FINAL MINUTES

24 June 2015
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Declaration of Potential Conflict of Interest

Nil.
ORDINARY MEETING
MINUTES

1. ATTENDANCE:

Her Worship the Mayor, Cr D T Comerford (Chairperson), Crs K J Casey, C J Bonanno, L G Bonaventura, F A Gilbert, A N Jones, G J Martin, T A Morgan, D J Perkins, P F Steindl, and R D Walker were in attendance at the commencement of the meeting. Also present was Mr D McKendry (Acting Chief Executive Officer) and Mrs M Iliffe (Minute Secretary).

The meeting commenced at 1.01 pm.

2. ABSENT ON COUNCIL BUSINESS:

Nil

3. APOLOGIES:

Nil

4. CONDOLENCES:

Nil

5. CONFIRMATION OF MINUTES:

5.1 ORDINARY MEETING MINUTES - 10 JUNE 2015

THAT the Ordinary Meeting Minutes held on 10 June 2015 be confirmed.

Moved Cr Casey  Seconded Cr Bonaventura

CARRIED

6. BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETING:

Nil
7. MAYORAL MINUTES:

Nil

8. CORRESPONDENCE AND OFFICERS’ REPORTS:

8.1 DEVELOPMENT SERVICES - MONTHLY REVIEW REPORT FOR MAY 2015

Author  Acting Director Development Services

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

Officer's Recommendation

THAT the attached report be received.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Perkins  Seconded Cr Bonaventura

CARRIED

8.2 ECONOMIC DEVELOPMENT - MONTHLY REVIEW REPORT FOR MAY 2015

Author  Acting Director Development Services

Purpose

Officer's Recommendation

THAT the attached report be received.
Council Resolution

THAT the Officer’s Recommendation be adopted.

Moved Cr Martin
Seconded Cr Bonanno

CARRIED

8.3 ORGANISATIONAL SERVICES MONTHLY REPORT - MAY 2015

Author   Acting Director Organisational Services

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

Officer's Recommendation

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

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Walker
Seconded Cr Jones

CARRIED

8.4 STRATEGIC FINANCIAL REPORT MAY 2015

Author   Acting Director Organisational Services

Purpose
To adopt Council’s Strategic Financial Report for the month of May 2015.

Background/Discussion

Under Part 9 Section 204 of the Local Government Regulation 2012, the Local Government is required to prepare a financial report which the Chief Executive Officer presents at a meeting of the local government once a month.
The financial report must state the progress that has been made in relation to the local government’s budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

**Consultation and Communication**

Acting Chief Executive Officer, Directors, Manager Financial Services

**Resource Implications**

Nil

**Risk Management Implications**

Nil

**Conclusion**

Council is tracking favourably against year to date budget however the reduced level of user pays revenue continues to be a concern for the remainder of this financial year and into the future. Whilst this has been addressed to a large degree through the recent Budget Reviews, some remaining areas are able to be offset through reduced expenditure. This overall situation will continue to be monitored both for the remainder of this financial year and in regards to Council's Long Term Financial Forecast.

The level of capital delivery and projected capital expenditure is also a continuing focus for the remainder of the financial year and into the future.

Please note changes identified in the March Budget Review have been reflected in this month’s report.

**Officer's Recommendation**

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

**Council Resolution**

THAT the Officer's Recommendation be adopted.

Moved Cr Walker  
Seconded Cr Bonanno  
CARRIED
8.5 LEASE OF LAND - DOLPHINS SOCCER CLUB AND NORTHS NETBALL CLUB

File No 739757-001-RP
Author Manager Property Services

Purpose

To approve a new joint lease for Dolphins Soccer Club Inc and Norths Netball Club Inc to include an additional area as well as their existing area, being 4.16ha of Lot 1 on RP739757 and approx. 8103.76m², being part of Lot 1 on SP115429, Wallace Street Bucasia.

Background/Discussion

Mackay Regional Council owns Lot 1 on RP739757 in freehold. Dolphins Soccer and Norths Netball have held a shared lease on this parcel of land since December 2002. The existing lease expires 30th November 2022. They continue to utilise the grounds with Norths upgrading their courts to a more usable surface. They however lack car parking facilities, with cars parking on the fields and courts causing damage especially to the more recent netball upgrades.

The clubs have a history with both cows and hoons damaging the field. Dolphins has been successful in obtaining a grant to obtain fencing to protect their field, the fencing will include the new area if approval is granted.

Mackay Regional Council owns Lot 1 on SP115429 in freehold. It is known as the site for the Bucasia Treatment Plant and Bucas Drive SPS, Bucasia Dump Road, Bucasia. The area that will be utilised is approx. 8103.76m² (shown in the attached plan).

An on-site meeting was held between Property Services, Waste Services and Dolphins when discussions first took place in regards to the usage of this area for car parking wherein it was decided that this would benefit the lessees and not impact on current operations on Lot 1 on SP115429.

Consultation and Communication

Consultation has occurred with the executive committee members of both Dolphins and Norths Netball and with Council’s Lease Officer, Manager of Property Services, Sport & Recreation Coordinator, Sport & Recreation Officer and Manager of Waste Services.

Resource Implications

All costs incurred in respect to the preparation and lodgement of the new lease documentation and surrender of the existing lease will be borne by the lessees.

The lease will be a standard community freehold Council lease inclusive of peppercorn rental of $50.00 per annum and other like conditions.
Risk Management Implications

It is believed that this area is currently used by the clubs members for parking whilst training activities and carnivals etc are taking place. Approving this additional area for lease will formalise this usage and reduce the liability risk to Council.

Conclusion

Given that both Dolphins Soccer Club and Norths Netball Club who have shown a long term commitment to the land, its infrastructure and the local community is the most advantageous outcome to Mackay Regional Council and the regional community.

Officer's Recommendation

THAT Council approve the surrender of the existing lease and approve a new community lease for a term of ten (10) years in the name of Dolphins Soccer Club Inc and Norths Netball Club Inc over Lot 1 on RP739757 and part of Lot 1 on SP115429 with such lease to be a standard community lease inclusive of peppercorn rental and other like conditions.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Steindl Seconded Cr Morgan

CARRIED

8.6 BOTANICAL GARDENS ROAD CLOSURE AND RESERVE AMENDMENT

File No 889116-577-CP
Author Manager Property Services

Purpose

To approve the following actions to incorporate adjoining reserves within the Botanic Gardens parks and recreation reserve (“the Gardens”) being Lot 1 on SP170019 known as 9 Lagoon Street, West Mackay:-

1. Excise of an approximate area of 1560m2 of local government reserve being part of Lot 577 on CP889116 (“the Park”).

2. Permanent closure of an approximate area of 7800m2 of unformed road reserve (“the Road”).
**Background/Discussion**

Property Services received instructions from the Botanic Gardens Curator in respect to undertaking the:-

1. Excise 1560m² of the Park local government reserve (severed by Ram Chandra Place) which adjoins the Gardens with the Gardens – Application 1.

2. Permanent road closure of an approximate area of 7800m² of Road and amalgamation with the Gardens – Application 2.

Initial consultation was sought from the Senior Strategic Planner, Manager Technical Services, Planning Officer – Assessment, Project Manager – Infrastructure Delivery, Manager Parks & Environment and Parks Maintenance Coordinator and the Department of Natural Resources and Mines (“DNRM”) with respect to objections, required actions and/or conditions.

The group offered no objection to the making of the applications wherein DNRM advised that as both actions related to the same parcel of land (the Gardens) that Application 1 was required to be completed prior to the Application 2 commencing.

On 2 December 2013 the Application 1 to sever the Park and amalgamate with the Gardens was submitted to DNRM.

Following provision of further information pertaining to the historical use of the excised area DNRM confirmed with Council that it could submit Application 2 and both applications run concurrently and that both Application areas be dedicated on the same survey plan, thereby saving Council considerable cost.

Application 2 was submitted on 1 July 2014.

Following due process of the Application, formal consultation and advertising of the applications the Letter of Offer was received on 23 March 2015.

**Consultation and Communication**

Initial consultation was had with the Senior Strategic Planner, Manager Technical Services, Planning Officer – Assessment, Project Manager – Infrastructure Delivery, Manager Parks & Environment and Parks Maintenance Coordinator and the Department of Natural Resources and Mines on 16 October 2013.

Subsequent consultation was held with the Land and Road Use Committee on 9 October 2014 (during the consultation period). The committee consists of Manager Technical Services, Manager Strategic Planning, Planning Officer, Central Area Maintenance Coordinator, Manager Planning and Sustainability, Project Manager Water Infrastructure Delivery, Manager of Development Engineering and Manager Parks and Environment.
Resource Implications

Costs associated with the amalgamation of the lands include, application and registration fees and surveying which total approximately $3,600.00 inclusive which are funded from capital project 2.29059 Meadowlands – Irrigation.

Risk Management Implications

Formalisation of the separate parcels and reserves into the one Botanic Gardens Parks and Recreational Reserve enables the Gardens to fully incorporate these areas within the Garden precinct without imposed land use purpose restrictions.

Conclusion

It is recommended that the Road and the Park applications be endorsed for subsequent amalgamation with the Gardens being Lot 1 on SP170019 known as 9 Lagoon Street, West Mackay to ensure the full Botanical Gardens site can be included within future management plans.

Officer's Recommendation

THAT Council approve:-

1. The excise of an approximate area of 1560m2 of Lot 577 on CP889116 of local government reserve for amalgamation with Lot 1 on SP170019 known as 9 Lagoon Street, West Mackay; and

2. The Permanent Road Closure of an approximate area of 7800m2 for amalgamation with Lot 1 on SP170019 known as 9 Lagoon Street, West Mackay; and

3. Accept the Letter of Offer from the Department of Natural Resources and Mines to:
   - permanently close an approximate area of 7800m2 for amalgamation with Lot 1 on SP170019;
   - excise of an approximate area of 1560m2 of Lot 577 on CP889116 of local government reserve for amalgamation with Lot 1 on SP170019 known as 9 Lagoon Street, West Mackay.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Morgan Seconded Cr Gilbert CARRIED
8.7 LOCAL GOVERNMENT ELECTION

File No Elections
Author Acting Chief Executive Officer

Purpose

To present to Council advice from the Deputy Premier regarding conduct of the 2016 local government election, and also advise of the latest legislative changes that direct generally that the role of Returning Officer not be undertaken by Councils Chief Executive Officer (CEO).

Background/Discussion

As prescribed by the Local Government Electoral Act 2011 (Act), the next local government election is set for the ‘last Saturday in March’, being 26 March 2016.

In considering the form for the election Council considered the matter at its meeting of 17 December 2014 at which time it resolved to make application to the applicable Minister for the election to be conducted by full postal ballot.

A response to this submission has been received. The Deputy Premier, in her capacity as Minister for Local Government and Planning, has written to Council to advise that the application from Council for a full postal ballot has not been approved. Therefore the conduct of the 2016 local government election for Mackay Regional Council will be by attendance ballot poll arrangement.

Also, Council at the meeting of 17 December 2014 further considered the position of Returning Officer.

Section 9 of the Local Government Electoral Act 2011 (Act) at that time stated that –

“The chief executive officer of the local government for which an election is to be held is the returning officer for the election.”,

and Section 9(3) stated –

“The chief executive officer may, before the notification day, give the electoral commissioner a written notice (a withdrawal notice) stating the chief executive officer will not undertake the role of returning officer for the election.”

These provisions essentially meant that unless advising otherwise, or utilising allowable exemptions, the CEO was deemed to be the Returning Officer.

The Local Government and Other Legislation Amendment Bill 2015 (Bill) passed on 3 June 2015 amended the Act to remove the mandate for a local government CEO to be the Returning Officer for elections of the local government (except in circumstances where the CEO is the only person reasonably available for the community and appointed by the ECQ).
Consultation and Communication

Correspondence from the Deputy Premier.

Council meeting 17 December 2014.

Resource Implications

Allowance for the election costs have been made within the 2015/16 Budget.

Risk Management Implications

Management and co-ordination of the election will be the sole responsibility of the ECQ.

Cost of the election will be borne by Council under the ECQ framework. However, Council will have the ability to work with ECQ on items such as premises rental to control costs.

Conclusion

In essence these changes and advices mean that the 2016 local government election for Council will be conducted by attendance poll format, and be undertaken by the ECQ.

Officer's Recommendation

THAT the advice from the Deputy Premier that the 2016 local government election for Mackay Regional Council will be by attendance ballot poll format be received.

FURTHER THAT the recent changes to Local Government Electoral Act 2011 regarding the role of Returning Officer being appointed by the Electoral Commission of Queensland be acknowledged.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Casey Seconded Cr Bonanno

CARRIED
8.8  PETITION - ANTONEYS CROSSING - SANDY CREEK ON KINCHANT DAM ROAD

Author  Director Engineering & Commercial Infrastructure

Purpose

Council received a petition from residents on 30 January 2013 regarding Antoneys Crossing at Sandy Creek on Kinchant Dam Road. A recommendation from Council was to undertake a detailed hydraulic/hydrologic investigation of the catchment as well as options to consider possible mitigation measures to address issues. This Report identifies the outcome of the investigation for consideration by Council.

Background/Discussion

A petition was received by Council on 1 November 2012 and formally received at its 14 November 2012 Ordinary Meeting. A subsequent Report was provided to the Ordinary Meeting of 30 January 2013 where a recommendation was generated as follows:

THAT prior to any Council determination on the major capital costs associated with any proposed upgrade of road crossings or causeways as requested in the petition, the following be undertaken:

1. Sunwater be requested to undertake vegetation and silt removal in Sandy Creek upstream and downstream of both Antoneys and Currans Crossings.
2. Council assess as part of its long term capital program the funding of the following studies and investigations:
   • A detailed hydraulic and hydrologic investigation into contributing flows associated with the individual catchments and determine actual design flow rates and water levels at the individual crossings
   • Investigate upgrading of Leichhardt Road as an alternative access and determine the level of and extent of flooding at this location
   • A field survey and geomorphic channel evaluation on Sandy Creek and the individual crossings

The matters investigated as part of this review where to assess the catchment responses at crossings on Leichhardt Road and Kinchant Dam Road for a range of storm and exceedance probabilities, analyse water surface elevations for peak events at each crossing and assess the annual average time of closure for each crossing so as to inform consideration by Council of possible upgrade options for road access during flood and rainfall events.

Location

The Study Area is located approximately 30 kilometres west south west of Mackay. The two crossings of North Sandy Creek provide access to Kinchant Dam and the adjacent rural residential areas that are located primarily along Kinchant Dam Road; i.e. Antoneys Crossing on Kinchant Dam Road and Currans Crossing on Leichhardt Road. Both crossings consist of culverts with an associated floodway that provides substantial cross road conveyance.
Kinchant Dam Road is the primary access for Kinchant Dam and environs. Alternative access is available from Mirani via Leichhardt Road which heads south and then follows the base of the Kinchant Dam embankment connecting with Kinchant Dam Road near the public recreation facility.

Currans Crossing is in the upper reaches of the catchment area for North Sandy Creek and consists of:

- 4/1500 RCP Culvert with invert level 48.0 AHD
- Paved road approximately 7m wide on a 10m formation with concrete batter protection with road crown sag elevation of 50.40 AHD

Antoneys Crossing is approximately 11 kilometres downstream of Currans Crossing along North Sandy Creek and consists of:

- 4/2100 x 1800 RCB culverts with invert level 30.60 AHD
- Paved road approximately 6m wide on a 10m formation with batter protection and a crown sag elevation of 33.20 AHD

Catchment

The Study Area is predominately flat with a crossing to crossing indicative grade of 1 on 650. The main land use in the catchment is cane farming. The headwaters of the catchment are in the hilly areas to the northwest of Kinchant Dam adjacent to the Pioneer River.

The northern and eastern catchment boundary downstream of Currans Crossing is generally midway between North Sandy Creek and its neighbouring tributary of Sandy Creek.

Kinchant Dam was constructed between 1977 and 1986. The dam is built across a western tributary of North Sandy Creek. The dam has a catchment area of approximately 31 square kilometres including the dam storage area of 920 hectares. The dam forms part of the Eton Irrigation Scheme and, because of the limited catchment area, the storage is supplemented by pumping water from the Mirani Weir on the Pioneer River. The dam spillway discharges into North Sandy Creek approximately 600 metres downstream of Currans Crossing.

The discharge pipework for the Irrigation Scheme is located near the intersection of Kinchant Dam and Leichhardt Roads and includes an emergency discharge channel connected to North Sandy Creek to enable the dam operators to discharge up to 20m³/s as required.

Modelling

An investigation of flood behaviour has been undertaken through Hydrologic (Catchment) and Hydraulic Modelling Analyses. A range of Annual Exceedance Probability (AEP) storms were modelled, from 1 year to 100 years, for a range of standard durations to the WBNM Model.

