comments: 19** **Total Shares:** 17 Poets corner continues to be popular. A series on *Digital Decluttering* brought attention to the environmental impacts of unnecessarily storing files in the 'cloud' and better management of emails.
Heritage Collection (Nov – Dec)	• 5 information requests were received from clients with staff conducting 8 hours of research • Continued research and image selection for Mackay Discovery Heritage Trails project • 100 images were digitised as part of the scanning project • 4 small donations received for the collection

Statistics


New Library Members
1000
800
600
400
200
0
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
2017-2018
2018-2019
2019-2020
2020-2021


Library Visitors
40,000
30,000
20,000
10,000
0
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
2017-2018
2018-2019
2019-2020
2020-2021


Digital Loans by Month 2017-2021
150000
100000
50000
0
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
2017-18
2018-19
2019-20
2020-21


Print Loans by Month 2017-2021
100000
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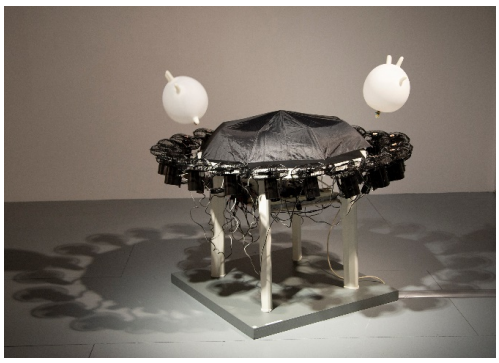
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
2017-18
2018-19
2019-20
2020-21

Monthly KPI Update

Service / Activity	Annual KPI	YTD	Status	Comments
Library Loans	1,000,000	526,328	●	On track
Database Hits	75,000	39,837	●	On track
Social Media Followers	8,000	Instagram: 1,517 Facebook: 6,864	●	On track
eNewsletter subscribers	N/A	16,463	●	Registrations remain steady.
In Person Visits	350,000	145,275	●	In-person visitations remain steady, however are down 18% for the same period last year. On track to meet target pending further COVID issues.
Web + Catalogue Visits	300,000	253,543	●	This statistic has been reviewed as it was discovered that not all website and library catalogue hits were being reported via Analytics correctly.
% of Scheduled Programs Delivered	95% - 105%	96.9%	●	To date: 384 programs advertised – 12 programs cancelled
Number of new program initiatives	5	12	●	Recently added: • ASTICHS playgroup • Storytime @ Botanic Gardens • MRC Collaborative Programs with Emergency Management, Museums and Botanic Gardens • Recycled books as Christmas gifts
Outreach Events	N/A	47 events 3,042 attendees	●	Good engagement seen across events
Virtual Programs Outcomes	N/A	225,060 reached 11,089 engaged 1,122 comments	●	With Copyright conditions recommencing with publishers from 31 December, virtual children's programs are unlikely to continue in 2021.
Mackay Libraries App	N/A	621 devices used 2,220 launches	●	155 new devices were used with the Mackay Libraries app during Nov/Dec. Over 14,025 launches on device since July 2020.

4.3 Artspace Mackay

Artspace Exhibitions

Activity	Comments
Systematic	Systematic is on display in the FIELD Engineers Gallery following its official opening by the Mayor on 11 December 2020 until 14 February 2021. Systematic is a blend of playful, vibrant and kinetic works that invite viewers to reflect on their own relationship to contemporary systems. It showcases eight Australian artists whose works constitute self-contained, interactive systems in their own right, or engage with systems principles at conceptual and material levels. 
Lyn Laver Ahmat: Light on Landscape	Mackay artist and art educator Lyn Laver-Ahmat has established her practice over decades, responding to emotional connections to nature and place. *Light on Landscape* includes recent works exploring a palette of gentle colours and impressions of space and form, inspired by travels to outback Queensland and more familiar scenes closer to home. Lyn's exhibition is on display in the Foundation Gallery from 5 December 2020 to 14 February 2021.
Jabu Birriny [Land + Sea]	Jabu (land) Birriny (sea) celebrates the unique environment of Yarrabah and its ongoing importance to culture and people. Located on the shore of Cape Grafton in Far North Queensland, Yarrabah is the traditional Country of the Gunggandji People with a dynamic Aboriginal community surrounded by tropical native bushland and mountain ranges united by sandy coastlines and coral reefs. Presented by Flying Arts, the exhibition

	has been co-curated by State Library of Queensland with Yarrabah Arts and Cultural Precinct. The exhibition runs until 17 January 2021.
Patricia Piccinini: Curious Affection on Tour	Patricia Piccinini invites audiences to think about their place in a world where advances in biotechnology and digital technologies blur the lines between human, nature and the artificial world. The exhibition was officially opened by Mayor Cr. Greg Williamson on Friday 25 September and remained on show in the FIELD Engineers Gallery until 29 November.
Conversations with Australian South Sea Islanders: A Missing Chapter from Australian History	Mackay artist Janet Ambrose recounts this missing chapter of Australian history via 50 oral interviews and charcoal-drawn portraits of Australian South Sea Islanders. Created over two years, the project reveals through conversations and art the strength and resilience of a thriving community. The exhibition opened to the public on Friday 25 September and remained on show in the Foundation Gallery until 29 November. Artspace Mackay hosted a community celebration to acknowledge the exhibition on Sunday 1 November, which was attended by 50 people. A 3D virtual tour of the exhibition has also been developed and can be viewed here.

Public Programs

Activity	Comments
Artist's Talk: Lyn Laver-Ahmat	Lyn Laver-Ahmat delivered a talk about her latest exhibition *Light on Landscape* to an appreciative audience of 21 people on Thursday December 3.
Exhibition opening – Systematic and Lyn Laver-Ahmat: Light on Landscape	On Friday 11 December, 68 people celebrated the opening of *Systematic* and *Light on Landscape*. The exhibitions were officially opened by Cr Greg Williamson.
Welcome to my Studio	*Welcome to my Studio* is a new online series of videos which looks into the studios of local artists and explores their method of work. On December 4 *Welcome to my Studio* with renowned local textile artist Pam Hutley was presented by Artspace Mackay through social media and has so far had a reach to 1,216 people!

	On December 18 *Welcome to my Studio* with multi award winning local artist Jan Ward was presented by Artspace Mackay through social media and has so far had a reach to 1,005 people. *Welcome to my Studio: Rosemary Payne* went live on Facebook on Thursday 19 November and reached 1,211 people and engaged 347 people.
Crossroad Arts Curious Affection Drama Workshops	Artspace partnered with Crossroad Arts to host their *Curious Affection Drama Workshops*. Workshops were held on 10 & 24 November with a total of 44 (22 per day) in attendance.
Conversations with Art	A free *Conversations with Art* was held on Friday 20 November with 6 participants attending. Held each month, *Conversations with Art* is a free discussion led by Artspace staff who encourage participants to look at images of traditional and contemporary artworks from gallery and museum collections from around the world.
Kids Art Club, Term 4	Term 4, Kids Art Club ran from Saturday 10 October until Saturday 14 November, facilitated by popular tutor and local artist Rosemary Payne. Kids Art Club is Artspace Mackay's ongoing term-based art program for kids. Participant numbers were limited to 8 due to Covid-19 restrictions. It was a fully subscribed/sell-out workshop. Total of 2 classes in November totals 16 attendances for the month.
School tours	• 13 November – Mackay State School Yr 12s and Yr 11s (16 attended) • 26 November – Str Mary's Catholic Primary School Yr 1s (50 attended)
Artspace Volunteer Christmas Party	To thank Artspace volunteers for the year we celebrated by delivering a weaving workshop for volunteers with local Indigenous artist Felicity Chapman. 30 volunteers and staff were in attendance.

KPI Update

Service / Activity	Annual KPI	YTD	Status	Comments
Visitors: Artspace	28, 000	9,009	🔴	Attendance numbers have been impacted by restrictions brought about by COVID-19
Web Visits	14,000	6,790	🟢	On track
Total Number of e-Newsletter Subscribers	1,800	1,825	🟢	Slight decline in subscribers for the month of December (down 11) which is in line with the overall trend of people unsubscribing to eNewsletters to declutter inboxes
Facebook Subscribers	6,600	6,700	🟢	27 new subscribers for the month. Combined total for Artspace and Rock Paper scissors Facebook pages
Exhibitions	12	8	🟢	Two new exhibitions opened on 11 December – Systematic and Lyn Laver-Ahmat: Light on Landscape
Public Program Participants	7,400	1,103	🔴	Maximum number of participants for public programs and activities restricted due to COVID-19 social distancing requirements
Public programs *(Inc. tours, BMA Kidspace, workshops, exhibition openings, markets, etc.)*	140	63	🟢	On track
Volunteer hours	2,500	1,520	🟢	Above target due to additional invigilator hours required during 2020 for Patricia Piccinini: Curious Affection

5. Mackay Entertainment & Convention Centre and Events

Measure	Target	YTD	Status	Comments
Number of Performances fully cost recovered	50%	80%	●	On Track
Minimum number of catered functions (excluding performances)	120	71	●	On Track
Average attendance at events	Auditorium 260	273	●	On Track
	Foyer/space 100	26	●	Impacted by COVID-19
	Halls 300	180	●	Impacted by COVID-19
	One Hall only 100	50	●	Impacted by COVID-19
Number of non-utilised days	200	45	●	On Track
Number of Performances at the MECC	180	35	●	Impacted by COVID-19
Number of Conferences/Expos	14	1	●	Impacted by COVID-19
Number of Events with Attendance from outside Mackay Region LG area (Post Code Data)	30	23	●	On Track
#Events at BB Print Stadium	-	5	●	New KPI
#in Attendance at BB Print Stadium	-	1224	●	New KPI
Number of Student Attendances	1,000	999	●	On Track
Number of workshops > Youth	6	3	●	On Track
Number of engagement workshops/activities	6	3	●	On Track
Yearly occupancy of facility	65,000	18,918	●	Impacted by COVID-19
Customer Hire Satisfaction	80%	96%	●	On Track
Number of regional events assisted through either financial or in-kind assistance	6	4	●	On Track
Number of regional events ticketed	8	4	●	On Track
Friends of the MECC Volunteer Hours	N/A	978	●	Tracking well

Overview November

The MECC has delivered a number of successful events following the State Government's announcement of eased restrictions. From the 17th of November, the MECC has been able to operate the theatre at 100% capacity, with teams swiftly jumping into action to liaise with clients on the best way forward for events falling after that date.

In highly positive news, the venue has had confirmation of several future events and conference hires including but not limited to:

- Hastings Deering Conference 2020
- National Economic Development Conference 2021
- Wonderland Under the Stars 2021

The MECC successfully delivered 22 events in November.

Overview December

Key recruitments are taking place to ensure the required operational leadership is in place, and we can effectively and efficiently support the business and our clients, while other staff vacancies are being delayed until the new year to assist with COVID impacts on venue budgeting.

Overall YTD attendance is lower than usual at 79% aligned with total number of events and external ticket sales due to the ongoing impact of COVID. The venue has achieved 29% of targeted attendance YTD for 2020/21 (65,000). Entrepreneurial MECC Presents Season has achieved 80% cost recovery overall YTD, well above KPI.

Events successfully delivered in December include:

- MMCP Theatre Restaurant
- 2020 Leisa Payne School of Dance Concert
- Centre Stage Dance Company Concert 2020
- Dance Express Gala Showcase
- International Dance Affair Concert - DANCEMANIA 2020
- NYE - New Year's Eve 2020
- MRC EOY Staff Awards
- MRC - Council Chambers Meeting
- MRC Media Function (Christmas Function)
- Friends training for 2021

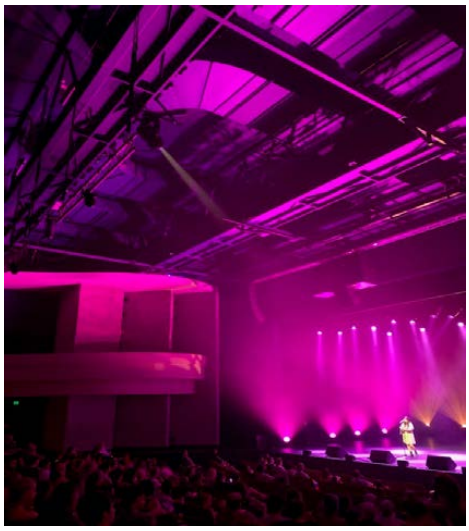
Festivals & Events Update

New Year's Eve

A NYE Party with a difference proved a huge success to close out 2020 at the MECC. The decision was made some time ago to move the River Party to the MECC Auditorium, event restrictions constantly changing throughout 2020. The uncertainty of it all saw Council's 2020 NYE Party move to the MECC, where were able to hold a full house inside of the Auditorium. And, more than a week out from the event, tickets were sold out!

With contact tracing requirements, the free event was ticketed by our incredible Box Office team, and the Auditorium was at full capacity for the first time in 2020.

After successfully delivering the Festival Sessions events in August 2020, the MECC teams happily took on the challenge of delivering a live event, to a live audience, while also streaming to Facebook and YouTube. The YouTube livestream has been viewed 778 times to date, while Facebook has reached over 9,400.



Viewers from all over tuned in to the Facebook live stream, including 6 out of 8 Australian States and Territories, and overseas viewers from the UK, USA, Canada, South Africa, Sweden, Finland, NZ, Norway, Germany, Slovakia and Singapore.