Kinchant Dam Discharge

Sunwater, as the operator of Kinchant Dam, may, when storage levels exceed the full supply level, discharge up to 20m³/s into North Sandy Creek. This discharge rate may be exceeded in extreme events.
When Kinchant Dam is at full supply level, the storage level is relatively sensitive to inflow from the 30.8km² catchment. It has a 1 metre air space between full supply level and the emergency spillway and a storage area of 920 hectares.

The assessment undertaken indicates that if the dam is at full supply level there may be a potential for discharge from the dam to occur in a low order (say 1 Exceedance per Year (EY) event.

**Currans Crossing**

The existing watercourse for the Currans Crossing reach is predominately a low flow channel with significant overbank flow capacity. Immediately upstream of the crossing, the land use is lightly treed grazing with cane growing in the upper reaches of the catchment, however, downstream it is bordered on both sides by cane farming.

The existing 4/1500 RC culverts, constructed in approximately 2001, have a waterway area of 7m². The existing watercourse bank-full waterway area ranges from approximately 12m² to 25m². The causeway is a two lane bitumen surfaced road approximately 7 metres wide on a 10 metre wide road formation. The verges leading up to the causeway are well grassed and in reasonable condition with no evidence of significant scour or erosion. The design drawings show floodway protection for a total distance of 40 metres around the existing culverts. The presence of the concrete shoulder and batter protection was confirmed on site by survey.

The Hec-Ras Model reveals that the capacity of the existing low flow channel is approximately half 1EY before overtopping the left and/or right banks of the watercourse. The capacity of the existing culverts at the point of overtopping is 13m³/s which is approximately half of 1EY. This is assessed as low hazard as per the Queensland Reconstruction Authority's (QRA's) flood hazard criteria. The QRA Guide defines the low hazard category as – “self-evacuation possible for adults and children, vehicle stability within tolerance for a large 4WD”.

**Antoneys Crossing**

The watercourse downstream of the crossing has a reduced conveyance area compared to upstream of the crossing. Both upstream and downstream of the crossing, the watercourse is a low flow channel with significant overbank flow capacity. The land use of the overbank portions of Antoneys Crossing reach is cane farming.

The existing 4/2100 x 1800 RCB culverts, constructed in approximately 1980, have a waterway area of 15.7m². The existing watercourse bank-full waterway area ranges from approximately 120m² upstream of the crossing to 60m² downstream of the crossing. The crossing and approaches comprise a two lane bitumen surfaced road approximately 6 to 7 metres wide on a 10 to 12 metre wide road formation. The road surface over the culverts is a patchwork of pavement repairs indicating possible damage during inundation events or shortly thereafter. The verges leading up to the crossing are grassed and in reasonable condition with some evidence of scour or erosion near the culvert. The design drawings show placed rock with concrete batter protection in the immediate vicinity of the culvert wing walls. The presence of the concrete batter protection was confirmed on site by survey.

The assessment undertaken indicates that the capacity of the existing low flow channel is approximately 1EY upstream and half of 1EY downstream before overtopping the left and/or right banks of the watercourse. The capacity of the existing culverts at the point of overtopping...
is 36m3/s which is approximately 60% of 1EY. The model also shows that as the depth of flow over the crown increases, the flow through the culverts diminishes to where, for a 1% AEP flow, the culverts are effectively drowned out by the quantum of flow over the road.

**Level of Service - Floodways**

The level of serviceability is an estimate of the frequency and duration of the periods during which the floodway will be submerged thus closing the road to traffic. The following are the definitions used for the level of serviceability:

- Road Closure – Inundation of the road crown or highest point in the road crossing
- Emergency Vehicle Access with a High Clearance Vehicle – Inundation of the road to a maximum of 300mm and/or a low hazard criteria

Trafficability for emergency vehicle access is assessed as a combination of depth and velocity of flow over the roadway. QRA describes the indicative flood hazard criteria as follows:

1. Low – Self evacuation possible for adults and children; vehicle stability within tolerance for large 4WD
2. Significant – Working limit for trained safety workers; vehicle evacuation unsuitable and Building Code Limitation
3. High – Limit of uncompromised stability for adults (dangerous to most)
4. Extreme – In excess of known stability limit

**Currans Crossing – Serviceability**

The average annual times of closure for Currans Crossing for a 12 hour design storm event (peak flow) and for a 36 hour (peak volume) design storm event are listed below:

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<th>Road Closure (Hours)</th>
<th>Emergency Vehicle Access Time of Closure (Hours)</th>
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<tr>
<td>12 Hours Design Storm Event</td>
<td>9.99</td>
<td>5.9</td>
</tr>
<tr>
<td>36 Hours Design Storm Event</td>
<td>14.3</td>
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The assessment reveals that the average annual time of closure and/or closure for emergency access approximates a 50% AEP 12 hour and 36 hour design storm event. The 12 hour design storm event offers the peak catchment response at Currans Crossing and also offers the peak water surface elevations at Currans Crossing. The low hazard rating extends up to and including depths of 0.45m.

The 36 hour design storm event with a lower peak flow than the 12 hour design storm has the longer time of closure due to the longer storm hyetograph generating a longer (in terms of time) hydrograph at the crossing.

**Antoneys Crossing – Serviceability**

The average annual time of closure for Antoneys Crossing for a 12 hour design storm event (peak flow) and for a 36 hour (peak volume) design storm event are listed below:
The assessment reveals that the average annual time of closure and/or closure of emergency access approximates a 50% AEP 12 hour and 36 hour design storm event. The 12 hour design storm event offers the peak catchment response at Antoneys Crossing and also offers the peak water surface elevations at Antoneys Crossing. It is noted that the low hazard rating extends up to and including depths of approximately 0.40m.

However, the 36 hour design storm event with a lower peak than the 12 hour design storm has the longer time of closure due to the longer storm hydrograph generating a longer (in terms of time) hydrograph at the crossing.

The major external influence on the serviceability of Antoneys Crossing is the potential controlled discharge from Kinchant Dam of up to 20m3/s. The Kinchant Dam discharge is an emergency action to maintain dam structural integrity. Outflows from Kinchant Dam extend the average annual time of closure for Antoneys Crossing by approximately 50%. Emergency vehicle annual average times of closure for a dam outflow event are extended by approximately 20% - 50%.

It is noted that the 20m3/s discharge from Kinchant Dam significantly increases the times of closure for low order design storm events while the impact on differences reduces for high order events.

**Comparative Serviceability – Currans Crossing and Antoneys Crossing**

Currans Crossing offers reduced times of closure over Antoneys Crossing especially when Antoneys crossing is influenced by discharges from Kinchant Dam and this can be attributed in part to the different geometry of the crossings.

**Engineering Mitigation Measures**

Based on volumes of discharge generated, consideration has been given to any practical mitigation measures which might be instituted to address/reduce the road closure:

- **Currans Crossing**
  The controlling feature at this point appears to be the downstream grade and capacity of the natural channel. The capacity appears insufficient and during large events, the culverts operate in a drowned tail water situation. Over bank flows occur during both significant local catchment rainfall events and dam discharges. Options for upgrading are increased culvert capacity and raised road levels in this area but this would result in significant costs given that the limiting factor is downstream natural channel capacity. Council’s ability to undertake regrading or increased capacity of this channel is limited by land ownership, environmental issues and significant upgrading costs. In addition,
during significant rainfall events, further culvert locations along Leichhardt Road are overtopped so any upgrading of this location may be of limited benefit.

- **Antoneys Crossing**
  Given the total water volume to be transferred, the current culvert capacity is insufficient to transfer flows during large local catchment events and dam discharges. It is not viable to try to cater for such flows via either culvert capacity increases or raising road levels which will simply transfer crossroad flows to the approach roads adjacent to the crossing given local topography. The only option, even though uneconomical, would be a raised bridge crossing at this location, however, the bridge would need to extend some 600m given the long gentle approaches and exit grades at the site of approximately 1% which makes it economically unviable.

Given the above, engineering mitigation measures are also not seen as feasible and it is suggested that emergency management controls and options may be more appropriate to deal with both notification and emergency actions required. This is discussed in the following sections.

**Consultation and Communication**

The Emergency Management Team met with Sunwater staff, Area Manager and Kinchant Dam Storage Supervisor, in August 2014. The issues with controlled and non-controlled discharges from Kinchant Dam, heavy rainfall events and the subsequent road closures at Antoneys and Currans Crossings were discussed in this meeting.

Sunwater acknowledged they needed a better communication strategy to inform residents of impending releases, controlled or non-controlled from Kinchant Dam. This communication strategy will be reflected and documented in the Kinchant Dam Emergency Action Plan.

Emergency Management Staff conducted an onsite visit to Kinchant Dam with the Dam Storage Supervisor on 22 September 2014. This provided an opportunity to obtain a better understanding and situational awareness of the issues with both crossings and to identify a Landing Zone (LZ) for a rotary aircraft in the event of medivac/s or evacuation/s.

**Resource Implications**

- Ongoing issue of Council staff erecting road closure signs or dropping boom gates during weather events at both Antoneys and Currans Crossings; Currans Crossing does not have boom gates in situ for road closures.

- Notifications by Council and Sunwater staff to residents on road closures for both crossings cannot give specific timeframes as to when the roads will re-open again.

- In the event of medivac/s or evacuation/s, two locations have been identified as Landing Zones (LZs) for a rotary craft. Primary LZ is the main car park at Kinchant Dam near the boat ramp. The secondary LZ is near the administration building where the Dam Storage Supervisor is located. At this stage, there is no planning in place to build a specific LZ; i.e. concrete hardstand.
• Road closure notifications transferred to Queensland Ambulance Service and other emergency service providers.

Risk Management Implications

The road closures to Antoneys and Currans Crossings have been an ongoing issue for many years. Residents, at times, are either isolated away from their homes or housebound during events. There are currently approximately 60 to 70 homes between Antoneys and Currans Crossings and a new housing estate where further homes will be constructed. New residents are primarily families desiring easy access to the dam for water sports. These road closures occur as a result of local catchment rainfall events with or without dam discharges.

Sunwater has no control when water overtops the spillway (uncontrolled discharge) and subsequent flooding occurs at Antoneys Crossing. Currans Crossing is not affected by discharge from the dam; however, it is affected by heavy localised rainfall.

Sunwater cannot give specific timeframes on how long the water will spill over the dam wall during a weather event. Timeframes for controlled discharges also cannot be easily predicted. Legally Sunwater must release a certain volume of water during controlled discharges to achieve a certain dam level.

Access to Currans Crossing from Kinchant Dam is via a section of unsealed road (Leichardt Road) and some sealed areas. During heavy rainfall events the unsealed section of the road is impassable.

Heavy localised rainfall in the Kinchant Dam area can also cut off both crossings which then also directly impact the residents. This is not a Sunwater responsibility but a Council responsibility to ensure road closure signs are put in place on both crossings and residents are notified. Sunwater does liaise closely with Council during weather events to ensure road closure signs are put in place as soon as possible. Again, it is difficult to put a timeframe around how long the water will be up at the crossings subject to current weather conditions.

Conclusion

Given that engineering actions cannot successfully address flooding and access issues at both locations, it is suggested that the following emergency management and notification processes be established:

• During a dam discharge, Sunwater provide notifications to both the public and Council of the discharge. If in combination with a local rainfall event, Council staff will undertake road closures as required.

• Council is seeking to access the Sunwater Emergency Alert Notification Process to advise residents and Emergency Service Providers of impending road closures during local rainfall events. If this attempt is unsuccessful, Council will need to establish a standalone notification process for residents and Emergency Services Providers.

• If Emergency Services' access is required during road closure events, that Emergency Service Providers be advised that such access be provided by rotary wing aircraft with the primary Landing Zone being the carpark at Kinchant Dam.
Officer's Recommendation

THAT Council note the outcomes of the Level of Service Report on Antoneys and Currans Crossings in regard to the Petition received and based on the assessment, approve:

- Notification that engineering improvements are not viable to address road closure issues
- Action to establish the appropriate emergency management and notification processes to address road closure, public notifications and Emergency Services' access provisions
- That the Principal Petitioner be advised of these outcomes

Council Resolution

THAT Council receives the Level of Service Report on Antoneys and Currans Crossings in regard to the Petition received, and that the Principal Petitioner be advised of the Report.

FURTHER THAT Council write to the State Government regarding the matter and possible assistance given the impacts caused by overflows from Kinchant Dam which is a State asset.

Moved Cr Casey Seconded Cr Gilbert

CARRIED

8.9 REGIONAL ARTS DEVELOPMENT FUND (RAFD) ROUND 4 APPLICATIONS JUNE 2015

File No Regional Arts Development Fund
Author Acting Manager Community Lifestyle

Purpose

To ratify RADF committee recommendations from 1 June 2015 Committee Meeting and to approve allocation of funding.

Background/Discussion

This is the fourth round of grants assessed by the RADF Committee this financial year under the Regional Arts Development Fund guidelines. Fourteen applications requesting $86,023 have been received.
Consultation and Communication

The RADF Chair, Deputy Chair, four community committee members and the Arts Development Officer met to assess applications received. Two community committee members that were unable to attend the meeting provided assessment feedback.

Resource Implications

The budget available for the RADF program for the 2014/2015 financial year is $160,000. This total comprises four rounds of $38,000 per round available to community applicants, $2,500 toward training of RADF committee members and $5,500 for a Strategic Initiative. It has been decided to invest the moneys previously allocated to committee training and the strategic initiative toward round four of the community pool. Council has sought and gained Arts Queensland’s approval for the redirection of allocated funds. An amount of $4,373 from returned and unspent RADF grant monies in the 2013/14 financial year was also added to the total available this round. As a result $50,373 is available to support applications in this round.

Risk Management Implications

Nil.

Conclusion

The committee is recommending that 10 applications be approved to the value of $50,373.
Officer's Recommendation

THAT the minutes of the RADF grant assessment meeting held on the 1 June 2015 be received.

FURTHER THAT Council approves funding to the following applicants for the amounts stated to a total of $50,373.

<table>
<thead>
<tr>
<th>Name</th>
<th>Category</th>
<th>Requested Amount</th>
<th>Approved amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yvonne Wingrove</td>
<td>Developing Regional Skills</td>
<td>$1,918</td>
<td>$1,918</td>
</tr>
<tr>
<td>Crossroad Arts</td>
<td>Concept Development</td>
<td>$10,000</td>
<td>Nil</td>
</tr>
<tr>
<td>Mackay Community Art Group, Tarah Bowman</td>
<td>Not stated</td>
<td>$11,383</td>
<td>Nil</td>
</tr>
<tr>
<td>Sugar City Con Inc</td>
<td>Building Community Cultural Capacity</td>
<td>$4,588</td>
<td>$4,588</td>
</tr>
<tr>
<td>Miranda McReynolds</td>
<td>Developing Regional Skills</td>
<td>$1,010</td>
<td>Nil</td>
</tr>
<tr>
<td>Mackay Pioneer Valley Arts Inc Mackay Festival of Fashion</td>
<td>Developing Regional Skills</td>
<td>$3,564</td>
<td>$3,564</td>
</tr>
<tr>
<td>Mackay Host Lions Pacific Island Community</td>
<td>Building Community Cultural Capacity</td>
<td>$6,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Khara Deurhof</td>
<td>Concept Development</td>
<td>$4,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Kadence Group</td>
<td>Building Community Cultural Capacity</td>
<td>$9,528</td>
<td>$9,528</td>
</tr>
<tr>
<td>Julianne Bergmann</td>
<td>Cultural Tourism</td>
<td>$4,382</td>
<td>$4,382</td>
</tr>
<tr>
<td>Jodie Maloney</td>
<td>Not stated</td>
<td>$5,300</td>
<td>$5,300</td>
</tr>
<tr>
<td>Fox &amp; Buoy Marketing</td>
<td>Concept Development</td>
<td>$10,600</td>
<td>$3,943</td>
</tr>
<tr>
<td>Universal Sisters Inc</td>
<td>Regional Partnerships</td>
<td>$6,600</td>
<td>Nil</td>
</tr>
<tr>
<td>Amie Batalibasi</td>
<td>Regional Partnerships</td>
<td>$7,150</td>
<td>$7,150</td>
</tr>
<tr>
<td>TOTAL REQUESTED</td>
<td></td>
<td>$86,023</td>
<td></td>
</tr>
<tr>
<td>TOTAL APPROVED</td>
<td></td>
<td>$50,373</td>
<td></td>
</tr>
</tbody>
</table>

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Bonanno	Seconded Cr Steindl

CARRIED
9. CONSIDERATION OF COMMITTEE REPORTS:

9.1 DRAFT MINUTES NATURAL ENVIRONMENT ADVISORY COMMITTEE

File No NEAC Minutes
Author Manager Parks and Environment

Purpose

Attached is a copy of the draft minutes of the Natural Environment Advisory Committee meeting held 19 May 2015, for information purposes and consideration of recommendations.