Mackay families enjoyed a variety of performances from some very talented Mackay locals, including Thompson Voice Studio, Mackay Musical Comedy Players, Claddagh School of Irish Dance and Sensory Circus. Patrons enjoyed the show, saying:

‘What a brilliant effort by all concerned well done’

‘The performers were all very talented. Our family had the best time!’

‘It was great seeing tall our talented local performers. A very enjoyable eventing’

‘This was a fabulous free event. Well done. Our highlight was the comedy Players, they were like professionals. Great night.’

Though the Mackay Show Society unfortunately had to cancel their event, the planned fireworks for 9pm and midnight were still able to be delivered from the Showgrounds. Many MECC patrons ventured outside to watch the 9pm display from the MECC.

6. Corporate Communications and Marketing

Council saves Christmas for the children of Mackay – Annual Christmas video

The annual Mayor's Christmas video was shared on council's Facebook page and YouTube channel in December.

The video was produced inhouse by Corp Comms and received positive feedback from staff and our online audiences.

New-look annual report finalised

The 2019-2020 Annual Report was finalised and adopted by council.

The report was compiled and designed inhouse by Corporate Communications and Marketing.
This year's report was designed in a landscape format, rather than the traditional portrait style.
The financial statements have been included on a flat USB on the inside back cover.

Public to shape future of region's museums

We called on the public to help shape the evolution of our region's museums. Our four historical centres are under-utilised, but our collection, if properly marketed and displayed, has considerable potential as a social, cultural and economic driver for our region.

Consultation sessions were held throughout the region in November. Residents were also able to share their feedback and ideas at www.connectingmackay.com.au

Northern Beaches Community Hub reference group promoted

Corporate Communications and Marketing helped promote nominations for a Northern Beaches Community Hub reference group. Up to 10 members are being sought for the group, which is intended to be representative of potential users of the Northern Beaches Community Hub.

A media event was held onsite and there was also promotion on social media.

The nomination process was through connectingmackay.com.au.

Get Ready rolls into Cyclone Saturday at Caneland Central

Corporate Communications and Marketing helped promote Cyclone Saturday in November. The campaign included promotion on social and traditional media, including radio ads with event partner Star 101.9FM. The radio station was also on hand at the event at Caneland Central for an outside broadcast, including interviews with participants.

The public who stopped to find out more about how to be prepared for storm season were also able to enter a draw to win a generator. The annual Cyclone Saturday campaign followed a Get Ready Mackay campaign the previous month.

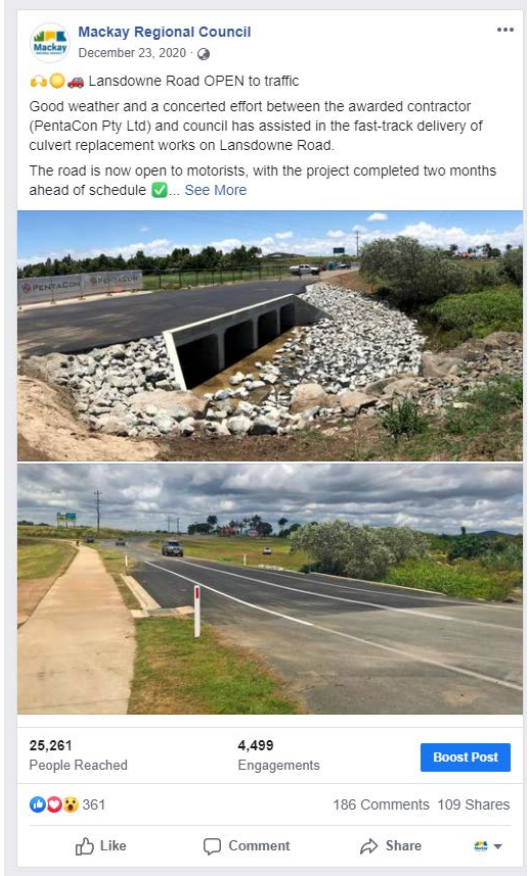
Top post for social media in December – Lansdowne Road culvert project

The Lansdowne Road culvert upgrade project was finished two months ahead of schedule.

The public were thrilled to have this open ahead of time and showed that through their feedback and engagement with council's Facebook page.

The post reached more than 25,000 people, with 186 comments and 109 shares.

Well done to the project team and contractor.



7. Emergency Management

Exercise – Cyclone Imogen

The Emergency Management Team ran a Local Disaster Coordination Centre (LDCC) exercise on 15 December in preparation for the upcoming season.

The objectives of the exercise were to test:

- Coordination
- Functional role responsibility
- Tiered LDCC response
- EM team response and capability
- Event action planning
- Emergency alerting
- Actioning requests, jobs, and tasks
- RFA construction and submission
- Public Information
- LDMG Sub Plans

River Alert Flood Classification Project

The River Alert Flood Classification Level (FCL) project is nearing completion. This project saw the surveying and allocation of minor, moderate and major FCL's to 22 regional Council owned river alert stations not yet classified, and the review of 12 alert stations already classified. Council engaged an external consultant to carry out the work, with the project on track to completion. The FCL's will allow for more enhanced on-the-ground intelligence during a major weather event.

Flood Camera Installation Project

The installation of 6 PTZ cameras at key locations around the region is also close to completion. The cameras are attached to existing river alert station infrastructure and will provide a visual representation on the levels of known river courses around the region.

Meteorology for Disaster Managers Masterclass

Staff participated in a 2-day Bureau of Meteorology-led Master class designed at providing insight into the fundamentals of weather and weather forecasting to enable enhanced and informed decision-making during disaster operations.

Cyclone Saturday

Staff attended the annual Cyclone Saturday held at Canelands Shopping Centre. The event was very well attended by over 1200 eager residents who were interested in obtaining advice on storm season preparedness including household emergency kits, evacuation considerations, flood maps and the emergency dashboard.

Mackay Airport Aerodrome Emergency Exercise

Staff participated in a remote desktop exercise facilitated by the Mackay Airport. The purpose of the exercise was to evaluate and refine the operational procedures of the Mackay Airport Emergency Plan. The hypothetical scenario, named Exercise 'Surprise' involved an aircraft that had diverted to Mackay with a passenger with COVID-19 symptoms.

School Emergency Preparedness Sessions

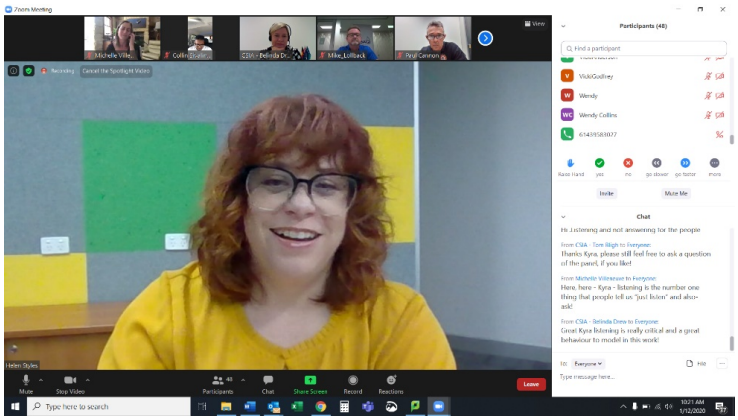
Staff attended the Eimeo State School and provided an Emergency awareness and preparedness session to its Grade 5 students. The presentation covered of the roles and functions of the SES along with discussion around the hazards the region could potentially face and how best to prepare. The students were highly engaged in the sessions, asking plenty of questions and identifying ways they could assist their family to best prepare for the storm season.

Person-Centred Emergency Preparedness (P-CEP)

P-CEP continues to be rolled out across the region. P-CEP @ Libraries saw Council officers at Dudley Denny City Library and Gordon White Library each week throughout November and December to promote P-CEP and support people to make their plans. The activity succeeded at engaging people with disability and older people who access the libraries and may not be linked in with one of the community services that has received P-CEP training.

P-CEP training was provided to Blue Care staff who provide in-home care and staff from social housing provider Connect Housing. A further 600 P-CEP workbooks were distributed, including to a gathering of Australian South Sea Islander elders.

Emergency Management staff are also participating in the Disability Inclusive Disaster Risk Reduction Queensland Project, which is championing P-CEP and inclusive disaster planning in communities throughout the state. Staff presented at a webinar on the topic by state-based organisation Community Services Industry Alliance, which included participants from all over Queensland, NSW, and Victoria.



Emergency Management Recovery & Resilience Officer Helen Styles presenting on the DIDRR webinar.

Addressing Vulnerabilities and Reducing Disaster Risk Forum

People with disability, carers, community organisations, emergency services, and government gathered on 10 November to discuss challenges for vulnerable people in disasters. The 'Addressing Vulnerabilities and Reducing Disaster Risk Forum' focussed on people at higher risk in emergencies such as people with disabilities, mental illness, older people, and people with chronic health concerns.

The forum was hosted by Mackay Regional Council and featured international expert on Person-Centred Emergency Preparedness, Assoc Prof Michelle Villeneuve from University of Sydney via video link. A panel of emergency services representatives from the Mackay Local Disaster Management Group spoke about some of the challenges their services come up across with more vulnerable people. Forum participants grouped together to discuss potential solutions to issues topics such emergency planning for people who rely upon mobility assistance and electricity for medical equipment.

The forum continues the work of improving responses for people disability and other support needs as part of a major project being led by Council. The learnings from the forum are being shared with an increasing number of practitioners including the community workers who attended the recent Person-Centred Emergency Preparedness training.

Above: The socially distanced forum was held at the MECC.

Get Ready Mackay Campaign

The Mackay Region now has a new radio jingle encouraging residents to get ready. This piece of content was created for this year's inaugural campaign and will now be used as a part of an annual Get Ready Mackay Campaign. During this year's promotions community members were encouraged to send in photos of them getting ready for the upcoming disaster season. We had some great entries including images of safe generator storage, yard clean up, planning conversations with kids and even preparing for your pets.

Guardian IMS Database Training

In-line with storm season preparedness activities, several Guardian IMS database training sessions were rolled out to Council staff members, along with external LDMG stakeholders. Guardian IMS is the disaster management database utilised during a disaster event. The sessions aimed in providing awareness and an interactive experience in the use of the database and to give participants in basic overview of the operational roles and activities of the LDCC.

SES Operations

There have been several operations for Mackay Units in November, three Missing persons, one requiring flood boats to rescue the person, and traffic control required to assist QPS with an overturned vehicle.

Mackay Unit Volunteers assisting QPS with a land and water search for a missing person Early Sunday morning 22 Nov.

Jan Lindbergs, Nicole Pasquale, and Charles Hamlet, left, members of the Mackay SES Unit went to Ipswich to assist with the repairs to homes from the storm that devastated the area.

We also had members go to Brisbane to assist QPS with Airport COVID-19 checks.

Mackay Unit attended Cyclone Saturday a large Community engagement program run by Mackay Regional Council, to help get the information out about being prepared for any type of disaster event.

Mirani Group Christmas photo.

SES Operational Capability

The Mackay Regional SES Unit 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	115 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

Mackay Regional SES Unit Hours

The following indicates hours put in by volunteers across various functions.

Group	Operational	Training	Maintenance	Admin	Community Engagement
Calen	0	16	4	4	12
Mackay	39	67.5	4.75	14.5	16
Mirani	20.15	103.5	31.5	41.5	25
Sarina	0	15	8	4	2
Armstrong Beach	2	8	1	0	0

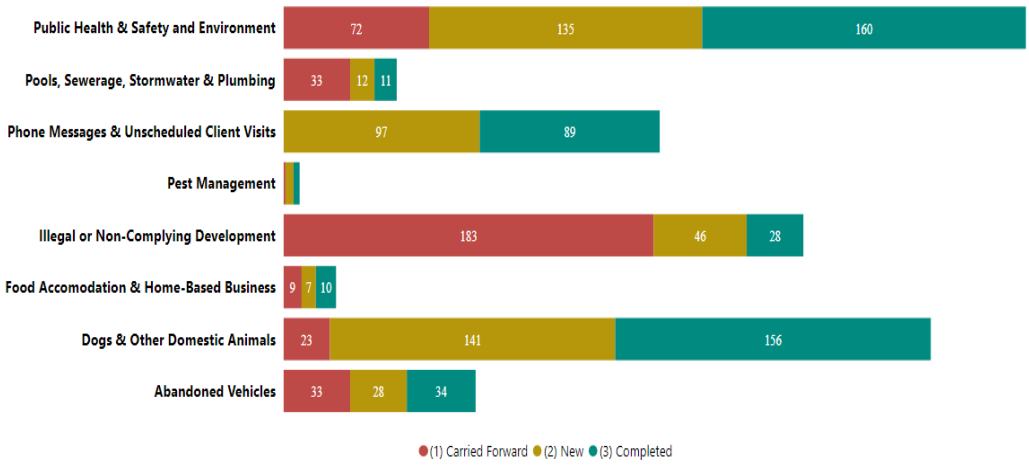
8. Health & Regulatory Services

Customer Requests

Throughout December 2020, 489 requests for service were received, compared with 675 requests for November 2020.

81% of requests closed in December were completed in nominated timeframes. 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	Registrations December 2020
Cat	42
Dog	120

As at the end of December, there are over 14,700From the commencement of the animal registration renewal period on 1 June 2020 to the end December 2020, the numbers of new and renewed cat and dog registrations have remained consistent compared to previous years.

Animal Type	Renewed Registrations	New Registrations	Total Registrations
Cat	1,975	304	**2,279**
Dog	10,750	1,755	**12,505**

Proactive Patrols

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

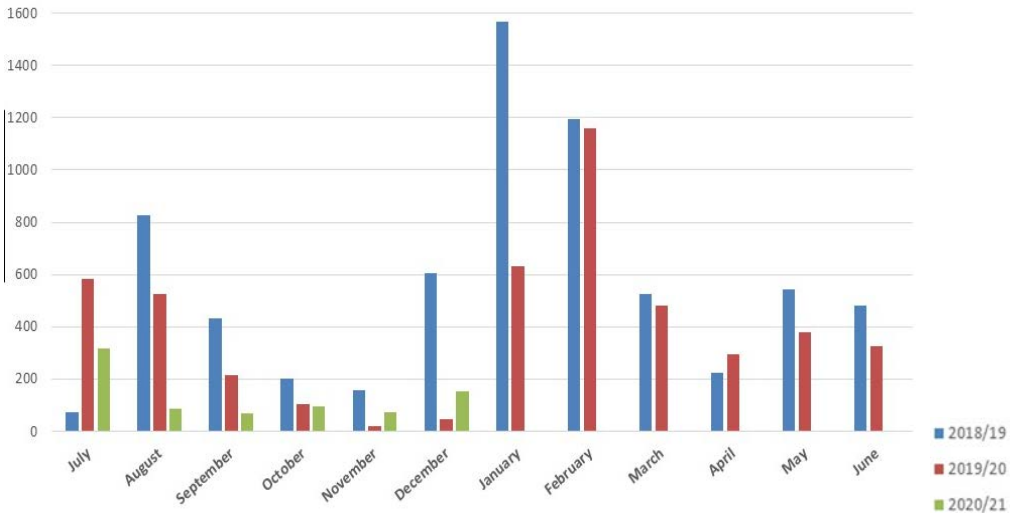
During December, 25 patrols were conducted across the region at locations including East Mackay, Eimeo, Gooseponds, Mackay Harbour, North Mackay, Blacks Beach, Bucasia, Slade Point, West Mackay, South Mackay, Bakers Creek, Andergrove, Plantation Palms and Grasstree Beach.

72 dogs were identified on leash, 2 people were cautioned and provided education at North Mackay, 5 people were issued an infringement for their dog not being on a leash at Eimeo, Slade Point, and Andergrove.

Vector Control

The table below represents the mosquito control work carried out by the Vector Control team in December 2020, with the graph showing the trend of hectares treated by month.

Sites Inspected	Sites Treated	Hectares Treated
83	27	151



Licensing and Approvals Summary for December 2020

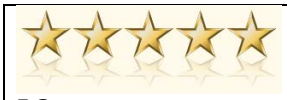
Premises	Premises Inspected	% Compliant	% Non - compliant	New and Renewal Applications Approved
Caravan Park	1	100%		**1**
Swimming Pools	0			**1**
Temp Entertainment Events	0			**1**
Static Vending	0			**1**
Total	**1**			**4**

Premises	Premises Inspected	5 Star	4 Star	3 Star	2 Star	0 Star	New and Renewal Applications Approved
Food Business	14	5	4	5			6

Congratulations to the below businesses who newly obtained a 5-star rating in December:

- Debbie's Seafood, for fixed and mobile premises
- The Botanist Café & Bar

Star rating descriptions

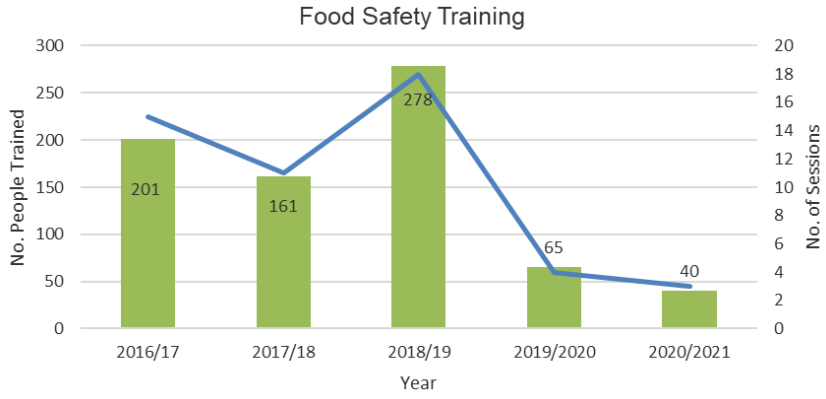
 **5 Star**	**Excellent performer –** Excellent record keeping, procedures, cleanliness and sustainable food safety practices.
4 Star	**Very good performer** – Very good cleanliness, food safety practices and some records and procedures.
3 Star	**Good performer** – Good level of compliance and overall acceptable standard. Clean and meeting legislation.
2 Star	**Poor performer** – Low level of compliance, more effort required. I.e. Very unclean premises, poor hygiene practices.
NO STAR	**Non-compliant performer** – 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.

Current Eat Safe Ratings Summary

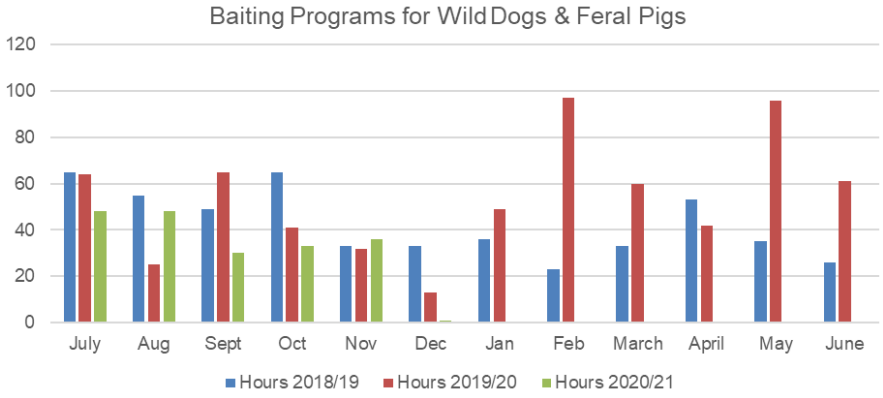
96% of food businesses across the region hold a 3, 4- or 5-star rating.

Education and Training Sessions

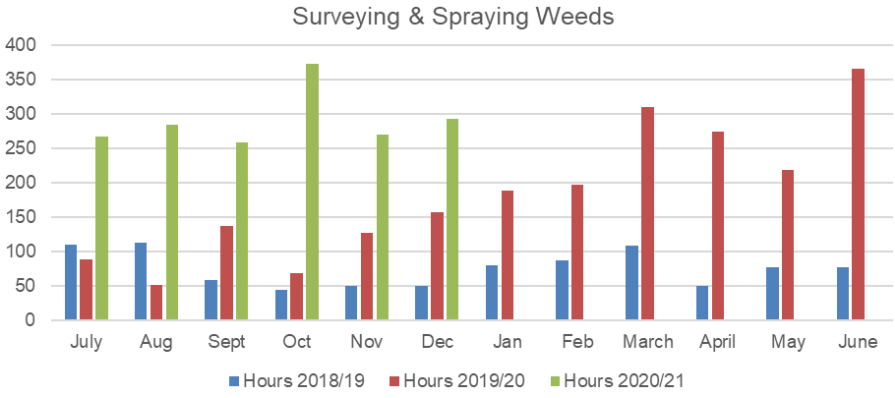
Food training sessions are conducted for non-profit organisations and for festival and events.



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.

eDNA Project

MRC has contributed to funding for the eDNA project. The project team organisations consist of Qld University of Technology, University of Sunshine Coast and Catchment Solutions Pty Ltd Mackay. The project aim is to determine if pest fish have established above Dumbleton Weir, as currently the fish ladder is closed until populations can be confirmed.

Jaguar Cichlid

The recent naturalisation of Jaguar Cichlid in the lower regions of the Pioneer River raises several questions relating to the future management of the catchment. Officers along with other stakeholders participated in sampling training. Field Work will revolve around several sites (40 initially) in the Pioneer River and tributaries. A final report will be submitted to stakeholder in early 2021.

Indian Cherry Tree

Indian Cherry (*Flacourtia jangomas*), an exotic species but not declared in Australia, was found in a culvert on Owens Creek Loop Road. Due to its thorny nature and risk of human/animal damage, it is appropriate to get rid of this plant. Pest Management Officers teamed up with DAF Officers to treat the identified tree after it was reported to Pest Management by surveyors.

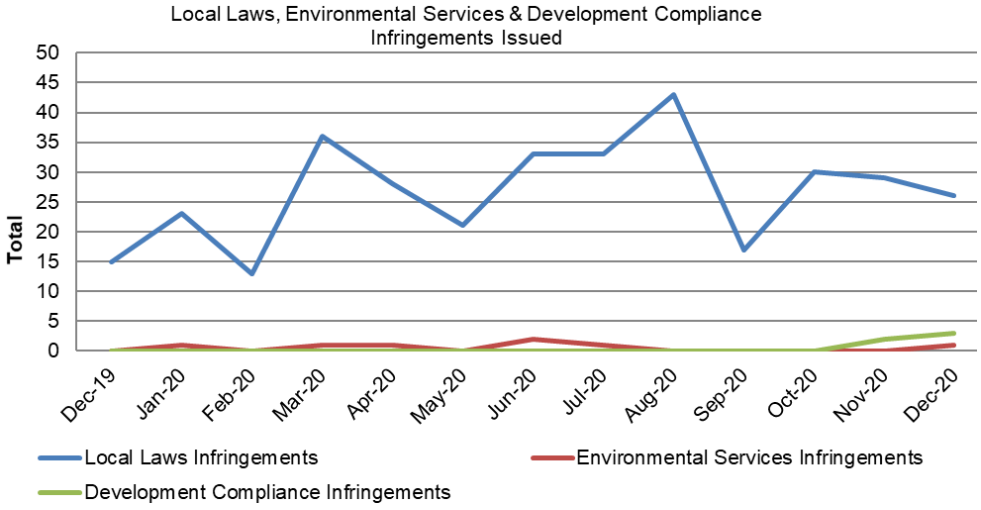
Thunbergia Project

Thunbergia (Thunbergia grandiflora) was identified on a property on Mackay Eungella Road. Thunbergia is a restricted invasive matter, a medium priority level in the MRC Biosecurity Plan. A partnership plan with Mackay Regional Council and the landholder was implemented in June to reduce and control. The plan involves spraying the vine to create dye back, to then allow the pull down of the dead vines to enable us to find and then dig for tubers so they can be treated. Spraying is being effective with the hope to be able to remove the dead vine soon.

Before and after spraying

Monthly Infringements Activity

The graphs below provide a summary of infringement activity over the past 12 months.

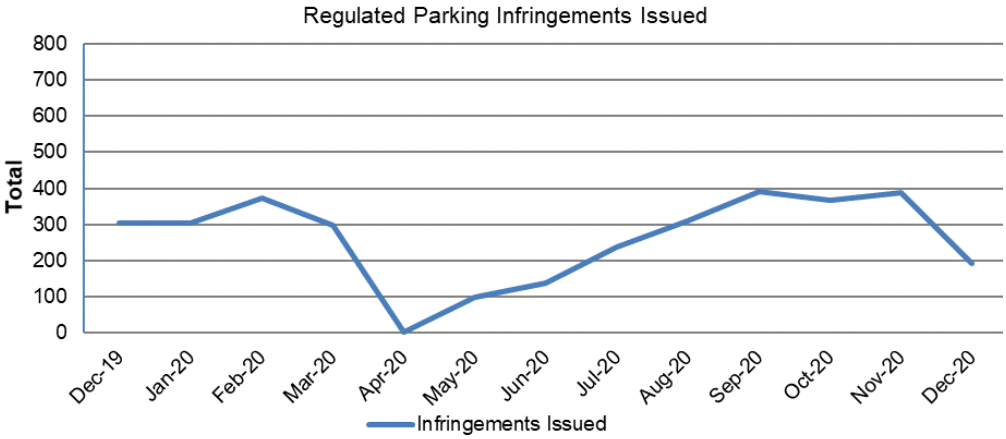


December 2020

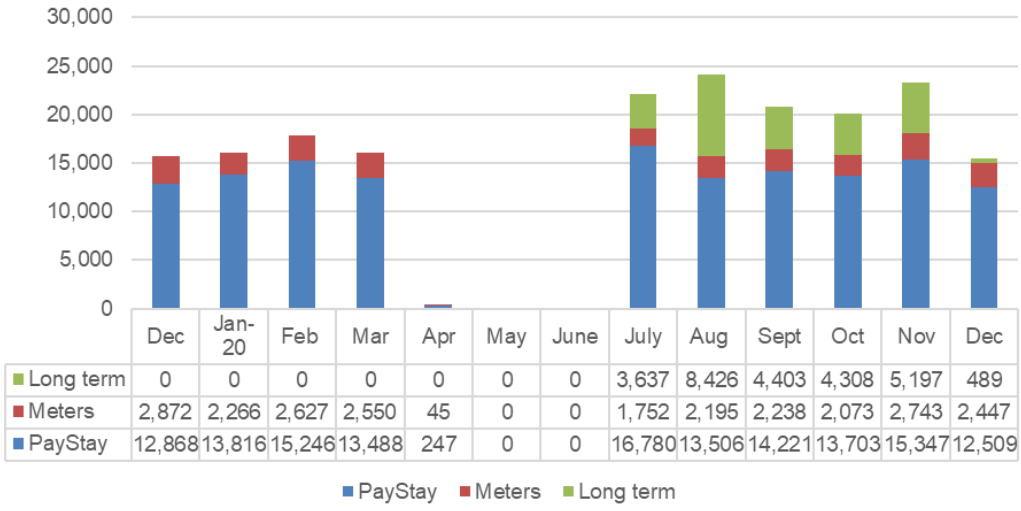
Local Laws Infringements	Environmental Services Infringements	Development Compliance Infringements
• Animal not registered within 14 days (10) • Animal wandering at large (7) • Failure to comply with compliance notice (5) • Failure to comply with proposed declaration notice (1) • Failure to comply with dangerous dog conditions (3)	• Failure to comply with a direction notice (2)	• Carry out assessable - Building work (2) • Deposit prescribed water contaminants in waters (1)

Regulated Parking

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



Parking Revenue



	Dec	Jan-20	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Long term	0	0	0	0	0	0	0	3,637	8,426	4,403	4,308	5,197	489
Meters	2,872	2,266	2,627	2,550	45	0	0	1,752	2,195	2,238	2,073	2,743	2,447
PayStay	12,868	13,816	15,246	13,488	247	0	0	16,780	13,506	14,221	13,703	15,347	12,509

December parking meter figures are approximately $2,800 less than November figures.
Both meters and PayStay figures are similar to the previous December.