Officer's Recommendation

THAT the Minutes of the Natural Environment Advisory Committee Meeting of 19 May 2015 be received.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Morgan Seconded Cr Jones
CARRIED

9.2 DRAFT MINUTES MACKAY MATSUURA SISTER CITY ADVISORY COMMITTEE

Author Acting Manager Community Lifestyle

Purpose

Attached is a copy of the draft minutes of the Mackay Matsuura Sister City Advisory Committee meeting held on 2 June 2015, for information purposes.

Officer's Recommendation

THAT the minutes of the Mackay Matsuura Sister City Advisory Committee of 2 June 2015 be received.
Council Resolution

THAT the Officer’s Recommendation be adopted.

Moved Cr Jones
Seconded Cr Perkins

CARRIED

10. RECEIPT OF PETITIONS:

Nil

11. TENDERS:

11.1 MACKAY REGIONAL BOTANIC GARDENS TENDER REPORT

File No MRC 2015-030: Detailed design and documentation for the Botanic Gardens - Stage 3
Author Manager Park, Environment and Sustainability

Purpose

To present to Council for approval, tenders submitted for MRC 2015-030: Detailed design and documentation for Botanic Gardens – Stage 3.

Background/Discussion

Mackay Regional Council (Council) is looking to engage a multi-disciplinary team to undertake the detailed design and documentation for the construction of the balance of the undeveloped portion or Stage 3 of the Mackay Regional Botanic Gardens (the Gardens); and to complete Stages 1 and 2 which have been progressively developed. The Request for Tender (RFT) consultancy did not extend to the supervision of construction and/or project management beyond the delivery of the design documentation, but did include the detailed design and documentation for construction of new and/or modification of existing buildings supporting the Garden’s operation.

Council requested lump sum pricing for the following components of work.

- **Phase 1**: Data collection and stakeholder consultation.
- **Phase 2**: Options study.
- **Phase 3**: Design development and preliminary cost elements.
- **Phase 4**: Detailed design and documentation of discrete work packages for construction.

Tenders were invited on 7 February 2015 via Council’s website and advertised locally in the Daily Mercury.
The following submissions and lump sum tender rates were received by the closing time of 10.00am Tuesday 10 March 2015.

**Consultancy Services – Phases 1 to 4**

<table>
<thead>
<tr>
<th>Tenderer</th>
<th>Location</th>
<th>Lump Sum Price (excluding GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardno (QLD) Pty Ltd</td>
<td>Brisbane based with Mackay office</td>
<td>$789,030.00</td>
</tr>
<tr>
<td>Conrad Gargett Andrew Mortlock Woolley</td>
<td>Brisbane based</td>
<td>$1,199,065.00</td>
</tr>
<tr>
<td>Place Design Group</td>
<td>Sunshine Coast based</td>
<td>$1,235,405.00</td>
</tr>
<tr>
<td>RPS Australia East Pty Ltd</td>
<td>Brisbane based with Mackay office</td>
<td>$1,386,617.52</td>
</tr>
<tr>
<td>UDP Mackay Pty Ltd</td>
<td>Townsville based with Mackay office</td>
<td>$1,671,450.00</td>
</tr>
<tr>
<td>Taylor Cullity Lethlean</td>
<td>South Australian based</td>
<td>$2,478,035.00</td>
</tr>
</tbody>
</table>

**NON CONFORMING TENDERS (Lump Sum Fee did not encompass the full scope of works)**

<table>
<thead>
<tr>
<th>Tenderer</th>
<th>Location</th>
<th>Lump Sum Price (excluding GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wolter Consulting Group</td>
<td>Brisbane based</td>
<td>$350,000.00</td>
</tr>
<tr>
<td>Vee Design</td>
<td>Townsville based</td>
<td>$653,851.00</td>
</tr>
<tr>
<td>Guymer Bailey Architects Pty Ltd</td>
<td>Brisbane based with local sub-consultants</td>
<td>$830,000.00</td>
</tr>
<tr>
<td>Charles Wright Architects Pty Ltd</td>
<td>Port Douglas based</td>
<td>$1,630,000.00</td>
</tr>
</tbody>
</table>

Several submissions received included local suppliers as part of the nominated consultant team, however in all cases key personnel undertaking the actual design work were not based in Mackay. RPS Australia East Pty Ltd, UDP Mackay Pty Ltd and Cardno (Qld) Pty Ltd operate regional offices in Mackay and identified a small number of staff from these offices to act in either a project management or client liaison role as part of their nominated consultant team. Guymer Bailey Architects partnered with Aurecon’s Mackay office to provide some local sub-consultant expertise.

A compliance check was conducted on 14 March 2015 to identify submissions that were non-conforming with the RFT. This included compliance with contractual requirements and provision of requested information. Qualifications in relation to the lump sum pricing were also identified.

Four respondents were deemed non-conforming. In these cases the lump sum fee submitted by these Tenderers did not encompass the scope of the consultancy work outlined in the project brief. This explains the variance in pricing when compared with the conforming submissions. A justification for submitting a non-conforming tender was provided by these Tenderers to assist in the evaluation of their tender proposal.

- Wolter Consulting Group and Vee Design Pty Ltd provided a lump sum fee for Phases 1 and 2 with either a partial or no fee tendered to complete the detailed design and construction documentation (Phases 3 and 4). These submissions recommended that certain parts or the whole of the later phases of the consultancy project be tendered separately once a preferred design option had been selected by Council.

- Guymer Bailey Architects Pty Ltd submission excluded the detailed architectural design and documentation of the proposed Meadowland Centre only from their lump sum fee for Phases 3 and 4. This component of the work would need to also
be separately tendered in the future. The submission assumed that this feature would be located and a ‘development envelop’ preserved as part the detailed design and documentation for construction of the balance of the Gardens.

- Charles Wright Architects Pty Ltd proposed an alternative approach to developing and selecting options which involved three half day workshops run with stakeholders facilitated by the consultants during Phase 1. As a result of this method the scope of Phase 2 was also modified. This particular submission did however provide a lump sum fee to undertake the detailed design and documentation of the preferred option as required in Phases 3 and 4.

The qualification noted by one conforming submission needs to also be considered when comparing the lump sum fees tendered. The submission tendered by Cardno (Qld) Pty Ltd specifically restricted the scope undertaken by the team. The costings assumed that no site investigations would be undertaken by the consultant team during the initial phases and only two options would be developed during Phase 2 (existing Master Plan and one alternative). This Tenderer also reserved the right to review the fee for Phases 3 and 4 should the nature of development assumed in the 2010 Master Plan change significantly.

Submissions were assessed against the qualitative selection criteria. Specific criteria were weighted according to their importance as perceived and agreed by the evaluation panel. Relative weightings were published within the RFT were:

a) Relevant Project Experience 30%
b) Consultant Team, Key Personnel skills and experience 30%
c) Value for money 20%
d) Demonstrated Understanding 20%

The qualitative criteria assessment was carried out by the evaluation panel over a number of days with the evaluation panel scoring the tenders according to the evaluation matrix.

The evaluation panel focused especially on the design skills and relevant experience of personnel making up the consultancy team for the project. Particular attention was given by the panel to the role played by team members on the projects nominated in the submission demonstrating the team’s experience on projects of similar type and scale. In addition to the level of landscape architectural experience each team offered, the panel also looked favourably on teams which demonstrated that nominated members had previously worked together and in similar roles to those proposed for this project.

Based on the scores from the evaluation panel, Place Design Group have the highest combined qualitative/price score, with Conrad Gargett Andrew Mortlock Woolley second.

Place Group Design demonstrated considerable experience in successfully delivering projects of a similar nature and scale. Their consultant team was particularly strong in terms of landscape planning and design skill, and was well supported by a comprehensive team of sub-consultants including horticultural, architectural and engineering specialists. The team nominated had previously worked together on the projects identified as their relevant experience. Their submission clearly demonstrated their understanding of Council’s requirements.
Conrad Gargett Andrew Mortlock Woolley also demonstrated tropical landscaping expertise and experience on large sites of a similar nature, together with the provision an environmental/sustainable focus within their submission. Compared to Place Group Design, the consultant team proposed by this Tenderer was more heavily weighted towards architectural rather than landscape planning and design expertise.

Cardno (QLD) Pty Ltd tendered the lowest price. Although demonstrating good engineering experience and having a strong Brisbane-based landscape team, the allowances made in the submission for the initial phases of the project, and in particular the qualifications set for the scope of the Options Study cast doubts about the level of exploration and innovation this team would offer in translating the Master Plan into detail design. There was also an unacceptable risk of variation in fees should the evolving conceptual design deviate from the site arrangement speculated in the current Master Plan.

The evaluation panel recommends awarding the contract to Place Group Design as their submission represents the most advantageous outcome and demonstrated value for money to Mackay Regional Council based on their vast experience, superior consult team and demonstrated understanding of Council’s requirements.

The evaluation of the tender was conducted by:

- Acting Curator - Mackay Regional Botanic Gardens;
- Contracts Coordinator - Procurement and Plant; and
- Operational Forward Parks Planner - Parks, Environment and Sustainability.

**Consultation and Communication**

Consultation was undertaken with the Mackay Regional Botanic Gardens Advisory Board and Parks, Environment and Sustainability, Procurement and Plant, Technical Services and Mackay Water prior to the Request for Tender being released. Council was also briefed on the tendering process and subsequent evaluation of the tender submissions received.

**Resource Implications**

Parks, Environment and Sustainability have assigned a senior officer to manage the project’s implementation including administration of the contract.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Cost of Project</td>
<td>$1,235,405.00</td>
<td>Recommended Lump Sum Tender Price to complete phases 1 to 4.</td>
</tr>
<tr>
<td><strong>Budget for 2015/16</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1,038,577.00</td>
<td>Carry forward from 2014/15 – Meadowlands Consultants.</td>
<td></td>
</tr>
<tr>
<td>$109,911.00</td>
<td>Carry forward from 2014/15 - Deferred project 22209: Mackay Bucasia Road Streetscaping.</td>
<td></td>
</tr>
<tr>
<td>$100,000.00</td>
<td>Included in 2015/16 Capital Submission.</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,248,488.00</td>
<td></td>
</tr>
<tr>
<td><strong>BALANCE</strong></td>
<td>+ $ 13,083.00</td>
<td></td>
</tr>
</tbody>
</table>
Risk Management Implications

At this point in the project’s delivery, the most significant risks include:

- Initial investigations revealing site conditions or issues which were not anticipated and potentially impacting the cost, time or quality of work to deliver the project; and

- Adverse reaction to the project during the planned engagement with the local community which could potentially damage Council’s reputation and result in the withdrawal of support for the project.

Strategies have been put in place to both monitor and manage these risks.

Conclusion

That awarding the contract to Place Design Group represents the most advantageous outcome and demonstrated value for money to Mackay Regional Council based on their experience and demonstrated understanding of Council’s requirements.

Officer's Recommendation

THAT Council award contract MRC 2015-030: Detailed design and documentation for Botanic Gardens - Stage 3 to Place Design Group for the lump sum tender price of $1,235,405.00 (excluding GST).

Council Resolution

THAT the Officer’s Recommendation be adopted.

Moved Cr Morgan                      Seconded Cr Casey

CARRIED

11.2 MRC2015-026 RESOURCE RECOVERY FACILITY AND PAGET TRANSFER STATION SERVICES

File No MRC 2015-026 Resource Recovery Facility and Paget Transfer Station Services

Author Director Engineering & Commercial Infrastructure

Purpose

To present to Council for approval, tenders submitted for MRC 2015-026 Resource Recovery Facility and Paget Transfer Station Services.
Background/Discussion

Mackay Regional Council (Council) is renewing its suite of waste management contracts which reach expiry dates in late 2014 and early 2015.

Coincident with these renewals is the consolidation of the separate contract service areas which reflected the previous Local Government boundaries of the Mackay, Mirani and Sarina Local Governments.

The current operations of Council’s Paget Waste Management Centre (WMC) comprise the following activities under several contracts, being:

- The Resource Recovery Facility (RRF) Services operating in the pick-off bay, shop and adjacent yard;
- The Operation and Management of the Paget Transfer Station including client and traffic management;
- The Gatehouse Services operating only in the gatehouse at the weighbridge;
- The Load-Out and Haulage of Bulk Wastes operating in the main transfer haul pit and load-out bay and provision of a Hardstand Yard in the eastern part of the Paget WMC for vehicle and trailer parking; and
- Green Waste Processing Operations, in the dedicated green waste processing area in the south-eastern part of the Paget WMC.

The Request for Tender (RFT) was called in two Separable Parts, with both services to be provided at Council’s Paget Waste Management Centre (WMC), as follows:

- Separable Part 1 - Resource Recovery Facility Services (“RRF Services”); and
- Separable Part 2 - Paget Transfer Station Services (“Paget TS Services”)

Each contract will be a Schedule of Rates contract subject to annual indexation including escalation, with the provision for reimbursement of expenditure on significant asset maintenance items.

The term of each contract is structured so that it will coincide with the end of term of other contracts at the Paget WMC, as follows:

i. Separable Part 1 (RRF Services) – 3 years and 10 months from commencement with the option of a one year extension at Council’s discretion with a commencement date of 1 July 2015.

ii. Separable Part 2 (Paget TS Services) - 3 years and 10 months from commencement with the option of a one year extension at Council’s discretion with a commencement date of 1 July 2015.

Tenders were invited on 23 August 2014 via Council’s website and advertised locally in the Daily Mercury.

The following submissions were received by the closing time of 10.00am on 30 September 2014:
Of the submissions received, Incredable Ltd is the only local business with Remondis Australia Pty Ltd having a Head Office in Brisbane with a Local Office in the Mackay Region and Endeavour Foundation having operations in the Mackay Region.

Endeavour Foundation and Incredable Ltd provided submissions for both Separable Parts whereas Remondis Australia Pty Ltd only provided a submission for Separable Part 2 - Paget TS Services.

An initial compliance check was conducted on 2 October 2014 to identify submissions that were non-conforming with the requirements of the RFT. This included compliance with contractual requirements and provision of requested information. In addition to the conforming tender submission, Incredable Ltd submitted a non-conforming alternative offer, however, this was in relation to the contract term being offered for ten years which is a significant departure from the tender request, and it was not considered.

All submissions were progressed through to the Qualitative Criteria Assessment on the basis that all terms, conditions and mandatory requirements of the RFT had been met.

All applicants were assessed against the Qualitative Selection Criteria with relative weightings being published within the RFT, as follows:

- a) Organisational Experience and Referees 20%
- b) Proposal of Services 20%
- c) Value for Money 50%
- d) Local Content 10%

Council engaged an industry professional, John Davis of Infrastructure Transaction Network, to conduct financial assessments.

The Qualitative Criteria Assessment was carried out by the Evaluation Panel with the Evaluation Panel scoring the tenders according to the relevant matrix. The Evaluation Panel met, including at times with technical advisors, on a number of occasions to review and discuss submissions, dissect submitted rates, collate queries to be issued to respondents and to review these responses.

These evaluation meetings were held on 16 October 2014, 23 October 2014, 14 January 2015, 12 February 2015, 20 February 2015, 18 March 2015, 23 April 2015 and 14 May 2015.

A number of Tender Information Requests (TIRs) were issued during the evaluation phase as detailed below.

Endeavour Foundation was issued with TIRs on 20 November 2014, 12 February 2015, 31 March 2015, 14 April 2015 and 4 May 2015 requesting a number of clarifications including:

<table>
<thead>
<tr>
<th>Tenderer</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endeavour Foundation</td>
<td>Head Office Brisbane, Local Branch</td>
</tr>
<tr>
<td>Remondis Australia Pty Ltd</td>
<td>Head Office Brisbane, Branch in Paget</td>
</tr>
<tr>
<td>Incredable Ltd</td>
<td>Local Business</td>
</tr>
</tbody>
</table>
• Further details pertaining to their organisational experience specifically in successfully managing transfer stations
• Clarifications regarding the proposal for the management and disposal of white goods
• Confirmation regarding the inclusion of degassing of items as necessary
• Confirmation of the impact on their submission if Council’s decision is not to award Separable Part 2 – Paget Transfer Station
• Request for an extension to their validity period
• Request for details pertaining to the number of staff to be employed and their nominated positions if successful
• Confirmation of the intention to encourage volunteers and what role they may play in the implementation of the contract
• Confirmation regarding staffing numbers if only Separable Part 1 - Resource Recovery Facility Services is awarded
• Confirmation of numbers of full time personnel
• Confirmation that the tenderer is confident that the resourcing levels nominated are sufficient to undertake the services as per the tender documents
• Confirmation of the number of local volunteers, work experience individuals and trainees to be utilised, together with the personnel specifically employed for the proposed services
• Advice regarding any available cost savings to Council, while delivering the services as documented in the RFT

Incredable Ltd was issued with TIRs on 13 November 2014, 3 December 2014, 12 February 2015, 31 March 2015, 4 May 2015 and 15 May 2015 requesting a number of clarifications including:

• Confirmation of the monthly price for the Asset Maintenance for Separable Part 1 - RRF
• In relation to the RRF, confirmation regarding the reasoning for the decrease in the Services Fee for the RRF for the period up to 2016 and 2016 to 2018
• Request for the completion of the Escalation of Prices Spreadsheet
• Confirmation regarding the inclusion of degassing of items as necessary
• Confirmation of the impact on their submission if Council’s decision is not to award Separable Part 2 – Paget Transfer Station
• Request for an extension to their validity period
• Request for details pertaining to the number of staff to be employed and their nominated positions if successful
• Confirmation of the intention to encourage volunteers and what role they may play in the implementation of the contract
• Confirmation of the number of local volunteers, work experience individuals and trainees to be utilised, together with the personnel specifically employed for the proposed services
• Advice regarding any available cost savings to Council, while delivering the services as documented in the RFT
• Correspondence regarding Statement of Departures as nominated in Tender submission

During the evaluation process, a review of the interface between this tender, in relation to the Paget Transfer Station Services, and the current contract for the Landfill Operations and Haulage was conducted. It was identified that the risks associated with dust, odour, leachate
management and fire safety do not have a clear interface between the new contract and the existing Landfill Operations and Haulage contract.