11.4. DEVELOPMENT SERVICES
11.4.1. DEVELOPMENT SERVICES MONTHLY REVIEW REPORT - NOVEMBER & DECEMBER 2020

Author	Director Development Services (Aletta Nugent)
Responsible Officer	Director Development Services (Aletta Nugent)
File Reference	DMRR
Attachments	1. Development Services Monthly Review Report - November-December 2020 [**11.4.1.1** - 27 pages]

Purpose

To provide Council with the Development Services Monthly Review for the period of 1 November to 31 December 2020.

Related Parties

Nil.

Officer's Recommendation

THAT the Development Services Monthly Review for the period of 1 November to 31 December 2020 be received.

The Director of Development Services, Aletta Nugent spoke to the Report and provided an overview and highlights of the Development Services Monthly Review Report for November and December 2020.

Cr Mann queried the upcoming events which had been funded by the Mackay City Centre levy given that it no longer exists.

The Director advised that these were carry over events which had previously been funded but which had been cancelled last year due to COVID.

Council Resolution ORD-2021-12

THAT the Development Services Monthly Review for the period of 1 November to 31 December 2020 be received.

Moved Cr Englert **Seconded Cr Mann**

Cr Englert highlighted several items from the Report including the successful bid to host the 2021 National Economic Development Conference, the inaugural Recreational Fishing Strategy meeting chaired by Cr Hassan, the applications for the Northern Beaches Community Hub Reference Group, the approval of the development permit for the construction of the Great Barrier Reef Arena at Harrup Park Country Club, the desilting trial at the Botanic Gardens and the AFWL match to be held on the 13th February.

Cr Bonaventura noted the valued of approved operational works which has grown dramatically in comparison to the previous year, showing an excellent result for the Region.

Cr May highlighted the excellent results from the Sarina Sugar Shed with good tour numbers and product sales. Cr May congratulated the staff for their work in ensuring their competitiveness in the market place.

CARRIED

Development Services

Monthly Review Report

November-December 2020

Executive Summary

DEVELOPMENT SERVICES

This report is for Development Services for November-December 2020. Some highlights from this period are as follows:

- The number of development applications received in 2020 and the cumulative value of approved operational works at the end of December 2020 exceeded end of year totals for each of the four previous years.
- The four Planning Scheme Policies revised as part of round 2 of the Planning Scheme Policy review project commenced on 9 November 2020. The revised Planning Scheme Policies apply to water and sewerage, stormwater drainage design, landscape and open space.
- In December, Council endorsed the revised version of the Facilitating Development in the Mackay Region Policy. The Policy provides a range of concessions to support development that will generate employment, diversify the Region's economy and value-add to existing industries.
- Nominations for a Community Reference Group for the Northern Beaches Community Hub project closed in December. A good response was received, and nominations are being considered by Council with a view to the Group having its first meeting in February 2021.
- The draft Mackay Region Integrated Transport Strategy was released for public consultation in late November and is open for comment until 15 January 2021.
- A significant amount of work was undertaken in the Region's parks in November and December. Extensive maintenance works have been carried out on amenity buildings across the Region, including plumbing, floor resurfacing and painting. Play equipment renewal works have also been undertaken at Ron Andersen Park, Busuttin Park and Brownsey Street Park.
- Council's bid to host the 2021 National Economic Development Conference was successful, with Mackay announced as the host city of the 2021 event at the 2020 National Economic Development Conference in November.
- The inaugural Recreational Fishing Strategy Steering Group meeting was held on 30 November. The group will provide input and direction on the implementation of the Mackay Recreational Fishing Strategy.

Aletta Nugent
Director Development Services

Women's National Basketball League Season was held at the Mackay Basketball Multi-Sports Stadium on 11, 16, 18 & 20 November 2020, sponsored by the Invest Mackay Events and Conference Attraction Program

Development News 12/2020

Updates on Significant Developments Currently Being Assessed by Council

APPLICATION LODGED

DA-2020-210

Lot 920 Boveys Road, Richmond

The application proposes the development of Stages 8 – 13 of the existing Richmond Hills estate. The new stages will be accessed via Parkedge Avenue.

APPLICATION LODGED

COW-2020-36

1-11 Carl Street, Rural View

An application has been lodged for the civil and landscaping works for the Northern Beaches Emporium light industrial development.

APPLICATION APPROVED

DA-2020-57

89 Juliet Street, South Mackay

Council has approved a Development Permit for the construction of the Great Barrier Reef Arena at Harrup Park Country Club. The arena will provide grandstand seating around the main oval, with provision for television and other broadcast facilities. Greatly improved team facilities will also be included with the seating structure.

APPLICATION APPROVED

OW-2020-38

2 Farmhouse Court, Beaconsfield

Council has approved a Development Permit for the operational works for 99 residential lots within Stages 4, 5 and 6A of Beaconsfield Heights Estate. Approved works include roadworks, stormwater, water and sewerage infrastructure, earthworks, signage and landscaping.

Monthly Safety Review

Summary

In November and December 2020:

- Twenty-eight Manager safety interactions were undertaken.
- Thirty-three site safety inspections were undertaken.
- 100% of monthly action plan activities were carried out.
- The Development Services Health and Safety Committee met.

Twenty-two incidents were reported in the November and December period involving MRC employees and members of the public. The following injuries to MRC employees were reported during November/December:

- Muscle strain whilst fitting irrigation pipe.
- Mild heat stress whilst undertaking gardening work.
- Small object struck forehead, ejected from whipper snipper.
- Knee strain after stepping in a small hole while whipper snipping.
- Ankle strain after stepping in small hole adjacent to a footpath.
- Graze on back of hand whilst moving portable cement mixer.
- Minor back pain after moving bags of rubbish into truck.
- Clothing became caught on furniture resulting in fall to ground and wrist strain.
- Ankle strain whilst climbing out of truck.
- Lower back and leg pain after period of lifting.
- Hand pain after day of edging.
- Lower back pain when lifting pole saw into truck tray.
- Lower back pain after mowing over some rough ground.

The following asset damage incidents involving an MRC employee were reported during November/ December:

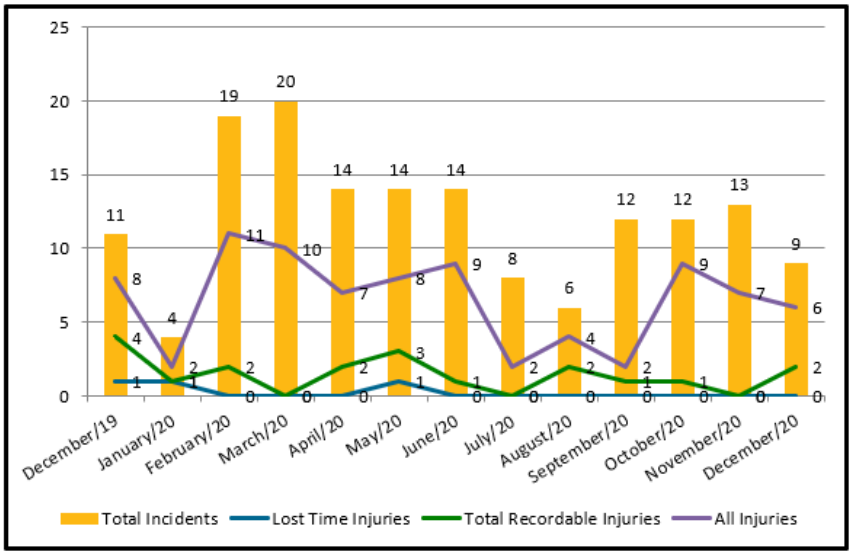
- Minor damage to trailer when trailer jack-knifed whilst reversing.
- Vehicle window damaged by a stone ejected from whipper snipper.
- Telstra cable cut whilst excavating.
- Minor damage to front of truck whilst driving through drainage channel.
- Part of trailer came into contact with a bollard whilst being driven from park onto roadway.
- Two incidents where the windscreen of a passing vehicle was damaged by a stone flicked up from a mower.

The following near miss incident was reported during November/December:

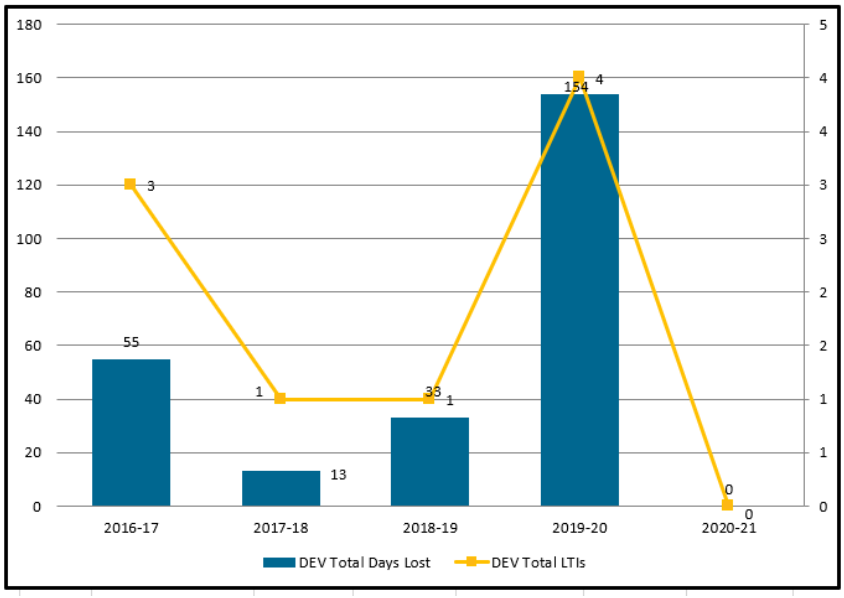
- While driving through a gate, spotter alerted driver that minor contact was about to be made with post. Driver was able to stop and reverse without damage to post or trailer.
- A push bike rider had to change direction when a mower reversed as they were approaching.

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

Incidents and Injuries



Lost Time Injuries & Days Lost



For the 2020-21 year, no lost time injuries have been recorded.

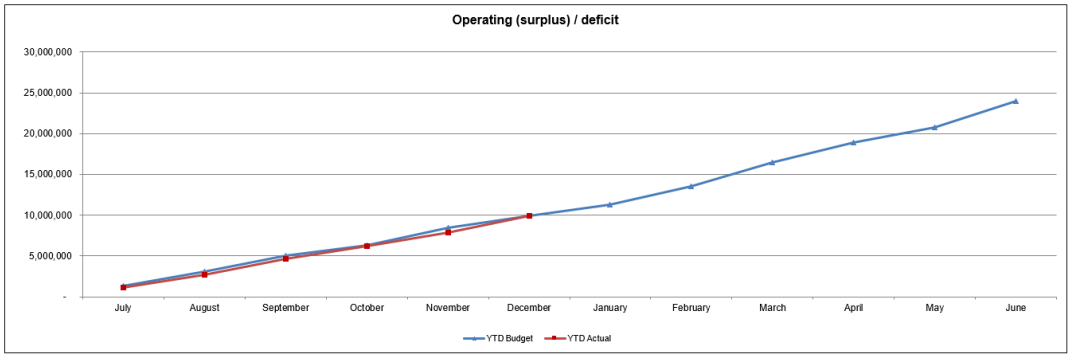
Department	2016-17		2017-18		2018-19		2019-20		2020-21	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Development Engineering										
Development Assessment										
Parks, Environment & Sustainability	3	55	1	13	1	33	4	154	0	0
Strategic Planning										
Economic Development & Tourism										
Development Services Total	**3**	**55**	**1**	**13**	**1**	**33**	**4**	**154**	**0**	**0**

Financial Report

The Development Services budget is tracking well as at 31 December 2020. Revenue across the Department is generally tracking either at or above budget projections, with revenue from the Sarina Sugar Shed notably exceeding what was forecast. Expenditure on projects across the Department is also generally on track. Wages in some areas, and in particular in the Parks, Environment and Sustainability Program, are tracking above budget projections due to a lack of leave taken and fewer vacancies than assumed in the original budget.

Operating Results	YTD budget	YTD actual	Variance	Status
Development Services Management	401,154	389,033	(12,121)	●
Strategic Planning	819,075	808,379	(10,696)	●
Development Assessment	(181,420)	(193,400)	(11,980)	●
Development Engineering	(328,281)	(422,921)	(94,641)	●
Economic Development & Tourism	1,209,632	1,140,485	(69,147)	●
Parks, Environment & Sustainability	8,025,358	8,236,288	210,929	●
TOTAL OPERATIONAL	**9,945,519**	**9,957,864**	**12,346**	●
Legend	● YTD Variance favourable of budget ● YTD Variance unfavourable, between 0% and 5% of YTD Budget ● YTD Variance unfavourable, more than 5% of YTD Budget			

Operating Results

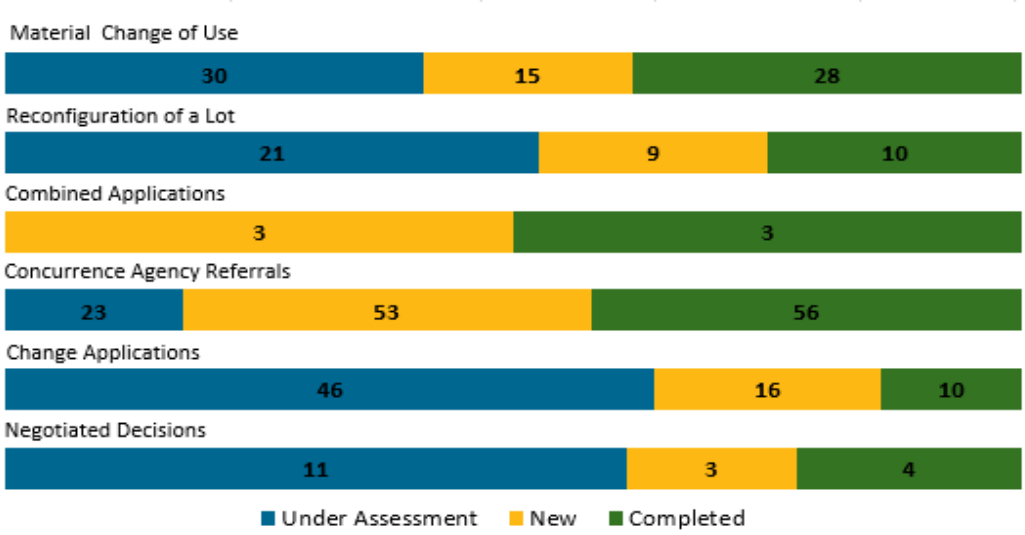


Review of Operations

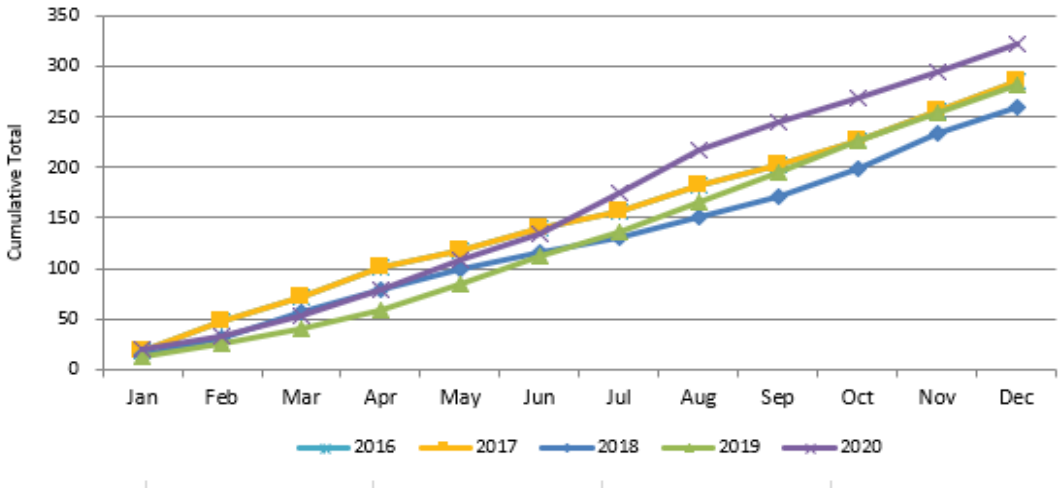
On Track
Potential Issue
Definite Issue

DEVELOPMENT ASSESSMENT

Volume of Operations



Cumulative Number of Approved Development Assessment Applications

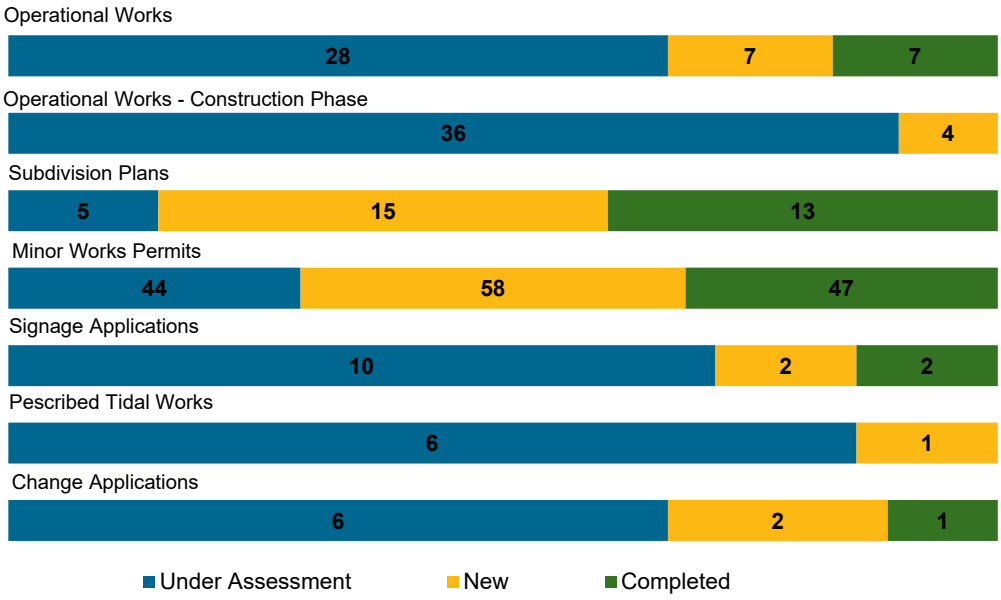


Development Assessment Performance Against Legislative Timeframes

Application	Status	% Decided
MCU Code (85% in 35 Days)	●	88% decided in 35 days.
MCU Impact (50% in 35 Days)	●	100% decided in 35 days.
ROL (85% in 35 Days)	●	90% decided in 35 days.
Concurrence Agency (85% in 10 Days)	●	98% decided in 10 days.

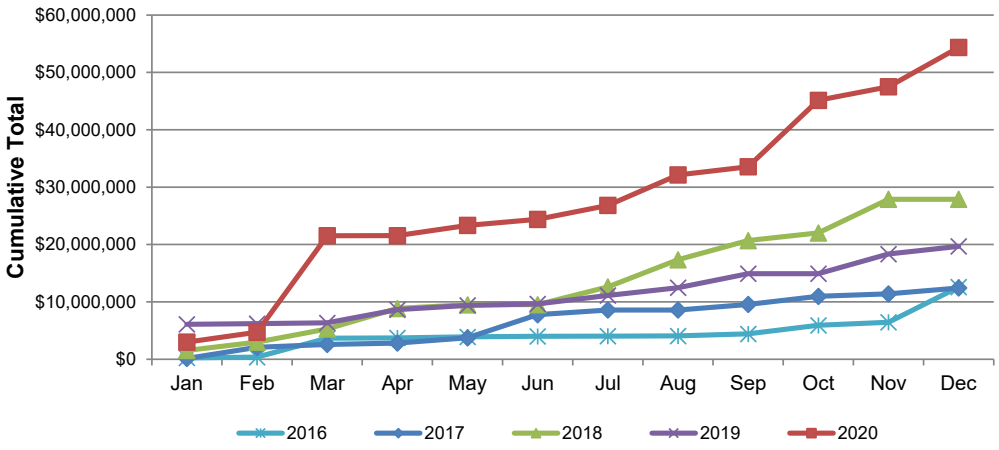
DEVELOPMENT ENGINEERING

Volume of Operations



Cumulative Value of Approved Operational Works

Twelve Operational Works applications were approved in November and December with a total value of works of $9,222,670.



Development Engineering Performance Against Legislative Timeframes

Application	Status	% Decided
Minor Works (85% in <20 Days)		59% decided in 20 days. High volume of applications caused delays for applications being decided in the last two months.
Signage Applications (85% in <20 Days)		80% decided in 20 days. One application delayed while waiting for response from Department of Transport and Main Roads.
Operational Works (85% in 35 Days)		74% decided in 35 days. One application decided after several years of extensions due to applicant's non-payment of

		QLeave. Two applications decided one day after due date, one being a retrospective approval issued as a result of compliance action that required rectification of the works during the assessment period.
Plan Sealing (85% decided in 20 days without action notice)	✹	100% decided in 20 days without Action Notice.

STRATEGIC PLANNING

Regional and Local Area Planning		
Projects	**Status**	**Description / Update of Project**
Mackay Region Industrial Land Provision Study		Council commissioned a consultant to prepare an Independent Report on Industrial Land Supply in the Mackay Region. The independent report was endorsed by Council on 14 October 2020. A key recommendation of the report is that Council monitor industrial land take up to inform industrial land demand and supply. Council is investigating high level development options for the six future industry investigation zones in the planning scheme. Reports on these investigation zones will be finalised in the first half of 2021.
Mackay Region Planning Scheme – Minor amendment 4 and Administrative amendment 7		Minor amendment 4 includes the amendment of the Flood and Coastal hazards overlay map in the planning scheme to include two flood studies adopted by Council (Sandy Creek Catchment Flood Study and the Rocky Dam Creek Catchment Flood Study) and improves references to planning scheme policies. Administrative amendment 7 includes proposed amendments to support the minor amendment. Both amendments commenced on 9 November 2020. Minor Amendment and Administrative Amendment 7 are now complete.
Mackay Region Planning Scheme – Major amendment 2		Council resolved to endorse proposed major planning scheme amendments (Major amendment 2) for state interest review. The purpose and general effect of the proposed amendment is to update and improve various parts of the planning scheme: • as a result of new information and studies; • in response to a number of workability matters identified since the planning scheme commenced in 2017; • to reflect completed development approvals; and • to improve clarity, remove redundant wording and improve alignment with the *Planning Act 2016*. The state interest review will continue until early 2021, followed by public consultation when the State review has been completed.
Mackay Region Planning Scheme – Planning Scheme Policy (PSP) Review		The review of PSP content continues to progress through a governance process by relevant internal programs. The adopted PSP amendment 2 commenced on 9 November 2020, and includes the following PSPs: • PSP - Water and sewerage (CTM Water Alliance) • PSP - Stormwater drainage design • PSP - Landscape • PSP - Open Space. PSP amendment 2 is now complete. The amendment process for proposed PSP amendment 3 is underway, and includes the following PSPs: • PSP - subsurface drainage design • PSP - structures - bridge design • PSP - cycle facilities and pathway design • PSP - pavement design • PSP - site regrading.

		Formal consultation on proposed PSP amendment 3 commenced on 10 November 2020 and closed on 10 December 2020. Proposed PSP amendment 3 will be finalised in the first quarter of 2021.
Finch Hatton Township Local Area Planning Project	✹	A local planning framework for the Finch Hatton township is being prepared to support the implementation of the mountain bike strategy. An initial round of public consultation was undertaken during November 2020, which invited the community to complete a survey to capture the thoughts, values and aspirations. A community information session to provide a general update on the progression of the Pioneer Valley Mountain Bike project is planned for February 2021.
Rural and Rural Residential Review and Review of Tradeable development Rights (TDR) Policy	✹	Targeted stakeholder consultation with local development and sugar industry stakeholders was undertaken in October 2020. Council was briefed in November 2020 on the outcomes of the targeted stakeholder consultation. The amended policy was adopted by Council at its Ordinary Meeting on 9 December 2020 and version 3 of the policy commenced on 14 December 2020. This review is now complete.
Mirani Community Precinct Master Plan and Concept Design	✹	Initial concepts for the proposed Mirani Community Precinct are progressing. Investigations include a tree condition report, relocation of Victoria Street toilet waste dump point and contaminated land. Building design options are being finalised for consideration by Council in early 2021, prior to commencing detail design. The design stage of this project is funded by the Queensland Government in association with Mackay Regional Council. Implementing the proposed community precinct is subject to external grant funding.
Northern Beaches Community Hub	✹	A concept master plan is being prepared for the 3.7 hectare site between Rosewood Drive and Eimeo Drive at Rural View. The masterplan supports the development of a centrally located community hub that will provide access to a range of community facilities for the existing and future community. The masterplan describes the staged development of the site over a number of years. Infrastructure concept options are being progressed to support the staged development of the site. Council called for nominations for a Community Reference Group for the project. Nominations closed on 6 December 2020 and selection of members is being considered by Council. The first meeting is planned for February 2021.

Transport & Infrastructure Planning		
Projects	**Status**	**Description / Update of Project**
Growth Allocation Model	●	The Mackay Growth Allocation Model allocates and maps future urban growth over a 20-year projection period based on growth scenarios. The review of the 2018 model has commenced with due consideration of published Queensland Government Population Projections. The reviewed model will be used to inform the review of the Local Government Infrastructure Plan. Lead and lag statistics are monitored to measure growth projections against actual population movements.
Mackay Region Transport Strategy	●	The draft Mackay Region Integrated Transport Strategy was released for public consultation in late November and is open for comment until 15 January 2021.
Adopted Infrastructure Charges Resolution	●	Council adopted amendments to the Adopted Infrastructure Charges Resolution at its Ordinary Council meeting on 9 December 2020. The amendments included updating charge rates in accordance with the *Planning Regulation 2017*, reducing the rate for service industry development and other minor changes. The updated resolution commenced on 14 December 2020.