Following extensive discussions and investigations regarding available options, the Evaluation Panel recommends that it is practical not to proceed with Separable Part 2 - Paget Transfer Station Services and that Separable Part 2 is not awarded.

The identified interface risks will be addressed during the tender process and subsequent award of the new contracts for Paget Transfer Station Operations (replacing contract MCC 2006-043) and Landfill Operations and Haulage (replacing contract MCC 2006-031).

Council has engaged an industry professional, Infrastructure Transaction Network, to complete the draft specifications for these contracts and it is envisaged that they will be released in the last quarter of 2015.

Following are the submitted Schedule of Rates, subject to indexation for Separable Part 1 - Resource Recovery Facility Services (“RRF Services”):

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Unit of measure</th>
<th>Endeavour Foundation</th>
<th>Incredible Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Services at RRF (Other Than Maintenance)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services Fee for all Paget WMC RRF operations associated with receiving, processing, repairing, repackaging, marketing and selling recyclable and recovered materials and all other associated obligations set out in this document; excluding maintenance of the RRF assets</td>
<td>Per Calendar Month</td>
<td>$28,583.00</td>
<td>$33,344.67</td>
</tr>
<tr>
<td><strong>Asset Maintenance of RRF</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services Fee for the conduct of all asset maintenance activities, included producing and maintaining plans and registers and supervising any Major Maintenance and Repair Activity</td>
<td>Per Calendar Month</td>
<td>$4,125.00</td>
<td>$1,863.00</td>
</tr>
</tbody>
</table>

The difference between the submitted prices from Endeavour Foundation and Incredible Ltd equates to $2,499.67 (excluding GST) per month or $29,996.04 (excluding GST) for the first twelve months of the contract. The net present values, as listed below, have been calculated based on the tendered Schedule of Rate prices for the term of the contract with indexation applied:

**Separable Part 1 - Resource Recovery Facility**

<table>
<thead>
<tr>
<th>Tenderer</th>
<th>NPV for the Contract Term (excluding GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endeavour Foundation</td>
<td>$1,456,511.00</td>
</tr>
</tbody>
</table>
For Council’s awareness and completeness for its consideration of this report, it should be noted that the primary reason for the difference for the submitted prices is the number of employees that will be engaged by the different tenderers.

Incredable Ltd has nominated that they will engage 27 paid people and 16 volunteers for the implementation of their service. The majority of the employees will be engaged on a permanent part time or casual basis. In addition to these arrangements, Incredable has had 55 people undertake 1,976 hours through corrective services during the life of the current contract up until 31 March 2015.

Endeavour Foundation has nominated that they will engage 11 employees, 2 trainees, 9 volunteers and 6 work experience individuals to implement their services. Both tenderers are confident of delivering the services as specified by Council in the tender documents.

Further questions were issued to Endeavour Foundation regarding their staff numbers and ability to meet the requirements of the tender specification. The Endeavour Foundation reaffirmed that they are confident in meeting all elements of the specification with the planned resources. They have also been advised that no monetary variations will be available if it is deemed that staffing levels are insufficient post contract award.

The Evaluation Panel conducted a final review of all TIR responses and finalised their recommendation on 15 May 2015.

Based on the scores from the evaluation for the Qualitative Criteria, Endeavour Foundation was identified as the preferred tenderer for the provision of RRF Services based on their proven industry experience, demonstrated understanding of Council’s requirements and value for money to Council.

The Evaluation Panel for the tender was comprised of:

- Manager Waste Services
- Co-Ordinator Waste Services
- Contract Co-Ordinator

**Consultation and Communication**

Consultation was conducted between Waste Services and Procurement & Plant prior to the Request for Tender being released.

Technical expert's advice was provided from Infrastructure Transaction Network during the evaluation process. Asset management expert advice was provided by Aqua Projects.

A briefing on the project was provided to Councillors and the Strategy, Leadership & Performance Team on 29 April 2015.
A further briefing was provided to Councillors and the Strategy, Leadership & Performance Team on 20 May 2015. At that briefing, Council was advised on the information from the responses from the tenderers on:

- Employment, Volunteers, Industry Experience and Community Service Arrangements;
- Local Content; and
- Cost Savings Offered

Resource Implications

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract MRC 2015-026 Resource Recovery and Paget Transfer Station Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Price for the First 12 Months</td>
<td>$392,496</td>
<td>Endeavour Foundation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUDGET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget for 2014/2015</td>
<td>$291,210</td>
<td>Based on the Current Contract Rates and Other Variables for the Full Twelve Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BALANCE</td>
<td>$101,286</td>
<td>This cost increase over the Existing Contract value has been allowed for as part of the 2015/2016 budget</td>
</tr>
</tbody>
</table>

With both submissions being higher than the existing budget, it reflects the fact that costs to perform the service have increased since the last contract award; however, the tendered prices are mainly reflecting the lower expected revenue that the operator can expect from scrap steel. This revenue stream is a major revenue source and the commodity price for this product has fallen significantly in the past two years.

The difference between the current budget and the cost of the new contract for the first 12 month period represents an overall 34.8% cost increase. This deficiency of $101,286.00 has been catered for as part of the 2015/2016 budget development process and it is expected that other new contracts will offset this cost increase.

It should be noted that subsequent to this tender being released, Council revised its Procurement Policy in December 2014 which provides a greater opportunity to local businesses and industry. If the new Local Preference Policy was applied, Incredible Ltd would have received an additional weighting to their conforming tendered price.

Risk Management Implications

The conditions of the contract provide sufficient remedies to Council based on the risk profile of the services being provided.
The recommended respondents are required to provide all relevant insurances, Work Health and Safety and other regulatory compliances prior to the execution of their contract. This includes:

- Public Liability - $20,000,000.00
- WorkCover - As Required by Law
- Plant and Equipment - Full Market Value

All respondents were required to demonstrate in their submissions how they will manage safety, environmental and quality elements of their management systems and these were assessed as part of the evaluation process.

The tender was issued with a separate part for the Operations of the Paget Transfer Station. As discussed above in the Background/Discussion Section, the existing contracts for Paget Transfer Station Operations (MCC 2006-043) and Landfill Operations and Haulage (MCC 2006-031) have a clear allocation of responsibility between the two contracts. However with the extension of the existing contract for two years to Remondis Australia and the concurrent release of this tender, a review has concluded that the interface between these documents does not adequately manage risks in relation to dust, odour, leachate management and fire safety. The Evaluation Panel recommends that Separable Part 2 should not be awarded and the interface risks be addressed by the planned release of the new tenders in the last quarter of 2015.

As stated in the Background/Discussion Section of the report, there is a difference in the prices submitted; however, this is primarily due to the number of employees engaged by the tenderers. If Council does resolve to adopt the Evaluation Panel’s recommendation, there will be a reduction in the number of people directly employed in comparison to the existing contractor. However, the recommended tenderer, Endeavour Foundation, is a nationally recognised Not for Profit Organisation that will continue to provide employment opportunities.

It is noted that Council adopts a Code of Competitive Conduct Statement as part of its budget process each year. This statement includes the principles of how Community Service Obligations (CSO) can and are applied. If Council deemed the exiting operator to provide the best outcome for the community based on being a local operator and providing more employment opportunities then it could choose to appoint on this basis.

**Conclusion**

That awarding the contract to Endeavour Foundation, based on the Qualitative Criteria Assessment, including their demonstrated understanding of Council’s requirements, organisational experience and capacity to undertake the services to the quality required by Council, represents the most advantageous outcome to Mackay Regional Council in the view of the Evaluation Panel.

Due to the management of the risks associated with the interface between the Landfill and Haulage contract and the specification with the Paget Transfer Station Services, Separable Part 2 of this tender should be not be awarded.
Officer's Recommendation

THAT Council award tender MRC 2015-026 for Separable Part 1- Resource Recovery Facility Services to Endeavour Foundation for a term of 3 years and 10 months commencing on 1 July 2015 with an option of a one year extension at Council’s sole discretion for a fixed monthly Schedule of Rates price of $32,708 subject to annual indexation including escalation as detailed in their submission.

FURTHER THAT Council declines the submissions received for Separable Part 2 - Paget Transfer Station Services.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Bonaventura Seconded Cr Gilbert

LOST

Council Resolution

THAT Council declines the submissions received for Separable Part 2 - Paget Transfer Station Services.

Moved Cr Gilbert Seconded Cr Casey

CARRIED

Council Resolution

THAT for the purposes of section 273 of the Local Government Regulation 2012, Council not adopt the officer’s recommendation for the following reasons:-

(a) Incredable Ltd has proven industry experience in the supply of the services the subject of the tender;
(b) Incredable Ltd is able to provide value for money to Council;
(c) Incredable Ltd has a management system which has a demonstrated ability to manage the safety, environmental and quality requirements of Council;
(d) Incredable Ltd has a demonstrated understanding of Council’s requirements and the organisational experience and capacity to undertake the services to the quality required by Council;
(e) The acceptance of the tender of Incredable Ltd:-
   (i) promotes the development of competitive local business and industry, and in particular, a locally owned not for profit business; and
   (ii) will provide increased employment opportunities for disadvantaged people within the local government area; and
   (iii) will minimise the impact of transitional arrangements between different operators of the facility the subject of the tender; and
(iv) will promote continuation of the provision of corrective services community service volunteer opportunities at the facility the subject of the tender,

and accordingly, Council resolves to award tender MRC2015-026 for Separable Part 1 – Resource Recovery Facility Services to Incredible Ltd for a term of 3 years and 10 months commencing on 1 July, 2015 with an option of a one year extension at Council’s sole discretion for a fixed monthly schedule of rates price of $35,207.67 subject to annual indexation including escalation as detailed in the submission of Incredible Ltd.

Moved Cr Perkins
Seconded Cr Bonanno

CARRIED

Cr Bonaventura recorded his vote against the Motion.

12. CONSIDERATION OF NOTIFIED MOTIONS

Nil

13. LATE BUSINESS:

13.1 LEAVE OF ABSENCE - CR STEINDL

THAT Cr Steindl be granted leave of absence for the Meeting on 8 July 2015.

Moved Cr Casey
Seconded Cr Perkins

CARRIED

13.2 LEAVE OF ABSENCE - CR MARTIN

THAT Cr Martin be granted leave of absence for the Meetings on 22 July 2015 and 12 August 2015.

Moved Cr Steindl
Seconded Cr Bonanno

CARRIED

14. PUBLIC PARTICIPATION:

Mr Daryl Barnes from the Birdlife Mackay presented to the Mayor a framed poster of the local endemic bird, the Eungella Honeyeater. Mr Barnes advised the Eungella Honeyeater was a tourist attraction for the region. The Mayor accepted the framed poster of the Eungella Honeyeater on behalf of Council and thanked Mr Barnes personally and Birdlife Mackay for all
their valuable work they carry out. The Mayor advised the framed poster of the Eungella Honeyeater will be displayed in a prominent position within Council.

Mr David Screen of Ferngrove Lane, Andergrove wished to express his concerns with some of the activities within the subdivision currently occurring at 86 Andergrove Road, Andergrove. The Mayor asked if Mr Screen could wait until after the meeting and the Director of Development Services would speak with him in relation to this matter.

15. CONFIDENTIAL REPORTS:

15.1 DEVELOPMENT SERVICES MONTHLY LEGAL REPORT - MONTH ENDING 31 MAY 2015

Confidential

Council Recommendation

THAT the attached report be received.

Moved Cr Perkins Seconded Cr Casey

CARRIED

13. LATE BUSINESS CONT:

13.3 ART ON SHOW AWARDS

Cr Bonanno attended the Art on Show Awards exhibit at The 500 Pavilion at the Mackay Showgrounds last night, Tuesday 23 June 2015. He also wished to acknowledge everyone involved in the Mackay Showgrounds upgrade ensuring the facilities available to the public are now much superior to those offered in the past.

16. MEETING CLOSURE

The meeting closed at 1.48 pm.
17. FOR INFORMATION ONLY

17.1 DEVELOPMENT APPLICATION INFORMATION - 08.06.15 to 14.06.15

For Council Information Only - No Decision Required.

Development Applications Received

<table>
<thead>
<tr>
<th>App No.</th>
<th>Code / Impact</th>
<th>Address</th>
<th>Applicant</th>
<th>Description</th>
<th>Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>CON-2015-72</td>
<td></td>
<td>8 Woden Crescent, OORALEA</td>
<td>Aaron J Mullamphy</td>
<td>Building Work - Boundary Setback for Shed</td>
<td>Andrea McPherson</td>
</tr>
<tr>
<td>CON-2015-73</td>
<td></td>
<td>43 Shuttlewood Drive, RICHMOND</td>
<td>River City Homes (Mackay) Pty Ltd</td>
<td>Building Work - Side and Rear Boundary Setback for Oversized Fence</td>
<td>Kathryn Goodman</td>
</tr>
<tr>
<td>CON-2015-74</td>
<td></td>
<td>10 Burleigh Court, BLACKS BEACH</td>
<td>GMA Certification Group Pty Ltd - Mackay</td>
<td>Building Work - Boundary Setback for Dwelling House</td>
<td></td>
</tr>
<tr>
<td>MCUC-2015-77</td>
<td>Code</td>
<td>7 Evolution Drive, PAGET</td>
<td>Taipan Corporation Pty Ltd</td>
<td>General Industry (Pre-Delivery Centre)</td>
<td>Kathryn Goodman</td>
</tr>
<tr>
<td>MCUC-2015-86</td>
<td>Code</td>
<td>108 Mango Avenue, EIMEO</td>
<td>Sonia L Myers</td>
<td>Dwelling House (Steep Land Overlay)</td>
<td>Josephine McCann</td>
</tr>
<tr>
<td>MCUC-2015-91</td>
<td>Code</td>
<td>4 Vaucluse Crescent, EAST MACKAY</td>
<td>Murphy Builders QLD Pty Ltd</td>
<td>Multiple Dwelling Units (4)</td>
<td>Shane Kleve</td>
</tr>
<tr>
<td>MCUC-2015-92</td>
<td>Code</td>
<td>7 Swallow Street, SLADE POINT</td>
<td>Michael B Lisle</td>
<td>Dwelling House (Flood and Inundation Overlay Code)</td>
<td></td>
</tr>
<tr>
<td>MCUI-2015-87</td>
<td>Impact</td>
<td>177 Kinchant Dam Road, NORTH ETON</td>
<td>Benjimen Corsaro and Monique T Stewart</td>
<td>Oversized Shed</td>
<td>Kathryn Goodman</td>
</tr>
<tr>
<td>ROLC-2015-73</td>
<td>Code</td>
<td>L 4 Mia Mia Connection Road, MIA MIA</td>
<td>Mark A Deguara and Linda J Deguara</td>
<td>Boundary Realignment - 4 Rural Lots into 4 Lots</td>
<td>Kathryn Goodman</td>
</tr>
<tr>
<td>ROLC-2015-88</td>
<td>Code</td>
<td>418 Lucas Paddock Road, PINNACLE</td>
<td>David R Finn and Patricia C Finn</td>
<td>Boundary Realignment - 2 Rural Lots into 2 Lots</td>
<td>Andrea McPherson</td>
</tr>
<tr>
<td>ROLC-2015-89</td>
<td>Code</td>
<td>15 Kinnon Street, GLENELLA</td>
<td>Michael J Alderson</td>
<td>1 Urban Residential Lot into 2 Lots</td>
<td>Josephine McCann</td>
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</table>

Development Applications Entering Decision making Period

<table>
<thead>
<tr>
<th>App No.</th>
<th>Code / Impact</th>
<th>Address</th>
<th>Applicant</th>
<th>Description</th>
<th>Officer</th>
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<tbody>
<tr>
<td>ROLC-2015-88</td>
<td>Code</td>
<td>418 Lucas Paddock Road PINNACLE</td>
<td>David R Finn and Patricia C Finn</td>
<td>Boundary Realignment - 2 Rural Lots into 2 Lots</td>
<td>Andrea McPherson</td>
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</table>

Development Applications Finalised

<table>
<thead>
<tr>
<th>App No.</th>
<th>Code / Impact</th>
<th>Address</th>
<th>Applicant</th>
<th>Description</th>
<th>Officer</th>
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</thead>
<tbody>
<tr>
<td>CON-ASPA-2015/66</td>
<td></td>
<td>6 Rosemoor Court GLENELLA QLD 4740</td>
<td>BSP Building Certifiers</td>
<td>Building Work - Boundary Setback for Building Work</td>
<td>Andrea McPherson</td>
</tr>
<tr>
<td>CON-ASPA-2015/68</td>
<td></td>
<td>7 Acacia Avenue SEAFORTH QLD 4741</td>
<td>Jan M Peoples and Wayne D Peoples</td>
<td>Building Work - Boundary Setback for Patio</td>
<td>Andrea McPherson</td>
</tr>
<tr>
<td>CON-ASPA-2015/69</td>
<td></td>
<td>96 Scott Street SOUTH MACKAY QLD 4740</td>
<td>GMA Certification Group Pty Ltd - Port Douglas</td>
<td>Building Work - Front Boundary Setback for Carport</td>
<td>Kathryn Goodman</td>
</tr>
<tr>
<td>CON-ASPA-</td>
<td></td>
<td>2156 Yakapari-Seaforth</td>
<td>John R McEwan</td>
<td>Building Work - Boundary Setback for</td>
<td>Kathryn</td>
</tr>
<tr>
<td>App No.</td>
<td>Code / Impact</td>
<td>Address</td>
<td>Applicant</td>
<td>Description</td>
<td>Officer</td>
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<tr>
<td>2015/71</td>
<td></td>
<td>Road SEAFORTH QLD 4741</td>
<td>Residential Storage Shed</td>
<td>Goodman</td>
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<tr>
<td>MCUC-ASPA-2012/316A</td>
<td>Code 8-14 Centurion Drive PAGET QLD 4740</td>
<td>Mackay Property Investments Pty Ltd</td>
<td>Request to Change Conditions of Approval - Catering Shop</td>
<td>Darryl Bilbay</td>
<td></td>
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<tr>
<td>MCUC-ASPA-2012/79A</td>
<td>Code 165-179 Archibald Street PAGET QLD 4740</td>
<td>Mackay Property Investments Pty Ltd</td>
<td>Request for Change of Conditions - Catering Shop, General Industry &amp; Warehouse</td>
<td>Darryl Bilbay</td>
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<tr>
<td>MCUC-ASPA-2013/139A</td>
<td>Code 8-14 Centurion Drive PAGET QLD 4740</td>
<td>Mackay Property Investments Pty Ltd</td>
<td>Request to Change Conditions of Approval - Health Care Centre, Commercial Premises &amp; Undefined Use (Gym)</td>
<td>Darryl Bilbay</td>
<td></td>
</tr>
<tr>
<td>MCUC-ASPA-2015/37</td>
<td>Code 67 Barnes Road GLENELLA QLD 4740</td>
<td>Summit Air-conditioning and Refrigeration Pty Ltd</td>
<td>Home Based Business (Air Conditioning &amp; Refrigeration)</td>
<td>Josephine McCann</td>
<td></td>
</tr>
<tr>
<td>MCUC-ASPA-2015/79</td>
<td>Code 310 Midge Point Road BLOOMSBURY QLD 4799</td>
<td>Warroolaba Investments Pty Ltd</td>
<td>Residential Storage Shed (&gt;85m2)</td>
<td>Andrea McPherson</td>
<td></td>
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<tr>
<td>MCUC-ASPA-2015/80</td>
<td>Code 13 Makybe Diva Drive OORALEA QLD 4740</td>
<td>Robinson Homes and Constructions Pty Ltd</td>
<td>Dwelling House (Higher Density Residential Zone)</td>
<td>Andrea McPherson</td>
<td></td>
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<tr>
<td>MCUC-ASPA-2015/84</td>
<td>Code 78 George Street MACKAY QLD 4740</td>
<td>Suellen A Bagley</td>
<td>Dwelling House (Flood and Inundation)</td>
<td>Kathryn Goodman</td>
<td></td>
</tr>
<tr>
<td>MCUCD-2005/323A</td>
<td>Code 27 Stony Creek Road ETON QLD 4741</td>
<td>Sharon M Etwell</td>
<td>Permissible Change - Extension to Relevant Period &amp; Amendment of Infrastructure Charge Notice- Combined Application for a Material Change of Use AND a Reconfiguration of 1 Rural Lot to create 23 Rural Residential Lots</td>
<td>Helle Jorgensen Smith</td>
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<tr>
<td>PTW-ASPA-2015/1</td>
<td>Code 1 Boundary Road East PAGET QLD 4740</td>
<td>International Coastal Management</td>
<td>Riverfront Rock Revetment Wall for erosion protection</td>
<td>Colin Kelleher</td>
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</table>

<table>
<thead>
<tr>
<th>Negotiated Decision</th>
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</thead>
<tbody>
<tr>
<td>MCUC-ASPA-2015/63</td>
</tr>
</tbody>
</table>

Confirmed on Wednesday 8 July 2015

.................................................................

MAYOR
APPENDIX / ATTACHMENTS
Development Services

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Executive Summary

Development Services

The highlight of the month of May in Development Services was the highly successful Heritage Awards which were held on 31st May at Greenmount Heritage Fair.

Development conditions remain somewhat subdued, however it is pleasing to see exciting developments such as the Airport hotel being completed and the Harrup Park Country Club expansion getting underway.

May 2015 saw the finalisation of Council’s draft fees and charges and budget for 2015/16. The draft budget includes significant reductions in numerous fees within the Development Services area which provides significant assistance to the local development industry.

May also saw the final planning for the transition of Health and Regulatory and Development Assessment administrative staff to the Northern Australian Services program and the transition has now occurred seamlessly.

Upcoming in June 2015 is an exciting month for the department with the finalisation of our Economic Development Strategy as well as events such as RegionsQ in Brisbane.

Gerard Carlyon
Acting Director Development Services
## Department Overview

### Department Main Operations

<table>
<thead>
<tr>
<th>Development Assessment</th>
<th>Engineering Assessment of applications for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Material Change of Use</td>
<td>• Plan Sealing</td>
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<tr>
<td>• Reconfiguration of a Lot</td>
<td>• Operational Works</td>
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<tr>
<td>• Concurrence Agency</td>
<td>• Construction Works</td>
</tr>
<tr>
<td>• Amended Application</td>
<td>• Minor Works</td>
</tr>
<tr>
<td>• Negotiated Decision</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Strategic Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Draft Mackay Region Planning Scheme</td>
</tr>
<tr>
<td>• Waterways and Flood Studies</td>
</tr>
<tr>
<td>• Local Area Planning</td>
</tr>
<tr>
<td>• Regional Planning</td>
</tr>
<tr>
<td>• Infrastructure Planning</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Health and Regulatory Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Environmental Health</td>
</tr>
<tr>
<td>• Vector Control</td>
</tr>
<tr>
<td>• Environmental Protections</td>
</tr>
<tr>
<td>• Pest Management</td>
</tr>
<tr>
<td>• Education Services</td>
</tr>
<tr>
<td>• Development Compliance</td>
</tr>
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<td>• Local Law Services</td>
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</table>

<table>
<thead>
<tr>
<th>Business Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Planning Advice</td>
</tr>
<tr>
<td>• Project Management and Business Improvements</td>
</tr>
<tr>
<td>• Business Systems</td>
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<tr>
<td>• Management Reporting</td>
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</table>

<table>
<thead>
<tr>
<th>Parks and Environments</th>
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</thead>
<tbody>
<tr>
<td>• Parks Operational Planning</td>
</tr>
<tr>
<td>• Parks Building Services</td>
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<tr>
<td>• Parks Maintenance</td>
</tr>
<tr>
<td>• Natural Environment and Marine Beaches</td>
</tr>
<tr>
<td>• Mackay Regional Botanic Gardens</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Economic Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Business Investment and Attraction</td>
</tr>
<tr>
<td>• Major Projects Facilitation and First Point of Contact</td>
</tr>
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<td>• Business Retention and Expansion</td>
</tr>
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<td>• Tourism Development</td>
</tr>
<tr>
<td>• Education and Training Development</td>
</tr>
<tr>
<td>• Infrastructure Development</td>
</tr>
<tr>
<td>• Business Development and Marketing</td>
</tr>
<tr>
<td>• Tradeshows and Events</td>
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Workplace Health & Safety

Incident Statistics

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<tr>
<th>Month 2014</th>
<th>Total Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2014</td>
<td>3</td>
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<tr>
<td>August 2014</td>
<td>3</td>
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<tr>
<td>September 2014</td>
<td>2</td>
</tr>
<tr>
<td>October 2014</td>
<td>3</td>
</tr>
<tr>
<td>November 2014</td>
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<tr>
<td>December 2014</td>
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<table>
<thead>
<tr>
<th>Month 2015</th>
<th>Total Incidents</th>
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<td>January 2015</td>
<td>1</td>
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<tr>
<td>February 2015</td>
<td>1</td>
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<tr>
<td>March 2015</td>
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</tr>
<tr>
<td>April 2015</td>
<td>7</td>
</tr>
<tr>
<td>May 2015</td>
<td>2</td>
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</tbody>
</table>

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

Total Incidents 2014/2015

The spike in incidents in April 2015 is due to Parks, Environment and Sustainability recently transitioning from Community and Client Services to the Development Services directorate.
Review of Operations

Strategic Planning

Current Projects

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

<table>
<thead>
<tr>
<th>Regional and Local Area Planning</th>
<th>Transport &amp; Infrastructure Planning</th>
<th>Waterways</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Draft Mackay Region Planning Scheme</td>
<td>• Growth Allocation Model</td>
<td>• McCready’s Creek South Stormwater Trunk Infrastructure Study</td>
</tr>
<tr>
<td>• Heritage Awards 2015</td>
<td>• Infrastructure agreements</td>
<td>• Bakers Creek Stockroute Road East Stormwater Trunk Infrastructure Strategy</td>
</tr>
<tr>
<td></td>
<td>• Transport modelling</td>
<td>• Voluntary mechanism for Stormwater Quality Management</td>
</tr>
<tr>
<td></td>
<td>• Development of a Local Government Infrastructure Plan</td>
<td>• Mackay Region Coastal and Inland Flood Hazard Adaptation Strategy</td>
</tr>
</tbody>
</table>

Focus

2015 Heritage Awards

Council’s 2015 Heritage Awards were held on Sunday 31st May at the Greenmount Heritage Fair. The Heritage Awards, first celebrated in 2004, are a biennial event which pays tribute to those individuals, schools and organisations that make an outstanding effort to keep the region’s heritage alive.

To commemorate the 100-year anniversary of the Greenmount Homestead and the 100-year anniversary of the Anzac’s landing at Gallipoli the 2015 Heritage Awards were held in an out-of-sequence year and the award categories were extended to recognise heritage contributions over the past 10 years.

The Heritage Awards attracted significant interest and attracted a number of high quality nominations. Judging of the nominations was undertaken by the 2015 Character and Heritage Advisory Committee, which consists of Mackay Regional Council Councillors, local historians, and Mackay Regional Council officers, including a number of Development Services staff members.
The 2015 Heritage Awards recipients are as follows:

‘Tom Gasey’ New or Refurbished Heritage Place or Home
Gold Award: Sarina Tourist Art & Craft Centre – ‘Field of Dreams’ Parklands
Gold Award: David and Dianne Watt & Urban Trend Constructions – 15 Hinton Street, West Mackay

‘Berenice Wright’ Heritage Champion – Individual or Organisation
Gold Award: John Cant and John Blackwell – Heritage Walk
Silver Award: Mackay Musical Comedy Players
Highly Commended: Australian South Sea Islander Heritage Organisation Mackay
Highly Commended: Step Back in Time: Gathering Eungella’s Past

Heritage Champion – School
Gold Award: Mackay North State High School – ‘Lest We Forget’

Heritage Media
Gold Award: Carissa Morgan and Simon Nichols (Seven Local News) – Rewind: The Leap
Silver Award: Mackay and District Italian Association – Ongoing work towards publication of Mackay’s Italian History
Berenice Wright Heritage Champion – Individual or Organisation – Silver Award – Mackay Musical Comedy Players.

Heritage Champion – School – Gold Award Recipients - Mackay North State High School – ‘Lest We Forget’
Heritage Media – Gold Award – Carissa Morgan and Simon Nichols (Seven Local News) – Rewind: The Lasap

Heritage Media – Silver Award – Mackay and District Italian Association – Ongoing work towards publication of Mackay’s Italian History
Development Approvals

Planning

The number of applications received in May has reduced slightly from that received during April. Applications lodged with Council in April remain below the long term trend.

The applications received in May included 12 applications for relaxations to setbacks for dwelling houses and shed assessment of sheds larger than 85m² or dwellings in the Flood Overlay, five Permissible Change applications to amend plans of development, conditions of approval or extend the currency period. Also, two applications for NBN telecommunications towers were lodged; one in Mirani and one south west of Sarina.

Of note this month was the lodgement of applications for a 120 bed Hospital (aged care facility) on Malcomson Street, North Mackay and an application to override the planning scheme on land at Brooks Rd West, Sarina. This application proposes to establish predominantly a residential development plus areas for the relocation of the Sarina Hospital and emergency services (fire and ambulance) adjacent the sites boundary with the Sarina Showgrounds. Also lodged was an application for a Shop (Fruit and Vegetable outlet) on land adjacent to Mace Truckstop at Bilbarra.

Applications of note that were finalised during May include an application to expand Harrup Park Country Club, including the refurbishment of the function area and establishment of additional car parking areas adjacent to Juliet Street.
Review of Operations
Development Approvals

Engineering

In May, Development Engineering received six new operational works applications, 24 new minor works applications and 17 plan sealing applications. This compares with the three operational works, two amended operational works, 65 minor works and 19 plan sealing applications received in the previous month of April.

In May, seven new compliance certificate applications (lodged prior to the commencement of work) were received.
Development News 05/2015

Updates on Significant Developments Currently Being Assessed by Council

NEW APPLICATION

OWI-2015-15
OwI – Civil Works – Commercial
22 Creek Street, WALKERSTON

Application for a childcare centre, an information request has been issued by the Assessment Manager for this application.

NEW APPLICATION

DA-2015-96
7 Brooks Road West, SARINA

The application proposes to override the Sarina Shire Planning Scheme, to permit the development of the site for predominately residential purposes as per an existing approval over the site. The new application proposes that the north western portion of the site (adjacent the Sarina Showgrounds and Bruce Highway) be approved for a number of uses, including Health & Medical (relocated Sarina Hospital), Emergency Services (fire & ambulance), a service centre (service station) and a commercial precinct comprising shops and a tavern. The application also proposes a new all movement road access onto the Bruce Highway.

APPLICATION APPROVED

DA-2014-239
83-39A Juliet Street, SOUTH MACKAY

The application proposes the expansion of Harrup Park Country Club, through the construction of additional function rooms, and additional office/administration areas on new second level. The development also includes the construction of additional car parking adjacent to Juliet Street.
NEW APPLICATION

DA-2015-45
5 Maccomson Street, NORTH MACKAY
The application proposes to develop a 120 bed Hospital (aged care facility) on land located at the corner of Maccomson and Hedder Streets, North Mackay. The development will be over two storeys, with access to the site being from Hedder Street.

APPLICATION APPROVED

OW-2015-13
OW - Civil Works
799-831 Mackay-Bucasia Road, RURAL VIEW
Northern Beaches Catholic Primary School Kindergarten

This Operational Works application covers the new Kindy building and carpark.

SPCOM-2015-74
SeaView Estate Partial Release - Stage 1
5 Lots
Sealed 29/05/2015
IDAS Timeframes
Development Services performance against legislative timeframes

MCU Code and Impact
The KPI's for approval of Material Change of Use applications have been met for May, with the following results:

Code
- 92% of the Code Assessable Material Change of Use applications were decided within 40 days, with the average time for decision being 14 days.

Impact
- 100% of the Impact Assessable Material Change of Use applications were decided within 40 days during May, with an average decision making period of 26 days.