Stormwater		
Projects	**Status**	**Description / Update of Project**
Mackay Region Coastal and Inland Flood Hazard Adaptation Strategy (CIFHAS)	●	The current project stage to prepare hazard assessments has been finalised. Implementation of further stages will be subject to external grant funding.
Mackay Floodplain Management Plan	●	A draft flood study and management plan has been completed and includes the identified and tested mitigation options. A high-level peer review suggested recommendations that are being considered prior to community consultation, which is planned for the first half of 2021.
Flood Intelligence Plan	●	The Flood Intelligence Plan project currently includes two main projects: • A “pilot” flood emergency assessment and action plan; and • A Total Flood Warning system. The two projects are expected to be finalised in coming months. This project has received funding from the Australian and Queensland Governments through the Far North and North Queensland Monsoon Trough Flexible Funding Grants Round One.

MACKAY CITY AND WATERFRONT

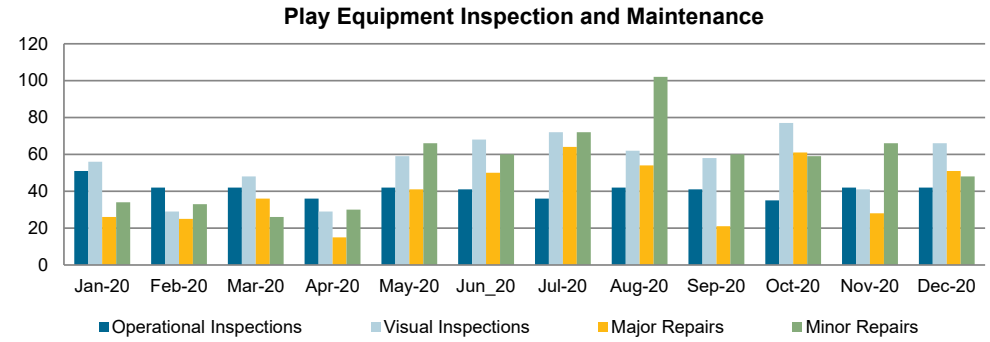
Mackay City and Waterfront		
Projects	**Status**	**Description / Update of Project**
Riverside Public Realm upgrades		Council is currently prioritising design efforts on the Riverside Precinct, with design for the area between Paxton's and the Fish Market underway to support construction in 2021. The demolition works for the former Seafresh shed at 6 River Street are progressing with the intent to be completed by mid-February. The landscaping and urban design package for the public realm upgrades is also well underway. This package of work is being considered as an application opportunity for the Federal Government Building Better Regions Fund Round Five.
Bluewater Quay Improvements		A draft concept design for Bluewater Quay improvements is now completed. The landscaping and engineering concepts consider the improvement of the area from a functionality, safety and amenity perspective, while capitalising on the Pioneer River to activate the area. Cost estimates have also been prepared to support the designs. The Mackay City and Waterfront team are now in conversations with internal stakeholders to gain preliminary feedback and will continue to consider the interface of this area with adjoining sites.
River and Sydney Street Intersection upgrade		Upgrades to the intersection located at River Street and Sydney Street to improve pedestrian and cycling safety along the Bluewater Trail is in the detailed design phase. Council is working closely with the Department of Transport and Main Roads on the project.
Mackay Waterfront Investment Opportunities		Council continues to engage with property owners and investors in relation to development opportunities within the PDA.
Expressions of Interest (EOI)		Council endorsed an Expressions of Interest (EOI) process for development opportunities on Council owned freehold land in the project area. There were six sites offered for consideration, including three in the Mackay City Centre Precinct and three in the Riverside Precinct. Council is currently focusing upgrades to public realm and complementary placemaking activations in close vicinity to these sites. ReNew Mackay Pty Ltd (a consortium of local professionals) and Sentinel Group Holding were selected out of seven submissions received. Renew Mackay's proposal included plans of luxury residential properties, retired living, commercial offices and tourism opportunities across the majority of the Council sites as well as adjoining privately-owned sites. Sentinel Group's submission included the provision of a 4.5 star corporate hotel and commercial, health and retail building on the Gregory Street site while retaining a level of public carparking. Council has continued conversations and negotiations with the two short-listed parties with the intent of developing a draft commercial and delivery plan for consideration.
Neighbourlytics 'Launch City' Program		Council recently partnered with Neighbourlytics as part of their 'Launch City' tailored 6-month program to help Council measure, benchmark and adopt a data-driven approach to citizen well-being. Neighbourlytics is a digital platform dedicated to measuring the quality of life and wellbeing in neighbourhoods based on their unique data footprint and is being used by a number of regional councils across Australia. This project has now commenced and the Mackay City and Waterfront team has established an internal working group for the project. The working group has collaborated to identify fifty 1km radius areas of interest within the region where specific

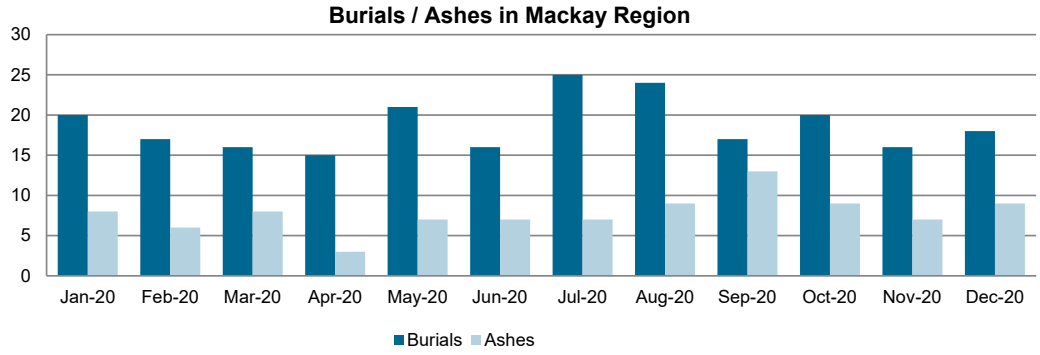
		data will be collated for analysis. The whole region base line report was presented by the Neighbourlytics team to Council staff in December and gave viewers an understanding of how to begin to interpret the data and use the dashboard. The Neighbourlytics internal working group continue to meet monthly to determine Council's priorities in getting the most value from the program and data.
Activate Mackay City Centre	✹	**Fifth Lane resurfacing works** Fifth Lane is scheduled to be resurfaced and decorated with festoon lighting early in 2021. This will allow neighbouring properties to consider opportunities to open up to this space. **City Centre Reference Group** Council continues to work with the City Centre Reference Group (a sub-group of the Mackay Region Chamber of Commerce). Officers from Economic Development and the Mackay City and Waterfront team have been attending regular meetings since June 2020. The group discusses issues and opportunities affecting the Mackay City Centre and provides leadership and direction on initiatives and improvements.

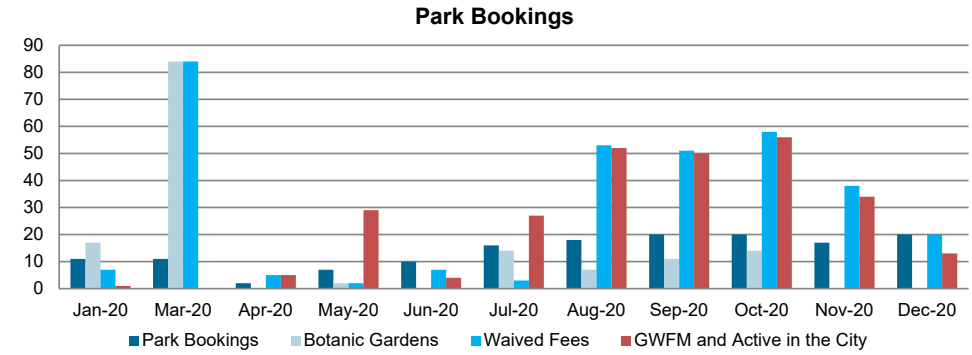
e-Statistics

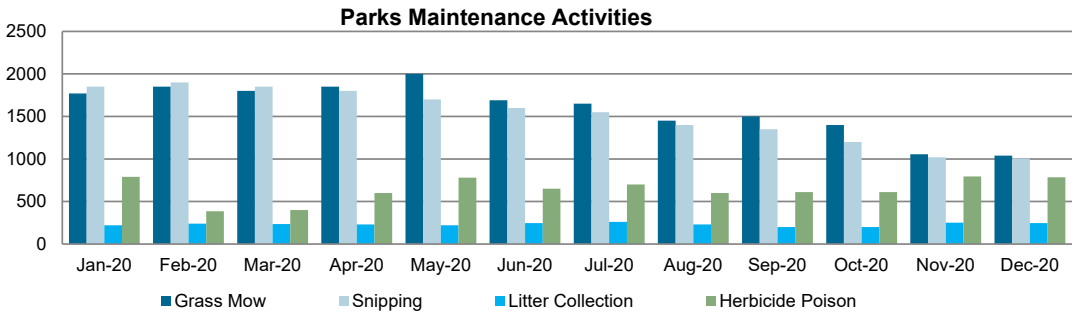
Subscribers	May 20	June 20	July 20	Aug 20	Sep 20	Oct 20	Dec 20
City Centre Facebook Likes	6,453	6,448	6,447	6,456	6,458	6,458	6,461
City Centre Instagram Followers	1,403	1,415	1,415	1,423	1,440	1,447	1,451
City Centre Wi-Fi Sessions	300 users	375 users	Not available	331 users	635 users	680 users	1,084 users
	1,913 sessions	2,195 sessions	Not available	2,009 sessions	4010 sessions	5231 sessions	10,664 sessions

PARKS, ENVIRONMENT & SUSTAINABILITY









Natural Environment Projects		
Project	**Status**	**Description / Update of Project**
Coastcare Events		A Coastcare event was held at the Mackay Natural Environment Centre in December. Participants found out what happens at the nursery, and took part in activities including sowing seeds, potting up seedlings, taking plant cuttings and watering.
Volunteer Morning Tea		The MNEC nursery volunteers were thanked for their efforts with a delicious morning tea at the end of year celebrations. The nursery volunteers attend on Tuesdays and Thursdays to help with nursery tasks and propagate local native plants for the Free Plant Giveaways and local restoration projects.
Local Marine Advisory Committee		Staff attended the last meeting of the LMAC for 2020, to report on the variety of activities Council undertakes that protect the reef and our marine environment and to hear about what other organisations are doing to promote reef health.
Surf Lifesaving Contract		A two-year contract was awarded for the provision of lifeguard services at patrolled beaches and a media campaign was undertaken about reduced service levels at Harbour Beach.
Sustainability and Environment Advisory Committee (SEAC)		The SEAC met in November and received briefings on the Dalrymple Bay Coal Terminal Sustainability Strategy and a local coastal plan development prioritisation system.
NIASA and Ecohort		The MNEC nursery was audited for both the Nursery Industry Accreditation Scheme Australia and the Ecohort program and received positive results.

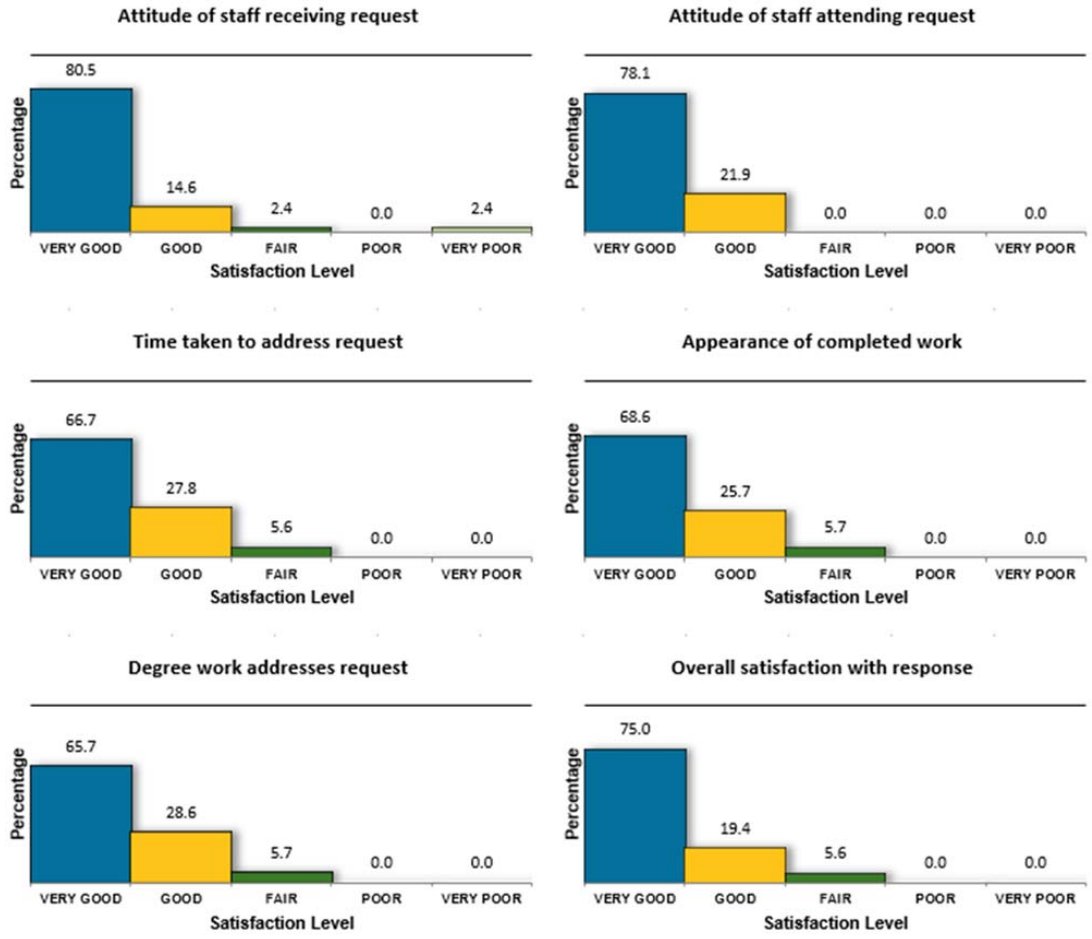
Capital Works Projects		
Project	**Status**	**Description / Update of Project**
Works for Queensland COVID19 Funding		A list of repairs/refurbishments to approximately fifty park amenities involving plumbing, carpentry, floor resurfacing and painting was developed. To date, plumbing works have been completed and repairs were completed at fifteen of the public amenities. Carpentry works at forty-one of the amenities is now in progress.
Soft Fall Impact Testing Equipment		Electronic playground soft fall impact testing equipment was purchased and delivered in December. Training and assessment of Building Services playground staff has been completed and they are now certified as competent to record testing figures as required by the Australian Standards. Testing of playground soft fall in playgrounds throughout Mackay will commence early in the new year.
Ron Andersen Park Play Equipment Renewal		Aged play equipment at Ron Andersen Park has been replaced with a new space themed playground. Most of the works have been completed and the playground opened in time for Christmas holidays. A large basket swing which was not delivered by manufacturers in time for installation will be installed in late January to complete the project.
Busuttin Park Play Equipment Renewal		New play equipment has been installed at Busuttin Park. Works were completed to a stage where the park could be opened in time for Christmas. Some minor works to the shade structure and drainage will be completed when the contractor returns in late January.
Brownsey St Park Play and Picnic Facilities		This project involves the construction of new play equipment with a solid roofed shade structure, childproof fencing, picnic shelter and drinking fountain. Additional shade trees will also