Reconfiguration of a Lot
The KPI's for approval of Reconfiguration of a Lot applications have been met for May, with the following results:

- 91% of applications were decided within 40 days. The average timeframe for decision was 26 days.
**IDAS Timeframes**

*Development Services performance against legislative timeframes*

**Operational Works**

100% of applications decided were in less than 40 days.

**Plan Sealing**

20 plans were sealed, containing 26 saleable lots. In the month of May with 17 new Plan Sealing applications being received. 100% of plans that did not have an Action Notice issued were sealed within the target timeframe. Applications with an Action Notice issued are excluded from the target timeframes.
Health and Regulatory Services

Client Requests

Overall, numbers of client requests received increased by 11% when compared to the previous month. There were minor increases across all service areas apart from Development Compliance and Pest Management where there were 10% (5 requests) and 40% (7 requests) reductions respectively.

Although, with the increased numbers of requests received, officers still were able to maintain their completion rate.

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

Volume of Operations

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Under Assessment</th>
<th>New</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal or Non-Complying Development</td>
<td>173</td>
<td>72</td>
<td>80</td>
</tr>
<tr>
<td>Food Accommodation &amp; Home-Based Business</td>
<td>25</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Public Health &amp; Safety and Environment</td>
<td>16</td>
<td>12</td>
<td>19</td>
</tr>
<tr>
<td>Abandoned Vehicles</td>
<td>25</td>
<td>41</td>
<td>42</td>
</tr>
<tr>
<td>Pools, Sewerage, Stormwater &amp; Plumbing</td>
<td>26</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>Pest Management</td>
<td>2</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Dogs and Other Domestic Animals</td>
<td>29</td>
<td>42</td>
<td>12</td>
</tr>
</tbody>
</table>

Inspections

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Inspections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caravan Parks</td>
<td>0</td>
</tr>
<tr>
<td>Food</td>
<td>29</td>
</tr>
<tr>
<td>Accommodation</td>
<td>3</td>
</tr>
<tr>
<td>Swimming Pools</td>
<td>0</td>
</tr>
<tr>
<td>Footpath Dining and Street Vendors</td>
<td>1</td>
</tr>
<tr>
<td>Environmental Relevant Activity</td>
<td>0</td>
</tr>
</tbody>
</table>
Review of Operations
Health & Regulatory Services

Monthly Infringements Activity

Total infringements issued from 01 May 2015 to 31 May 2015 was 344.

Infringements required to be issued by Officers this month increased across the full spectrum of regulatory activities undertaken, apart from regulated parking and development compliance, which marginally decreased to average numbers following an increase in the previous month.

Numbers of infringements issued relating to regulated parking decreased to 318 in May. Although this was lower than April, this result remained consistent with the monthly average range for infringements issued.

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Issued</th>
<th>Paid</th>
<th>Waived/voided</th>
<th>Not Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>At other infringements</td>
<td>$6,228</td>
<td>$569</td>
<td>-</td>
<td>$6,259</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>1</td>
<td>-</td>
<td>11</td>
</tr>
<tr>
<td>Animal Related</td>
<td>$2,639</td>
<td>$227</td>
<td>-</td>
<td>$2,612</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>1</td>
<td>-</td>
<td>10</td>
</tr>
<tr>
<td>Development Compliance</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Environmental Protection</td>
<td>$681</td>
<td>-</td>
<td>$227</td>
<td>$454</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>-</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Health infringements</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Stormwater &amp; Waste</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Vehicle Related</td>
<td>$10,320</td>
<td>$4,648</td>
<td>$1,436</td>
<td>$13,243</td>
</tr>
<tr>
<td></td>
<td>318</td>
<td>83</td>
<td>22</td>
<td>213</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$29,677</td>
<td>$5,444</td>
<td>$1,665</td>
<td>$22,568</td>
</tr>
<tr>
<td>%</td>
<td>100%</td>
<td>18.3%</td>
<td>5.6%</td>
<td>76.0%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>344</td>
<td>85</td>
<td>23</td>
<td>236</td>
</tr>
<tr>
<td>%</td>
<td>100%</td>
<td>24.7%</td>
<td>6.7%</td>
<td>68.6%</td>
</tr>
</tbody>
</table>
Infringements Activity – 1st July 2013 to date

Total Infringements issued from 01 July 2013 to 31 May 2015 is 11,715

Over two thirds or 73% of all infringements issued since 1 July 2013 have been paid by offenders. To date, 17% remain outstanding and are transferred to our collection process where they are issued a reminder notice and finally referred to the State Penalties and Enforcement Registry (SPER) for recovery.

The table below provides a summary of infringement activity for Health & Regulatory Services from 01 July 2013 up to the end of May 2015. This report reflects accurate data from the 2013/2014 financial year to date as previous month’s figures were based on the current financial year.

<table>
<thead>
<tr>
<th>Type</th>
<th>Issued</th>
<th>Paid</th>
<th>Waived/Voided</th>
<th>Not Paid</th>
<th>Reminder Notice Issued</th>
<th>Referred to SPER</th>
</tr>
</thead>
<tbody>
<tr>
<td>All other infringements</td>
<td>$108,315</td>
<td>$36,054</td>
<td>$27,273</td>
<td>$7,966</td>
<td>$6,828</td>
<td>$30,194</td>
</tr>
<tr>
<td>#</td>
<td>194</td>
<td>65</td>
<td>49</td>
<td>14</td>
<td>12</td>
<td>54</td>
</tr>
<tr>
<td>Animal Related</td>
<td>$143,415</td>
<td>$48,114</td>
<td>$16,441</td>
<td>$3,974</td>
<td>$3,859</td>
<td>$71,027</td>
</tr>
<tr>
<td>#</td>
<td>586</td>
<td>203</td>
<td>88</td>
<td>16</td>
<td>17</td>
<td>279</td>
</tr>
<tr>
<td>Development Compliance</td>
<td>$119,771</td>
<td>$63,884</td>
<td>$26,977</td>
<td>$4,932</td>
<td>$1,592</td>
<td>$111,385</td>
</tr>
<tr>
<td>#</td>
<td>57</td>
<td>29</td>
<td>13</td>
<td>3</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Environmental Protection</td>
<td>$21,462</td>
<td>$6,600</td>
<td>$6,077</td>
<td>$906</td>
<td>$227</td>
<td>$6,750</td>
</tr>
<tr>
<td>#</td>
<td>26</td>
<td>5</td>
<td>9</td>
<td>1</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Health infringements</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>#</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Stormwater &amp; Waste</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>#</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Vehicle Related</td>
<td>$721,028</td>
<td>$525,151</td>
<td>$83,709</td>
<td>$16,534</td>
<td>$3,192</td>
<td>$92,444</td>
</tr>
<tr>
<td>#</td>
<td>10,652</td>
<td>6,230</td>
<td>1,002</td>
<td>263</td>
<td>57</td>
<td>1,294</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,164,391</td>
<td>$679,809</td>
<td>$163,375</td>
<td>$34,314</td>
<td>$15,688</td>
<td>$211,801</td>
</tr>
<tr>
<td>%</td>
<td>100%</td>
<td>61.5%</td>
<td>14.8%</td>
<td>3.1%</td>
<td>1.4%</td>
<td>19.2%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>11,715</td>
<td>8,541</td>
<td>1,141</td>
<td>300</td>
<td>89</td>
<td>1,644</td>
</tr>
<tr>
<td>%</td>
<td>100%</td>
<td>72.9%</td>
<td>9.7%</td>
<td>2.6%</td>
<td>0.8%</td>
<td>14.0%</td>
</tr>
</tbody>
</table>
Review of Operations
Health & Regulatory Services

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

<table>
<thead>
<tr>
<th></th>
<th>Current Month</th>
<th>Value of Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Value of Detached Dwelling</td>
<td>-</td>
<td>$231,607.83</td>
</tr>
<tr>
<td>Average Cost of Attached Dwellings</td>
<td>-</td>
<td>$289,826.67</td>
</tr>
<tr>
<td>Average Dwelling Size</td>
<td>185</td>
<td>$231,291.86</td>
</tr>
<tr>
<td>No. of Detached Dwellings</td>
<td>10</td>
<td>$4,160,941.00</td>
</tr>
<tr>
<td>No. of Attached Dwellings</td>
<td>3</td>
<td>$569,480.00</td>
</tr>
<tr>
<td>Additions and Alterations</td>
<td>10</td>
<td>$830,022.00</td>
</tr>
<tr>
<td>Total Residential Applications</td>
<td>22</td>
<td>$5,088,421.00</td>
</tr>
<tr>
<td>Total All Applications</td>
<td>119</td>
<td>$13,129,038.00</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>SITES INSPECTED</th>
<th>SITES TREATED</th>
<th>HECTARES TREATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>194</td>
<td>26</td>
<td>300 Ha</td>
</tr>
</tbody>
</table>

Out and About
Pest Management Officers attended the MAPS Field Day on 28 May 2015.

Officers were able to share their best practice knowledge regarding the control of feral pigs and pest weeds.

There were approximately 200 landholders attending the event.
## Building Applications Approved

<table>
<thead>
<tr>
<th>Class Type</th>
<th>Class Description</th>
<th>May 2015</th>
<th>May 2014</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 1a</td>
<td>Single dwelling</td>
<td>9</td>
<td>66</td>
<td>174</td>
</tr>
<tr>
<td>Class 1b</td>
<td>Boarding house, guest house or hostel</td>
<td>20</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>29</strong></td>
<td><strong>66</strong></td>
<td><strong>174</strong></td>
</tr>
<tr>
<td>Class 2</td>
<td>Building containing 2 or more sole-occupancy units each being a separate dwelling</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Class 3</td>
<td>Residential building, other than a building of Class 1 or 2</td>
<td>1</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>Class 4</td>
<td>Dwelling in building that is Class 5, 6, 7, 8 or 9</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Class 5</td>
<td>Office Building</td>
<td>3</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>Class 6</td>
<td>Shop or other building for the sale of goods by retail or the supply of services direct to the public</td>
<td>1</td>
<td>9</td>
<td>31</td>
</tr>
<tr>
<td>Class 7a</td>
<td>Carpark</td>
<td>1</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>Class 7b</td>
<td>For storage, or display of goods or produce for sale by wholesale</td>
<td>1</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>2</strong></td>
<td><strong>2</strong></td>
<td><strong>6</strong></td>
</tr>
<tr>
<td>Class 8</td>
<td>Laboratory or a building in which a handcraft or process for the production, assembling, altering, repairing, packing, finishing or cleaning of goods or produce is carried on for trade, sale or gain.</td>
<td>-</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Class 9a</td>
<td>Health care building</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Class 9b</td>
<td>Assembly building</td>
<td>2</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Class 9c</td>
<td>Aged care building</td>
<td>-</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>2</strong></td>
<td><strong>2</strong></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td>Class 10a</td>
<td>Non-habitable building being a private garage, carport, shed, of the like</td>
<td>58</td>
<td>73</td>
<td>311</td>
</tr>
<tr>
<td>Class 10b</td>
<td>Structure being a fence, mast, antenna, retaining or free-standing wall, swimming pool, or the like.</td>
<td>7</td>
<td>12</td>
<td>64</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>65</strong></td>
<td><strong>85</strong></td>
<td><strong>175</strong></td>
</tr>
<tr>
<td>Sundry</td>
<td>Demolitions, class n/a, class s/s</td>
<td>2</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>105</strong></td>
<td><strong>172</strong></td>
<td><strong>623</strong></td>
</tr>
</tbody>
</table>
Business Support

Month’s Highlights

The received development applications were consistent to last month with 43 applications.

Minor Works applications significantly decreased to 24 (67 last month).

Planning Advice enquiries increased to 123 enquiries to be more consistent with previous months prior to April.
Parks and Environment

Management

- Continued involvement in the development of the LGiP and review of Open Space Policy for the Planning Scheme.
- Scoping work has begun on initiation of the new sustainability program.
- Attended meeting with the consultant preparing the Blacks Beach Bushfire Management Plan.
- Manager participated in numerous NAS transition meetings and workshops.
- Interviews were held with applicants for the Botanic Gardens Curator role. Recruitment will be finalised in early June.
- Manager attended a field day conducted in conjunction with Reef Catchments, showing various environment projects in the region.
- The pilot Playground Audit project is nearing completion.
- Recommendation forwarded for appointment of the preferred Tenderer for the detailed design project for the Mackay Regional Botanical Gardens.

Parks Building Services Activities

Electrical Operations

- Traffic signal maintenance runs were completed on all traffic lights on four occasions. Twenty two lamp replacements were completed as part of this work.
- Nine emergency responses to traffic signals and completed wide load pole lowering on four occasions.
- Testing and tagging of seven work areas was conducted. Nine repairs to parks and amenities, electrical also completed.
- Traffic signal upgrade of the Sarina School crossing has been completed.

Public Amenities

- Hinges repaired and new indicator bolts fitted to cubicle doors at Seaforth swimming enclosure amenities and Seaforth Campground amenities.
- Two indicator bolts replaced at Tourist Information Centre.
- Graffiti was cleaned and repainted at Tourist Information Centre and John Breen Park amenities.
- Work has commenced on cleaning amenities in preparation for painting at George Johnson, Finch Hatton and Pinnacle.
Park Furniture and Playgrounds

- Three sections of cracked and damaged concrete pathway were replaced at Livistonia St Park.
- A section of concrete path at Canecutters Park was cut out and replaced after sinking.
- Commenced replacement of external old weather boards with colorbond on the storage shed at Mackay Cemetery.
- Picnic shelter at Koomala Park was cleaned and repainted.
- Sixty five bollards installed, along the boundary between Fairmeadow Dr Park and the old Bunnings Shop at Glenfields, to prevent vehicles driving into the park and along the recently installed concrete path to Willetts Rd.

Other work Completed - City Centre, Bluewater Quay and Bluewater Trail

- 12,000 Sqm of concrete and path cleaned with blower
- 6,000 Sqm of concrete and path cleaned with high pressure water blaster
- 14 Furniture, fence/bin repairs completed
- Fencing repaired on Blue Water Trail and 8 capping blocks replaced

Capital Works - In progress

- Mulherin Park – Works on the replacement of the old portal frame shade structure over the small playground have commenced. The structure will be replaced with a solid roofed

shade structure. An additional timber structure will also be constructed over an uncovered section of the large playground as part of these works.

- Public Conveniences Programmed Upgrades- Cisterns and flushing mechanisms in amenities at Eungella, Finch Hatton and Pinnacle (15 in total) are being replaced, associated patching of walls and repainting is being completed at each amenity to complete the works.
- Porcelain pedestals in three amenities located on the foreshore at Seaforth, and in the campgrounds adjacent, are being upgraded to stainless steel, 16 in total.

Capital Works Projects Completed

- Replacement of the burnt section of the Blue Water trail boardwalk
- Installation of concrete edging to garden beds in the Ken Burgess Orchid House Queens Park
- New asphalt and line marking to Wren St Oval basketball court
- Marilyn Wattman Park play equipment replacement and new shade structure
Cemeteries

Burials/Ashes in Mackay Region

Administration – Parks Bookings

Park Bookings
Grass Maintenance Activities

Parks Maintenance Activities

Horticulture

Orchid House Visitors

Plants Grown in the Nursery and Planted out by Horticulture Staff:
140mm Plants – 350
Larger Plants – 14
Natural Environment and Marine Beach Activities

Coastcare Volunteer Activities – Delivered in Partnership with Reef Catchments

- A new Coastcare Coordinator has recently been appointed by Reef Catchments
- The Mackay Coastal Clean up was held over the weekend of the 23rd and 24th May. A total of 326 volunteers worked across 12 beaches from Shoal Point to Cape Palmerston, removing a total of 4,758 kg of rubbish from our coastal environments. This event is coordinated by EcoRagge Clean Seas and supported by Council

Natural Environment Plan Implementation

Coasts

- Weed control works continue at Blacks Beach Spit and Grasstree Beach
- Maintenance of revegetation site in zone C Blacks Beach
- Black Beach Bushfire Management Plan is in preparation
- Survey, modeling and design in progress for gross pollutant trap at Chain St. Sandfly Creek

Waterways

- Contracts issued for co-contribution fishway projects with Reef Catchments
- Sandringham Lagoon – weed control activities scheduled to be completed by the end of the financial year
- Landings road Kounala – fencing completed, rocks installed and weed control is underway
- Gooseponds/Janes creek – on ground survey work and preparatory work underway for revegetation project
- Lagoons Creek – final stages of construction plans being completed
- DeMeleys lagoon – weed survey completed, water weed control underway and fire management plan in development
- Marion River Bark Project – site management plan in development
- Little McCreadys Creek Project – tender design awarded
- Fish barriers – detailed design for Blackrock Creek underway, awaiting fishway barrier prioritisation report

Stormwater Asset Maintenance

- New assets taken on including Sugarview, Miraflores, Woodlands Estate and Shoal Point Waters
- Rectification works underway for Lindwall St and Bjelke Circuit WSUD assets
- Gross pollutant traps cleaned out
Field Team Activities – (Sarina and Mackay Beach Teams and Habitat Restoration Team)

- Swimming enclosures were maintained at Seaforth and Hailday Bay
- Weed control was undertaken at Town, Harbour Beach, Far Beach, Salonika Beach, Grasstree Beach, Louisa Creek, Campwin Beach, Blacks Beach Sandfly Creek Environmental Reserve and Slade Point. Aquatic weed control was undertaken at the Gooseponds.
- Rubbish was removed from Victor Creek Road, Grasstree Beach and Louisa Creek
- Fences were repaired at Seaforth and Shoal Point
- Vegetation overhanging walkways was trimmed at Bucasia and Grass Tree Beach, and walkways were snipped and repaired at Sarina Beach, Grass Tree Beach, Louisa Creek and Salonika Beach.
- Revegetation sites were maintained at Grass Tree Beach, Blacks Beach and Sandfly Creek Environmental Reserve
- 200 plants were planted at Bucasia following significant vandalism of vegetation. Infill planting was undertaken at Blacks Beach and Sandfly Creek Environmental Reserve.

Green Army Activities

- Riparian team have been working at Demeoleys Lagoon, Blue Water Trail, Wetland Walkabout and Landings Rd Koumaa
- Coastal team started this month and have started work at Iuka Park foreshore, Sandfly Creek Environmental Reserve and Far Beach

Environmental Ranger Activities

- Waste dumping – investigation of dumping behind Lizy St Bucasia and in reserve adjacent to Lettice court
- Illegal structures and items – notices issued for illegal structures on foreshore reserve off Seaside Place and Shepherd St.
- Protruding vegetation – one notice issued
- Camera installation – three new cameras installed in Bucasia and Shoal Point
- Presentation on activities and role made to the Natural Environment Advisory Committee May meeting

Mackay Natural Environment Centre Activities

- Some trees were removed from the site to allow for the nursery to expand and to provide more sun
- 1630 plants were provided for various local projects
- School group activities were held, the green army teams worked at the nursery along with regular volunteer activities. The University of the third age gardening group toured the site.
Other Projects

- School activities included field days at the Mackay Natural Environment Centre and Wetland Walkabout and presentations to students about Janes Creek and regional environmental management issues
- The Natural Environment Advisory Committee met in May, with three new community representatives and four new agency representatives
- Three large signs were installed on the Bucasia foreshore where significant vandalism of vegetation had occurred. Media coverage was arranged
- Feral cat monitoring program underway at Slade Point

Mackay Regional Botanic Gardens

Horticulture

Horticultural and Site Works

- Water weed spraying continued this month with approximately 75hrs of staff time put towards attempts to control the unseasonal explosion in Salvina growth.
- A large sloping area of grass which used to take many hours of snipping to maintain was converted into a large garden bed, extending the Monocot Collection. The area was prepared by spraying out, mulching and, where it was excessively steep, netting with erosion control net. Several volunteers joined in on the day of planting where 260 local provenance, native Monocots were planted.
- Pruning, irrigation maintenance and other "off season" jobs were also a focus this month.
- Works compound improvements were carried out including the installation of large shelving units in all sheds, a work bench installed and the start of construction of a basic plant holding facility.
Community Interaction

- The Lagoons Gallery exhibition:
  - 50 Shades of Green... An exhibition by Maya Harrison
- Friends Meeting Place, a twice a month event on Wednesdays, saw friends helping with data entry, sorting of archive materials, fact sheet research, general gardening and planting.
- Face to face council safety inductions were conducted for 27 volunteers.
- Friends and staff ran a stall at the Palm Fair raising $278.00 in sales.
- An exhibit stall was run at the Festival of Arts launch, highlighting the botanic gardens participation.
- Heritage plant displays and activities, including heritage games, were set up at this year’s Greenmount Heritage Fair highlighting the historical links that the Botanic Garden’s site has with the early settlers.
- Mackay Regional Botanic Gardens celebrated its 12th birthday on the 22nd of May, with the Friends gifting the Mackay Regional Council a golf buggy bought from the funds the Friends have raised over the years. Garden Friends, Councillors and Staff were present for the day with the Councillors unwrapping the gift on the Tropical Sun lawn.
- Plant-Ed school sessions saw 10 school groups visit the gardens with topics as diverse as insect life cycles to bush tucker being cover.
- Friday free guided walks included a visit from 28 Artspace volunteers to celebrate national volunteer’s week and saw an increase in numbers in general.
- Meeting Room use: 17 community groups or internal bookings and 1 commercial booking
- Weddings: 8
- Other events: Annual Healthy Heart Walk (Mater Hospital); Superhero Community Ride (MRC); Mother’s day walk for cancer; SSI hut Sunday Markets.

![Graph of Botanic Gardens Website visits](image-url)
Economic Development
Monthly Review Report
May 2015
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Executive Summary

Outlined in this report is the range of projects and activities delivered by the Economic Development Program (ED) during the month of May.

ED continues to actively work in partnership with key industry stakeholders and business groups such as Resource Industry Network (RIN), Mackay Regional Chamber of Commerce, Evans Avenue Business Group and Bowen Basin Mining Club.

Ongoing work with Department of State Development on a range of projects including Regional Showcase (formerly RegionsQ), Mackay Isaac Whitsunday (MIW) Digital Economy Strategy, MIW Food and Agritourism Project and involvement in the MIW Regional Development Group (economic development practitioners). Work also continued with Trade and Invest QLD on exploring a number of international market opportunities for the region and included progressing a pepper growing trial.

Economic Development has been working closely with Strategic Planning on a number of projects including the promotion of the Facilitating Development in the Mackay Region Policy, assistance with the Recreational Vehicles Briefing to Council, progressing discussions on the Wharf Precinct Master plan update and the Paget Industrial Estate Audit.

ED Manager and Mr Stendel attended the 2015 Australian Indoor Cricket Masters Championships Presentation Dinner in Sydney to announce Mackay as the host city for the 2016 Championships.

In conjunction with the City Centre Taskforce, planning for the next Twilight City Beyond Your Imagination is progressing well. The ED Team has also been working with the Organising Committee on the preparations for Fashion Week Mackay to be held on 8, 9, 10 October 2015.

ED working with AEC Group, presented the Strategic Directions to DMLA and Council during briefings held in May in preparation for the Draft Economic Development Strategy.

Operation of the Sarina Sugar Shed has now transitioned to the responsibility of ED and will be included in reporting from May 2015.

Key Focus June:
- Ongoing involvement in the MIW Regional Development Group.
- Attend the Regional Showcase project being held in Brisbane on 12 and 13 June 2015.
- Working in partnership with Resources Industry Network, State Government, Mackay Region Chamber of Commerce and Rio Tinto on the rollout of the Mackay Region Capability and Procurement e-Business Portal which was launched in May.
- Ongoing implementation of the Façade Improvement Scheme within Mackay City Centre.
- Work with City Centre Taskforce on implementing the City Centre Marketing Strategy and preparations for the Twilight City Beyond Your Imagination.
- Work in partnership with State Government, DMLA Agriculture Pillar Group, CQ University and local growers on establishing an alternative food production trial for the region.
- Attend DMLA and Pillar Group meetings.
- Continue to work with the Regional QLD Capitals Alliance to finalise the joint project.
- Preparation for 2016 Australian Indoor Cricket Masters Championships including Cricket Australia, Mackay Tourism, Queensland Cricket and Mackay Indoor Sports Area.
- Supporting the Farm to Plate Dinner being held at MECC with chef Matt Golinski.
- Assist with recruiting the MIW Regional Food Council members.
- Participate in the MIW Agritourism Planners Forum and Value Chain Workshop.
- Discussions in preparation for QME 2016 with RIN, T/Q and DSD.
- Run three Digital Enterprise Program workshops in Mackay, Mirani and Sarina.

Debra Howe, Manager Economic Development
Program Overview

Program Main Operations

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<thead>
<tr>
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<th>City Centre Coordination</th>
<th>Sarina Sugar Shed</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Business Investment &amp; Attraction</td>
<td>• Business Liaison</td>
<td>• Operation of the Sarina Sugar Shed</td>
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<tr>
<td>• Major Projects Facilitation &amp; First Point of Contact</td>
<td>• Event Delivery (such as Easter in the Laneways, Summer in the City, Christmas in the City, New Year’s Eve)</td>
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<tr>
<td>• Business Retention &amp; Expansion</td>
<td>• City Centre Website, Facebook &amp; Instagram</td>
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</tr>
<tr>
<td>• Tourism Development</td>
<td>• Marketing and Promotional Campaigns</td>
<td></td>
</tr>
<tr>
<td>• Education &amp; Training Development</td>
<td>• Facilitation of ‘Active in the City’ and ‘Kids Active in the City’</td>
<td></td>
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</tbody>
</table>
Economic Development

Economic Development Business e-Networks Statistics

- City Centre Business Network: 707 current subscribers
- Regional Focus Business Network: 297 current subscribers
- Sarina Business Network: 205 current subscribers
- Evans Avenue Network: 121 current subscribers
- City Deeks Club Subscribers: 2150 current subscribers

These increased on the April figures, in particular the City Centre Deeks Club.

Mackay Region Joblink Analytic Report
- May report shows total users at 211 and job views at 1032

Economic Development Strategy
- Councillors were briefed on the key findings from the Economic Development Strategy consultation and adopted the Strategic Direction of:
  - Enhanced Local Business Skills
  - Coordinated and Proactive Planning
  - Investment Attraction
  - Targeted and Coordinated Advocacy
- ED Manager and Ashley Page, AEC Group, presented the key findings to DMLA.
- An additional nine face-to-face consultation meetings were held.

Resource Industry Network 2015 Chairman’s Awards
- ED Manager and Principal ED Officer attended the 2015 Chairman’s Awards.
- Mackay Regional Council sponsored the category of Chasing Foreign Markets.
- The Capability and Procurement Portal was launched at the event.
- Below is list of RIN 2015 Chairman’s Award winners:
  - Leading from the Front Award: Masternye Group of Companies.
  - Connecting in the Community Award: C-Res (Qld) Pty Ltd
  - Chasing Foreign Markets Award: MRAEI, Ltd
  - The Out of the Box Award: Mackay Regional Council
  - Standing Out from the Crowd Award: Gavin Welsh – Mastertec
  - The Tony Britton Award: Alan Runnimg

2016 Australian Indoor Cricket Championships
- ED worked in partnership with Sport and Recreation, Mackay Tourism and Crs Steindl and Martin on bidding to host the 2016 Australian Indoor Cricket Championships.
- ED Manager and Cr Steindl attended the 2015 Australian indoor Cricket Masters Championships Presentation Dinner in Sydney to announce Mackay as the successful host city for the 2016 Championships which will be held on Saturday, 21 May – Saturday, 28 May, 2016 at the Mackay Indoor Sports Arena.
- Economic Development’s conservative modelling shows hosting the national championships will inject more than $1.5 million into our economy, creating at least five jobs.
Business Engagement – Investment & Facilitation
- There were seven facilitation meetings held with developers/property owners and relevant Council and Government representatives.
- ED Manager and Principal ED Officer attended several networking and industry briefing events including:
  - RIN Budget Briefing
  - Australian Institute of Company Directors 2015 Economic Forecast Breakfast
  - Bowen Basin Mining Club Lunch

Trade and Export Opportunities
- Work continued to progress international trade opportunities, in conjunction with Trade and Invest Queensland.
- Council has agreed to work with TiQ and DSD and DAFF to support five local growers to trial growing black pepper in Mackay. 200 seedlings are required to undertake the trial. This project emulates the intentions of diversifying our economy, and in particular the agriculture industry, and links with the strategic intent of DMLA and the Agriculture Pillar will play a lead role.

Regional Showcase
- Work continued on planning and preparations for the M/W stand at Regional Showcase June 2015.
- Principal ED Officer coordinated the production of 2000 special edition copies of the Industry Hub publication that highlight the opportunities across Mackay, Isaac and Whitsundays. This will be a valuable item of collateral for the Regional Showcase.
- ED and Strategic Planning collaborated on the production of the Facilitating Development in Mackay booklet and Economic Development Snapshot for the Regional Showcase.
- Individual videos have been produced to showcase Mackay, Isaac and Whitsundays and along with one ‘whole-of-region’ video.

Regional Development Group (RDG)
- ED Manager and Principal ED Officer attended a meeting of the Regional Development Group (economic development practitioners).
- The RDG comprises of regional economic development practitioners from:
  - Mackay Regional Council
  - Isaac Regional Council
  - Whitsunday Regional Council
  - Mackay Tourism
  - Whitsunday Marketing and Development
  - Regional Development Australia
  - Department of State Development
- Projects for discussion included Regional Showcase and the Food and Agritourism Project.

Evans Avenue Rehabilitation / Place Making
- Avenue North Business Group, auspiced by Mackay Regional Council sought funding from Hall Creek Mine Sponsorship program to purchase ‘6 flags/banner struts and flags for the light poles along the business area of Evans Avenue & Maccomson Street. Unfortunately the application was unsuccessful.

Sarina Placemaking
- Sarina Community guerilla knitted a maroon scarf for Buffy to showcase the strong links Sarina has to the QLD State of Origin with four local players. This publicity stunt was aimed at encouraging locals to visit Sarina and enjoy all that’s on offer in the southern part of our region and showcased our #MackayPride.
Mirani Business Group
- Organisation of Business Development Program specifically targeted at social media for the Mirani Business Group. The workshop will be run in June.

Digital Enterprise Program
- Delivery of the Digital Enterprise Program was completed in May. Unfortunately, the one-on-one sessions were undersubscribed.
- Approach was made to the Department of Communications for an extension.
- Confirmation was received from the Department that an extension of service delivery has been granted and that Council has until March 2016 to complete the DEP.
- This is a great outcome for the region and ensures that additional local businesses will have a chance to take up this program.
- Organisation and advertisement of three FREE workshops in June across Mackay, Mirani and Sarina will target getting businesses online, productive and secure online marketing (website and social media), operational performance enhancement and cyber security.
City Centre Coordination

City Centre Website and Facebook Stats
Stats from May 1 - 31
mackaycitycentre.com.au
Visits: 13,986
Page Views: 91,826

Mackay City Centre Facebook
Likes: 2,674
Total reach: 15,746
Engagement: 1,087

Mackay City Centre Instagram
Followers: 247
Following: 99
Average Love rate: 2.30%
Average Talk rate: 0.29%
Average Spread rate: 0.26%

Mackay City Centre website page views and social media platforms have all had increased followers since last month.

City Centre Taskforce
- The City Centre Taskforce met on 5 May 2015 and was debriefed on the current status of the City Centre Revitalisation Project and the projects and events being delivered under the City Centre Marketing Strategy. City Centre businesses are being encouraged to engage with the Mackay Region Chamber of Commerce.

- The Taskforce was updated on the status of the Footpath Trading and Structures Policy and the draft policy will be presented to them at the June meeting.

- The Taskforce discussed the upcoming Greenmount Heritage Festival and approved the promotion of the Twilight City and Fashion Week Mackay events.
Active in the City
The Active in the City program offered a range of free activities for the community including City Centre Dog Walking, Zumba®, Rock and Road Cycle Rides and The LRC Runners Club.

City Centre Marketing Strategy
- Continued to implement the City Centre Marketing Strategy and progress the development of the new City Centre website.
- A media briefing was held for the City Centre’s next two big events: Twilight City – Beyond Your Imagination and Fashion Week Mackay to engage with all local media and garnering strong support.
- Public engagement increased the City Centre website subscriber base by 21 members.

Marketing and advertising campaigns:
- Highlighting the completion of over half of the capital works in the City Centre, an “Open for Business” outdoor broadcast was held along Wood and Victoria Streets, provided live on air promotion of the City Centre and its businesses.
- The outdoor broadcast included live interviews of City Centre business owners, sale promotions, as well as fun for the kids with a face painter, Kevin the Balloon Man, popcorn and fairy floss.
Events

- Greenmount Homestead celebrated its 100th anniversary and in support of the event, the team hosted a booth promoting the City Centre and the upcoming events, Twilight City – Beyond Your Imagination and Fashion Week Mackay and Animating Spaces.

- A wide range of collateral was offered to the public including promotional material for both events and City Centre balloons for the children and encouraging people to sign up for City Centre Deals.
Property Owner Engagement

City Centre Facade Improvement Scheme

Continued to work with the applicants of Round One of the Scheme to finalise current funding agreements. A further five applications are currently awaiting signing by the successful applicants.