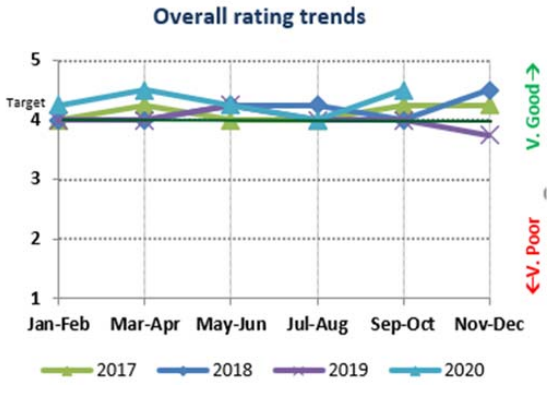
		be planted adjacent to the new facilities. To date, play equipment and the shade structure have been installed and works on concrete edging, sand soft fall, fencing, picnic shelter and fountain are currently in progress.

Botanic Gardens Projects		
Project	**Status**	**Description / Update of Project**
Desilting Trial Project		The desilting trial aims to find a solution to create a usable product out of the silt which needs to be removed from the Lagoons at the Botanic Gardens. New pits have been constructed and lined appropriately. Silt has been removed from the Lagoon and mixed with organic matter in the trial pits. This will now be monitored over the coming months and leachate removed for testing of pollutants.
Two Weeks of Christmas Treats		Due to COVID19 impacts, the Christmas in the Gardens event did not take place in 2020. Instead, in December 2020 'Two Weeks of Christmas Treats' was held at the Botanic Gardens, with both facilitated and self-guided activities provided. All booked activities were fully subscribed, drop-in activities saw up to forty people attend per session and over 400 self-guided activity sheets were printed and used. The self-guided activities were interchanged so people could return on a different day and have a new activity available to them.
Self-guided Walks		Both the standard self-guided walks (available all year) and the family walks with activity sheets have proved popular over the Christmas holiday period, with over 500 brochures distributed since the school holidays began.
Lagoon Weed Management		Water hyacinth is now under control in areas where the weed harvester worked. Unfortunately outbreaks of Salvinia have occurred since the weed harvester was onsite. Due to the Argo breaking down, there was a delay in applying herbicide to weeds not accessible from the banks of the Lagoon. The Argo has been repaired and is back on site and the scheduled spraying program has restarted.

Requests for Maintenance Work

Results of Customer Survey (September/October 2020)



Representative Comments	Trends
• Completed the job quickly and cleared all the branches • Very good and courteous staff at all times • Great customer service • Very good • Good crew tidy work thanks guys. • Council workers were on the job the next day and a done a great job. Thank you very much. • Very polite & helpful. • Completed as asked • Excellent • I am happy with the response – thank you. • The lads that turned up to do the trimming worked well and were thorough. I was impressed by the cordless pole saw. It was quiet! Well done	

ECONOMIC DEVELOPMENT & TOURISM

Events and Tourism To develop the Mackay region as a leading regional tourism and events destination through the implementation of the Mackay Region Event Strategy 2020-2025 and Destination Tourism Plan 2017-2022.		
Business Priority	**Status**	**Action**
Regional Events Strategy Implementation - Refine and develop the structures, framework and tools within Council to best support and progress new events.		Economic Development, in partnership with MECC, released a scope of works to engage professional services required to capture, quantify and evaluate the economic, social and environmental impacts of identified events held across the Mackay region. The request for quote went out to QTender in early November 2020 and a supply arrangement is expected to be finalised in early 2021. Council officers have completed an internal audit of Council's resources being utilised for event delivery, promotion, sponsorship and grants as well as regulation and customer liaison. This review focused on: • The whole of Council spend on events and staff resourcing, (particularly given the span of activities across three different departments and numerous teams). • Resourcing required to further assist event organisers with their events. • A review of alternative models and structures for improved efficiencies and customer service. Following the internal review of the findings, a draft scope of works has been prepared to engage a consultant to provide recommendations on alternative models and structures for improved efficiencies and customer service. A supply arrangement is expected to be finalised early in 2021.
Regional Events Strategy Implementation - Create the correct environment for event success and sustainability via supporting programs, increased awareness of Mackay as an events destination and increased leverage of event benefits for the region.		The Economic Development team, in partnership with relevant programs, have commenced process mapping Council's event processes. The Economic Development team, in partnership with Mackay Tourism, has commenced work on organising the 2021 'Events Bootcamp' mentoring and upskilling program. Stakeholder meetings have been coordinated with relevant Council programs and individual event organisers to ensure the event organisers are aware of statutory requirements (including COVID19 and general event permits).
Regional Events Strategy Implementation - Develop and acquire strategic events aligned with council's vision to partner on a local, national and state level for increased opportunities.		Six events supported by the Invest Mackay Events and Conference Attraction Program were held in the months of November and December: • North Australia Surf Life Saving Championships • Queensland Taekwon-do Championships • Brisbane Roar Training Camp & Match • Women's National Basketball League Season • Mackay Outlaw Shootout • North Qld Cricket Alliance U12, U13, and U15 Championships There was one event bid, seven new events and one conference approved and endorsed through the program in November and December including: • North Qld Cricket Alliance U12, U13, and U15 Championships

		• National Economic Development Conference (NEDC) • 2021 – 2023 Rumble on the Reef Partnership The other events are confidential at this stage, pending announcement. The Economic Development team has been working with Mackay Tourism and key stakeholders on the future of the Mackay Beach Horse Races event. Stakeholders agreed to seek Expressions of Interest from professional event management firms to investigate the potential to deliver a refreshed version of the Mackay Beach Horse Races from 2021-2023. The preferred candidate was engaged by Mackay Tourism in November to undertake an operational feasibility study and full event costing, with the consultant due to do a site visit in Mackay and review business plans in late January 2021.

Economic Development To encourage sustainable and diversified jobs and investment in the Mackay Region through the implementation of the Mackay Region Economic Development Strategy 2020-2025.		
Business Priority	**Status**	**Action**
Economic Development Strategy Implementation - Advocacy and Leadership through engagement with State and Commonwealth Governments to promote investment into local infrastructure as a catalyst for future economic development.		The below media statements were published that promote positive economic development initiatives: • 6/11/2020 MRC Media Release - "Women take centre stage at sporting events" • 9/11/2020 Mackay Life – Campaign launched calling for people to move to regional Australia • 12/11/2020 WNBL Twitter - "Love what you've witnessed on Court in Mackay" • 19/11/2020 Economic Development Australia - Media Release – "National Economic Development Conference 2021" • 19/11/2020 Daily Mercury – "Sweet taste for Sarina distillery after winning silver" • 20/11/2020 Economic Development Australia – Facebook post - Announcement of NEDC Conference 2021 coming to Mackay • 21/11/2020 Daily Mercury - Next steps in making Pioneer Valley bike trail a reality • 23/11/2020 Daily Mercury - Brisbane roared at footy festival finale • 24/11/2020 Daily Mercury – 'Year of transformation' Mackay to host national conference • 24/11/2020 Twitter - Developing Northern Australia Conference – Breaking New Ground: Mackay Waterfront and City Centre • 4/12/2020 Daily Mercury – Finalists in pitch to restart Mackay beach horse race • 7/12/2020 Mackay Life - Mackay to Host NEDC • 7/12/2020 Mackay Life - Nice over ice wins national accolade • 8/12/2020 Daily Mercury - Luscious limited edition rum to bring festive cheer • 9/12/2020 Daily Mercury - Plan to kickstart Mackay's sluggish housing market • 16/12/2020 Daily Mercury - Council votes on future of dam boating, camping and fishing • 16/12/2020 Gold Coast Suns Website - 2021 NAB AFLW Fixture Announced • 16/12/2020 Twitter – Andrew Hiebel - NEDC 2021

		• 18/12/2020 MRC Media Release - Fishway to help thousands • 20/12/2020 State Government Media Release - WNBL a win for North Queensland. An internal Digital Infrastructure Working Group has been established to review the actions identified in the Mackay, Isaac and Whitsunday Digital Infrastructure Study undertaken by Greater Whitsunday Alliance (GW3). The group has made contact with Telstra to pursue Round 5A Black Spot funding. Applications close 10 February 2021.
Economic Development Strategy Implementation - Investment Attraction activities to promote and market investment opportunities.		Preparation of the Mackay Region Investment Prospectus has commenced. The prospectus will highlight key development opportunities for the Mackay region and is expected to be published in April. Four individual business enquiries were received during November and December. Support continues to be provided to the Mackay City and Waterfront Project team as well as external stakeholders including Mackay Tourism Ltd, UDIA, Split Spaces and Mackay Region Chamber of Commerce through the provision of information and investor support. The annual review of the Facilitating Development in the Mackay Region Policy continued during November, with the revised version endorsed by Council on 9 December 2020. In early 2020, Council submitted a comprehensive bid proposal to host the National Economic Development Conference 2021 (NEDC21) in Mackay. The bid proposal was successful and in November 2020 Mackay has officially been announced as the host for NEDC21. The flagship event of Economic Development Australia (EDA), NEDC is Australia's largest gathering of economic development leaders, and will be held from 13 - 15 October 2021.
Economic Development Strategy Implementation - Industry Development through engagement with local businesses and industry groups, providing support and assistance for growth.		The Economic Development Program is represented on the Project Advisory Group for the MIW METS Export Hub project. The expressions of interest for the International In-Market study were received during December and shortlisting was conducted. The successful consultant will be notified in the new year. The Mountain Bike Alliance met on 3 December 2020. The focus of this meeting was on the Mountain Biking School of Excellence Program lead by Peter Lister at Mackay Christian College (MCC) to create passion for mountain biking in young people. Peter Lister and three students presented at the Alliance meeting and shared their experiences being involved in this program. The next meeting will be held on 18 March 2021. The Alliance agreed to meet quarterly in 2021. The Pioneer Valley Mountain Bike Trails Planning, Economic Development and Engagement working group meets quarterly to work on: • Development of a comprehensive Stakeholder & Community Engagement Plan; • Development of an implementation plan for business development/ support of existing businesses in the Pioneer Valley (primarily Eungella and Finch Hatton); • Development of a Local Area Planning Framework for Finch Hatton in the first stage and Eungella in stage two. A community update targeted at the Eungella and Finch Hatton communities is planned for February 2021.

		In collaboration with Mackay Tourism, a funding application was submitted to the Local Buying Foundation in November 2020 to deliver a Tourism Business Development Mentoring Program to provide support for private operators to establish commercial activities, provide business development advice and prepare existing businesses to take advantage of the economic opportunities arising from the Pioneer Valley Mountain Bike Trails project. If the application is successful, the program is expected to be delivered in mid-2021. The Economic Development program, in conjunction with Mackay Tourism, continues to deliver the Recreational Fishing Strategy 'Hooked-on Mackay' marketing campaign which supports the promotion and awareness of the Mackay Region as a world-class fishing destination. A marketing campaign/competition is being developed to be launched during the summer months encouraging anglers to send through their video footage which will form a series of fishing videos to be uploaded to the Youtube Channel. Local fishing celebrities will also be approached to see if they would like to share any of their footage. The Hooked-on Mackay Instagram platform was launched, receiving over 100 followers in the first month. To coincide with the Christmas holidays, and to further promote the Hooked-on Mackay brand, merchandise and marketing collateral was placed in the Council run caravan parks during December. Further investigations are being made with Mackay Tourism to ensure Hooked-on Mackay marketing collateral is supplied to accommodation providers. The Economic Development program worked with Info Fish in planning the fifth annual Net Free Fishing Forum in Mackay on 10 November. The forum was attended by local government and fishing industry representatives from Mackay, Cairns and Rockhampton, to discuss the performance of the Net Free Zones and the implementation of the three councils' fishing strategies. The inaugural Recreational Fishing Strategy Steering Group meeting was held on 30 November. The group included key regional stakeholders and will provide direction on Mackay's Recreational Fishing Strategy. The group will meet quarterly to work through the strategy implementation. Based on the findings in the Mackay Regional Camping Analysis Report, officers presented a report for Council recommending that Council does not pursue the option of managing the operation of the Sunwater owned recreational sites at Kinchant, Teemburra and Eungella Dams. The Officer's recommendation was endorsed at Council's Ordinary Meeting on 9 December 2020. With Council support provided to Split Spaces, two Entrepreneurs in Residence (EIRs) will be engaged to deliver masterclasses, mentoring and other educational opportunities to help start-ups understand and develop effective innovation business models and map pathways to global scalability. The EIRs will also facilitate introductions between start-ups, the broader innovation ecosystem, and industry experts, as well as strengthen and build on the existing innovation ecosystem of the Mackay Isaac Whitsunday region. There are ten participants involved in the program, of which six completed the Start-up Onramp Pre-accelerator Program.

		The Building Improvement Rebate replaces the superseded Mackay Pride and City Centre Schemes and will work in partnership with property and business owners as well as real estate agents and property managers to facilitate and support the revitalisation of commercial facades throughout the whole of the Mackay region. Rebates of up to $3000 to upgrade the appearance of a property, or up to $1000 for exterior cleaning fees are available. To date fourteen applications have been received with nine applications approved. Through the Activate My Place (AMP) funding, two projects are now underway: • The Mackay Hospital Foundation proposed an Indigenous Meeting Place and Healing Garden at Mackay Base Hospital that will support and preserve Aboriginal and Torres Strait Islander language, arts, and culture within the hospital. The Mackay Hospital Foundation are still progressing with the project, which has been slightly delayed due to COVID19. The unveiling date has been postponed to early 2021. • The Finch Hatton Progress Association will commence Stage 2 of the Finch Hatton Flood Wall. Stage 2 will involve 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 project is currently underway with the Finch Hatton Progress Association gathering information on the families. The group have advised the project will be completed in either February or March weather permitting. The AMP guidelines are being refined with the grant program to be launched again in March. The Economic Development program has been participating in meetings with the Office of the Queensland Small Business Commissioner with a view to being a Small Business Friendly Council. Initial consultation has been held with the Mackay Region Chamber of Commerce who are supportive of the initiative.
Economic Development Strategy Implementation - Workforce and Skills Development through partnerships to upskill residents and attract new workers to the region.	✹	Initial discussions have been held with the Resource Industry Network and Greater Whitsunday Alliance (GW3) regarding the creation of promotional material and expanded web-based platform to assist industry sectors attract workforce to the MIW region. GW3 are currently preparing a project brief and timeline for the project with the support of the Greater Whitsunday Council of Mayors.

Sarina Sugar Shed
To manage and operate a sustainable tourism facility, which provides a range of tourism products and experiences to promote the region's heritage

Strategy / Project	Status	Description / Update of Project
Operate a successful tourism facility which meets its performance targets	✹	**Festive hampers** The Sarina Sugar Shed (SSS) launched its hamper season in November with some advertising and promotions on Star-FM and 4MK plus communications on social media. The hampers provided a strong revenue stream during December, with corporate orders higher than previous years including several orders for 20+ hampers. A special packing area was set-up in the tasting room, and additional staff were called in to cope with the

		demand for orders. **Product releases** In December, the SSS released two new limited-edition alcohol products - the Sugar Shed Classic and the Tropical NOI - which provided a boost to revenue. 224 bottles of the Classic sold out in eight days, while 179 bottles of Tropical NOI were produced and selling well prior to Christmas. December also saw the release of a new product in the Chefs' Gusto range, Beetroot Relish. This was the first product to feature the new Chefs' Gusto label design and has quickly become one of the best-sellers. About 120 bottles of the signature Sugar Shed Rum were released in November, with around half of these allocated to pre-orders. The remainder were distributed through the retail store and sold out within four days. A popular favourite, the Coconut Rum Liqueur, was also re-released in November 2020 due to customer demand. **Supply challenges** The production of alcohol products continued to be hampered by low quantities of base rum spirit (due to previous distilling decisions) and delays in the supply of essential ingredients for blending. This meant that stocks of some products were exhausted, such as the Sugar Shed Rum, 10th anniversary rum liqueur and the Spiced Rum, and this impacted on potential sales in December. To help counter this, twenty-one new barrels were ordered, and are due for delivery in January 2021. These barrels will allow the distiller to store more base spirit (to be turned into rum) and to also make a variety of blends using the various infused barrel flavours of tokay, port, muscat and sherry. **Packaging** New labels were designed by Council's Graphic Designer for the Chefs' Gusto range to modernise the appearance of these products. The redesigned labels will be printed and progressively rolled out during production in January and February 2021. The plastic bottles for the sauces were replaced by glass bottles in November for a more professional look, and new more-stylish jar sizes were introduced for the chutneys and relishes.
Implement the Sarina Sugar Shed Business Review 2020.	✹	**Year One** A number of the recommendations for Year One in the Business Review 2020 have been implemented or are well-advanced in the planning/implementation stages. **Reimagining the space (interim solutions)** Soft refurbishment work has been undertaken to update the facility and ensure that it is presented with a contemporary look while still retaining its rustic feel, as per the Business Review recommendations. The refurbishment work undertaken in October, which included the painting of the café and kitchen, continued in November and December with the painting of the tasting room and the amenities. New contemporary signage was designed by the Corporate Communications team, and this signage was installed just prior to Christmas. This almost completes the soft refurbishment of the SSS, achieving this recommendation from the Business Review 2020.

Enable operational efficiencies
Cooperation with the Finance team continued in November to support the introduction of the new point of sale system, SwiftPOS, triggering a streamlined chart of accounts and improved inventory management systems. Work also began on the installation and set-up of a new ticketing system. This transition is scheduled for completion by January 2021.

The development of new visitor experiences continued during November with the introduction of tasting-only sessions. These will be reviewed for continued improvement. A new Distiller's Sensory Tour was also introduced in November, with a focus on the distilling side of the operations rather than the sugar cane processing. It is a 45-minute experience conducted by the distiller and uses all senses to capture the essence of the distilling process. This experience is conducted once weekly (midweek), and although there have been some bookings, the timing and frequency will also be reviewed for improvement. Several other new experiences, including a review of the current one-hour guided tour, are planned for early 2021.

Visual merchandising has been significantly improved through a re-design of the current stock, and promotion of products/items for sale using the blackboard walls in the retail store. Preliminary discussions have been held with local producers through the Greater Whitsunday Food Network to stock in the Sugar Shed retail store.

		Item	November	YTD	Annual Target
Business Operations (excluding accruals)	✹	Tour Visitation (Paid)	547	5,124	10,000
		Visitation (Total)	1,917	8,594	-
		Volunteer Hours	305	2,001	-
		Item	**November**	**YTD**	**Annual Budget (Original)**
	✹	Ticket Sales	$20,878	$88,833	$165,000
	✹	Retail Sales	$61,504	$278.366	$295,500
	✹	Total Income (incl. Ticket income)	$82,383	$367,200	$460,500
	✹	Total Expenses	$66,508	$308,749	$877,940

		Item	December	YTD	Annual Target
Business Operations (excluding accruals)	✹	Tour Visitation (Paid)	1,026	6,150	10,000
		Visitation (Total)	4,052	12,646	-
		Volunteer Hours	278	2,279	-
		Item	**December**	**YTD**	**Annual Budget (Original)**
	✹	Ticket Sales	$13,405	$102,238	$165,000
	✹	Retail Sales	$96,117	$374,483	$295,500
	✹	Total Income (incl. Ticket income)	$109,521	$476,721	$460,500
	✹	Total Expenses	$108,194	$416,944	$877,940

Economic Indicators (Quarterly)

Indicator	Mar 19	Jun 19	Sep 19	Dec 19	Mar 20	Jun 20	Sep 20
Employment							
Unemployment rate	4.4%	5.8%	6.3%	6.4%	5.8%	5.2%	Data not available
Employed persons	62,527	56,751	56,122	56,709	58,906	60,582	Data not available
Real Estate							
Median house sale	$330,000	$340,000	◦$360,000	$360,000	$355,000	$360,000	$379,000
Res vacancy rate	2.9%	1.5%	1.7%	2.5%	2.5%	1.3%	0.6%
Residential Lot Supply							
Lots Approved^	60	18	11	53	31	Data not available	Data not available
Lots Endorsed^	7	44	54	37	80	Data not available	Data not available

**Data relates to the Mackay Local Government Area and is updated on a quarterly basis as it is received by Council. There is often a 3-6 month lag from the receipt of data for a previous quarter.*
^ In previous reports incorrect data was reported on. This has now been corrected and the report will now contain published Queensland Government data (QLD Treasury).
◦ Incorrected values reported. The values have now been corrected with REIQ published data.

e-Statistics

Subscribers	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
Invested in Mackay Subscribers	560	563	564	570	566	567	565
Mackay Region Joblink Analytic Report	856 users	925 users	940 users	946 users	953 users	875 users	948 users
	7,617 views	8,339 views	4,206 views	3,964 views	4,631 views	3,175 views	3,195 views
Sarina Field of Dreams Usage Wi-Fi	21 users	NA	28 users	45 users	54 users	34 users	33 users
	154 sessions	NA	137 sessions	354 sessions	383 sessions	190 sessions	221 sessions
Hooked on Mackay Facebook	3,450	3,548	3,572	3,642	3,698	3,740	3,785
Hooked on Mackay Instagram							156 followers
Hooked on Mackay Youtube (Subscribers)				12	16	16	22
Net Free Zone Voluntary Code	583	583	583	583	583	585	589
Mackay Region Event Organisers Connect Facebook Group	63 members	70 members	78 members	80 members	80 members	81 members	81 members

Upcoming Events

Date	Event	Location
13 February 2021 (TBC)	AFLW MATCH - Gold Coast Suns Vs Carlton	Great Barrier Reef Arena, Harrup Park
23 - 24 March 2021	Australian Sugar Milling Council 2020 Industry Safety Conference **– *Invest Mackay Funded***	MECC
1 – 3 May 2021	Great Barrier Reef Arena Bash for Cash **– *Invest Mackay Funded***	Great Barrier Reef Arena, Harrup Park
22 May 2021	Mackay Italian Street Party **– *Mackay City Centre Funded***	Mackay City Centre
2 – 4 June 2021	Queensland Association of State School Principals (QASSP) Conference **– *Invest Mackay Funded***	MECC
6 June 2021	Mackay Marina Run **– *Invest Mackay Funded***	Mackay Harbour
4 July 2021	Grasstree Beach Motorbike Races **– *Invest Mackay Funded***	Grasstree Beach
7 – 10 July 2021	Basketball QLD U14 Girls State Championship **– *Invest Mackay Funded***	Mackay Basketball / Multi-Sports Stadium
10 July 2021	Mackay Bluewater Fling Scottish Festival **– *Mackay City Centre Funded***	Bluewater Quay
29 – 30 July 2021	Australian Water Association Queensland Conference (AWA) **– *Invest Mackay Funded***	MECC
23 – 27 August 2021	Bowen Basin Symposium **– *Invest Mackay Funded***	MECC
18 – 20 September 2021	Softball Qld U16 Boys State Championships **– *Invest Mackay Funded***	Theo Hansen Park, Beaconsfield
19 – 22 September 2021	Hockey QLD U15 Girls State Championships **– *Invest Mackay Funded***	TBA
20 – 26 September 2021	Rumble on the Reef **– *Invest Mackay Funded***	Sugar Bowl Skate Park
13 – 14 October 2021	National Economic Development Conference (NEDC) **– *Invest Mackay Funded***	MECC

11.4.2. PROPOSED FUNCTION FACILITY AT 5 LAWSON STREET, MIDGE POINT

Author	Emma Langford (Planning Officer)
Responsible Officer	Director Development Services (Aletta Nugent)
Application Number	DA-2020-45
Attachments	Attachment A: Locality Plan Attachment B: Proposal Plan Attachment C: Noise Management Plan
Date Received:	6 April 2020
Applicant's Details:	Janine Oberthur C/- Urban Planning Services PO Box 2091, Surfers Paradise, Queensland
Proposal:	Material Change of Use for Function Facility (Weddings & Corporate Events)
Site Address:	5 Lawson Street, Midge Point
Property Description:	Lot 2 on RP741019
Owner's Details:	Janine Oberthur
Area:	2.01 Ha
Planning Scheme:	Mackay Region Planning Scheme, Version 3.0
Planning Scheme Designations:	
Zone:	Rural Residential Zone
Precinct:	Not Applicable
Assessment Level:	Impact
Submissions:	Five (5) Properly Made Submissions
Referral Agencies:	Nil
Recommendation:	Approved, Subject to Conditions

Related Parties

Acoustic Works – Acoustical Engineering Consultant (Applicant)
Alpha Acoustics – Acoustical Engineering Consultant (Assessment Manager)

Assessment of Application

Purpose

The application seeks a Material Change of Use in order to establish a Function Facility (Weddings and Corporate Events) located at 5 Lawson Street, Midge Point (see Attachment A – Locality Plan).