- Masala Indian building was completed in May. See after photograph below.
- Australian Hotel, commenced in May but due to the enormous undertaking of the transformation of the Australian Hotel work is now due to complete in mid-June.
Sarina Sugar Shed

Sugar Shed exhibited at the recent Ag Trade Life Exhibition in the Food Trail section promoting sugar shed products. Sales of products to the value of $1650 were achieved during the event.

Mackay Isaac Tourism Awards were held on 1 May in Clermont with the Sarina Sugar Shed taking GOLD in the following categories:

- Outstanding contribution by a volunteer/Group
- Tourism Attraction
- Excellence in Food Tourism

The Co-ordinator, Operator and a Volunteer attended the Awards and the Mackay Region Tourism Conference also held in Clermont in the lead up to the Awards.

Sugar Shed Tours - 442 visitors did a tour during May which is up by 30% on the previous month, as we move into peak season.

Staff have been involved in the Food and Agitourism Project workshops over the last few months focused on developing paddock to plate tours ready for the 2015/2016 season.

Two local cane farming families in the Sarina area have been working with the Sarina Sugar Shed to develop the new on-farm tours.

Sarina Sugar Shed hosted the Mackay Tourism Networking meeting for May. 32 Mackay Tourism members plus some potential new members attended and enjoyed sampling the products and produce.

80 Bendigo Bank conference delegates enjoyed a Sarina Sugar Shed tour on the 19 June in the lead up to the Bendigo Bank conference held in Mackay.

Sarina Sugar Shed recently commissioned it’s new Copper Pot Still and its first batch of alcohol will be put down in barrels ready for release within two years. The Copper Pot Still will be the key to the Sugar Shed producing premium rum with its double distillation process.
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Executive Summary

Organisational Services

Significant items in this period include:

- Transition of selected finance functions and staff to the Northern Australia Services Program.
- Recruitment process for appointment of the Director Development Services and Director Organisational Services.
- Recruitment of Manager Asset Management with a start date of 6 July 2015.
- Ongoing work to make iDash available at a team leader level across the organisation by end of July 2015.
- Initial floor space relocation plans for the Gordon Street Administration Building completed for review.
- Community consultation on the draft Corporate Plan 2015-20 was finalised and the draft updated and presented to Council on 10 June 2015.
- Draft Operational Plan 2015/16 template developed in May and presented to Council on 10 June 2015.

Judith Himstedt
Acting Director Organisational Services
Asset Management

- The intensive program of work to capitalise newly acquired assets is on schedule to meet the financial reporting deadline of 31 July 2015.
- The Assetic SMEG integration project is nearing completion. The latest version of Assetic has been received and is being tested.
- A review of the draft roads valuation report from AssetVal to check for the accuracy of unit rates, useful lives and residual values was progressed.
- Draft Asset Management Plans for parks and for buildings have been received with final plans due in June/July 2015.
- The new maintenance management system for water assets developed by Assetic was completed and a staged implementation of issuing work orders from Assetic was commenced. The development of the Delta3 maintenance management system to be used for roads was only recently initiated.
- Work was undertaken to facilitate the use of electronic signatures on submitted plans. This project will continue in June 2015 in order to enable electronic signatures to be accepted with effect 1 July 2015.
- Recruitment for the position of Manager Asset Management was successfully completed with the new appointee to take up the position on 6 July 2015.

Financial Services

- Preparation of 2015/2016 Budget and Long Term Financial Forecast progressed
- Half yearly water bills issued
- Finalisation of March Budget Review

People and Culture

Recruitment

- Total Vacant Positions - 69 (excluding maternity leave, trainee & apprentice vacancies)
- Total Number of Positions Filled – 13
- Departures – 15
- Monthly Turnover – 1.41%
**Recruitment Monthly Statistics**

- **Total Vacant Positions** (excluding maternity leave, trainees & apprentices)
- **Positions Filled**
- **Departures**

**Please note:** Vastant positions are currently being reviewed by SLPT re the need to fill these positions.
Procurement & Plant

Projects progress and key areas of focus:

- Procurement and Plant financial teams working towards a “clean” end of financial year with no outstanding issues.
- Council’s registration account for all vehicles and plant has now been paid. As per the new Queensland Registration Laws, only vehicles above 4.5 tons will receive a registration label which will be sent out in about 2-3 weeks.
- Fleet Co-ordinator commences 5 months leave as of 26 June 2015. His position will be filled by the Fleet & Workshop Co-ordinator over that period.

Property Services

Management

- Facilitated discussions with groups to assist the Community Lifestyle Program with developing a community hub concept
- Held discussion with other programs, relating to the sharing of resources and services
- Attendance at Extended Leadership session

Project Technical Officer

- Removal of CMF Hall
- Removal of Holts Road house
- Repairs to extensive termite damage at the Old Town Hall
Leases

Attended Land Tenure Workshop in Townsville with Sport & Recreation Program. Currently looking at implementing a process to improve the management of leases and opening up the lines of communication between Council and the community.

The program is currently dealing with approximately 27 leases.

Land Dealings

<table>
<thead>
<tr>
<th>NEW INVESTIGATION</th>
<th>DETAILS</th>
<th>STAGE OF COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack Badger Park</td>
<td>Council is formalising the park via Permanent Road Closure to a parks and recreational reserve.</td>
<td>10%</td>
</tr>
<tr>
<td>Kuttabul Transfer Station</td>
<td>The transfer station is currently located within road reserve. Currently seeking advice from Main Roads in respect to process to formalise correct land use.</td>
<td>10%</td>
</tr>
<tr>
<td>Lifeline Mirani premises negot.</td>
<td>Lifeline in Mirani is currently sitting inside Main Roads Eungella Rd reserve. Discussions being had to formalise land use prior to new tenure being negotiated.</td>
<td>10%</td>
</tr>
</tbody>
</table>

The Land & Building Officer continues to deal with three Road Resalignments and two Easements as part of the transitioning of work from Property Services to the Legal Counsel Team.

Aquatic Facilities
Bluewater Lagoon
- Facility received a Certificate of Excellent from Trip Advisor for the second consecutive year; a symbol of excellence in hospitality. This prestigious award can only be earned through consistently great reviews by the community on Trip Advisor which is the world’s largest travel site.

Memorial Pool
- Heating system received annual service and overhaul
- Facility reopens June 1st heated to 26 degrees

Pioneer Pool
- Facility closed June 1st – August 31st inclusive

Mirani Pool
- Facility closed, reopening September

Sarina Pool
- Facility closed, reopening September
Safety, Governance and Resilience

Workplace Health & Safety

- An excellent response has been received to PEforM (Participative Ergonomics for Manual tasks) training with 47 staff receiving the training in May, taking the total for the calendar year to 110, exceeding the annual target of 100.
- The participation of 20 supervisors of young workers in a webinar on ‘Good work design for young workers’ was facilitated with the assistance of Organisational Development Officer Melinda Saw.
- At the request of staff at the Botanic Gardens, two volunteer Work Health Safety induction sessions were provided for volunteers at the gardens.
- Other activities in the month included:
  - Management of 10 Work Related compensator claims including 2 new claims with 5 claims being finalised. Management of 8 Non-Work Related Return to Work Programs including 4 new cases and 4 cases being finalised.
  - 31 Incident Reports received, recorded and distributed for comment (28 staff, 3 Non Staff Members).
  - Provided 226 WHS Inductions, 10 Staff, 150 Contractors, 5 Work Experience and 60 Volunteers.
  - Reviewed 2 Contractor (Infrastructure Delivery, Water Treatment) Safety Management Plans.
  - Participated in 12 Worksite Hazard inspections in the Health and Regulatory, Community Lifestyle, Civil Projects, Parks, and Civil Operations work groups.

![LTIFR Comparison: MRC / Group E Councils in Scheme - May 2016](image)

<table>
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<tr>
<th>LGW Data: 2014 - 2015 Year To Date</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
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<tr>
<td>MRC LTIFR YTD LGW Data.</td>
<td>12.4</td>
<td>8.6</td>
<td>8.3</td>
<td>7.9</td>
<td>6.4</td>
<td>6.4</td>
<td>11.7</td>
<td>10.2</td>
<td>6.8</td>
<td>9.5</td>
<td>9.7</td>
<td></td>
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<tr>
<td>Group E LTIFR YTD (Councils with wages &gt; $50 mil)</td>
<td>5.6</td>
<td>7.4</td>
<td>8.04</td>
<td>11.1</td>
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<td>12.4</td>
<td>12.0</td>
<td>12.6</td>
<td>13.3</td>
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<tr>
<td>MRC LTIs Cumulative</td>
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<td>3</td>
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<td>5</td>
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<td>13</td>
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<td>14</td>
<td>15</td>
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</tbody>
</table>

Page 11 of 15
### LGW Data: 2014-2015 YTD

<table>
<thead>
<tr>
<th></th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRC Duration Rate YTD LGW data</td>
<td>6.0</td>
<td>9.7</td>
<td>23.0</td>
<td>20.2</td>
<td>21.6</td>
<td>14.4</td>
<td>17.7</td>
<td>20.0</td>
<td>22.7</td>
<td>24.4</td>
<td>21.7</td>
<td></td>
</tr>
<tr>
<td>Average duration rate for Group E (Councils with wages &gt; $50 mil)</td>
<td>4.6</td>
<td>7.0</td>
<td>9.3</td>
<td>10.2</td>
<td>10.5</td>
<td>11.2</td>
<td>12.3</td>
<td>13.1</td>
<td>13.8</td>
<td>14.8</td>
<td>16.7</td>
<td></td>
</tr>
<tr>
<td>MRC Days Lost: Cumulative</td>
<td>12</td>
<td>29</td>
<td>69</td>
<td>103</td>
<td>108</td>
<td>150</td>
<td>230</td>
<td>280</td>
<td>328</td>
<td>366</td>
<td>369</td>
<td></td>
</tr>
</tbody>
</table>
All Mechanism of Injury for Compensation Claims Submitted YTD - May 2015

- Office of the Mayor & CEO
- Engineering & Commercial Infrastructure
- Development Services
- Organisational Services
- Community and Client Services

Number of Injuries

- All injuries
- Struck by or against
- Slips, trips, falling objects
- Contact with electrical conductors
- Falls from the same level
- Drowning
- Struck by moving objects
- Violence and assault
- Mechanical injury
- Unspecified/other
- Vehicle
- Work-related treatment
Governance

- A comprehensive review of the new LGM Asset Insurance Pool scheme was undertaken in order to establish whether there was merit in joining the scheme.
- Insurance renewals for 2015/16 were progressed for all insurance policies in order to meet renewal deadlines.
- Amendments to Local Law 3 regarding the maintenance of the appearance of buildings in the City Centre and control over the incursion of vegetation on all local roads was finalised. Advice was provided to program areas on Local Law requirements for the establishment of a traffic area in the City Centre.
- Support was provided to officers from the Queensland Ombudsman’s office who undertook an audit of Mackay Regional Council’s General Administrative Complaint process.
- A review of Council’s delegations was commenced.
- May was a busy time from a Right to Information and Internal Review Complaints perspective with officers processing these matters within timeframes.
  - 6 Internal Review Complaints received for investigation, 1 Internal Review has been finalised
  - 2 Ombudsman Referrals under review and investigation.
  - 1 Public Interest Disclosure finalised.
  - 6 Right to Information Applications currently being processed.
  - 1 Right to Information Application external review received.
- Twelve new insurance claims were received and processed.
- Internal advice on governance matters included:
  - 1 Policy
  - 6 Delegations
  - 13 Insurance
  - 7 General Governance
  - 1 Local Laws

Performance and Risk

- Community consultation on the draft Corporate Plan 2015-20 was finalised and the draft plan updated in respect of input from the community.
- The third quarter report for the 2014/15 Operational Plan was developed and submitted for adoption.
- The draft Operational Plan 2015/2016 was developed through an iterative series of consultations with management and staff.
- Progress continued to be made to implement the new InControl safety incident reporting and management system. The test environment was configured and preliminary testing undertaken in accordance with the test plan. This test plan will be used by members of the InControl Champion Group as the team progresses toward the live roll out of the new system August 2015.
- The roles and responsibilities for the custodianship of the Enterprise Project Management Framework to be undertaken by Safety Governance and Resilience were developed in preparation for handover in July 2015.
- The following WHS initiatives were also progressed:
  - Implementation of new management and administrative processes in support of the staff immunisation regime. These new processes will provide transparency and consistency to the way in which staff immunisations are currently managed across Mackay Regional Council.
  - A new WHS reporting regime has been developed to take effect for the July 2015 reporting period. Templates have been developed and the proposal will enhance the suite of data currently presented across all Departments and Program. The new reports will give clarity to Mackay Regional Council’s overall safety performance, assessing Council business areas meet all safety obligations.
  - Emergency Control Organisation (ECO) requirements have been investigated with the aim of implementing appropriate arrangements to WHS and fire safety requirements.
  - The WHS audit recommendations relating to WHS contractor management and competency assessments for standard operating procedures were developed with a view to the implementation of the associated improvements throughout June & July 2015.
The requirements of the Enforceable Undertaking to deliver safety leadership training was advanced with the contracting of DuPont to deliver training to the management team in September 2015.

**Internal Audit**

- The table below details the status of the internal Audit schedule for the remainder of 2014/15 based on current priorities and resource allocations.

<table>
<thead>
<tr>
<th>Audit</th>
<th>Status - May 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Management Framework</td>
<td>Deferred to 2015/16</td>
</tr>
<tr>
<td>Delegations of Authority</td>
<td>Completed – Report drafted – Final report will be completed pending finalisation of management responses</td>
</tr>
<tr>
<td>Contract Management Framework</td>
<td>Scope development completed and fieldwork review in progress - scheduled for completion in 2014/15</td>
</tr>
<tr>
<td>Human Resource process</td>
<td>Completed</td>
</tr>
<tr>
<td>Infrastructure charging and calculation processes</td>
<td>Commenced - scheduled for completion in 2014/15</td>
</tr>
<tr>
<td>Plant utilisation</td>
<td>Deferred to 2015/16</td>
</tr>
<tr>
<td>Outsourced management of swimming pools</td>
<td>Review completed – draft report being finalised</td>
</tr>
<tr>
<td>Managing social media risk</td>
<td>Audit is approved to be outsourced. Selection process finalised and review scheduled for completion in June 2015.</td>
</tr>
<tr>
<td>Rates</td>
<td>Planned for June - scheduled for completion in 2014/15</td>
</tr>
<tr>
<td>Travel expenditure and authorisation</td>
<td>Review 90% complete and report being drafted - scheduled for completion in 2014/15</td>
</tr>
</tbody>
</table>

- The Audit Actions Register was finalised for distribution to managers for status updates.
- Considerable effort was also directed to progressing the Fraud and Corruption Prevention Framework and in investigating Public Interest Disclosure complaints lodged through the Disclose.com.au service.
REGIONAL ARTS DEVELOPMENT FUND (RADF) ADVISORY COMMITTEE

Monday 1 June, 2015

Minutes

ATTENDANCE: Chair Cr. Chris Bonanno, Deputy Chair Cr. Theresa Morgan, Leonie Wood, Brigitte Zimmermann, Pam Hulley, Tammy Stone and Arts Development Officer Fiona Bishop.

APOLOGIES: Bille-Jo Obst, Peter McKenzie, Melissa Larsen

The meeting commenced at 5.30pm

1. **MINUTES OF PREVIOUS MEETING 2 MARCH 2015.**
   Approved, moved: Cr Chris Bonanno; Seconded: Cr Theresa Morgan

2. **MATTERS ARISING**
   Remember to email copy of minutes to all committee members including details regarding mentors; Send CC of mentee letter to committee members for their information

3. **AGENDA ITEMS**

   Project Updates – RADF Committee Members as Mentors

   Leonie –
   1. Robert Bole – great presentation, sold very well. Did everything correctly, Leonie was very impressed with his approach.

   Cr Morgan
   1. Grace McDonald – Thanks RADF for support. Hoping to do a small exhibition at Artspace Mackay. Theresa has put her in contact with Anna and Lara. Awaiting further response in regards to this.
   2. Mackay Writers group – official launch at library in foyer. Thursday 14th May at 1pm. Unfortunately media did not turn up. Brooke going to do up a media release for the paper. Workshop in September 12th & 13th. Dolphin Heads Resort. Toni Cavanagh is the screen writer coming up. Approx. 6 registrations.

   Cr Bonanno
   1. Military Museum – outstanding success, numbers well above expectations, really punched above their weight. Great investment from RADF Program.
   2. Mackay Pipe Band – received an extension for their project however have been unable to bring it to fruition. They have made a proposal that matches the original outcomes with the potential for further benefits. Deborah Orr has met with Cr Chris and Arts Development Officer, Fiona Bishop-Vulbeqa and have received their approval. The proposal was presented to the committee for their approval prior to giving the final go ahead to the pipe band. Unanimous decision
from the committee to support the variation. Moved by Tammy Stone. Seconded by Leonie Wood.

Brigitte
- Kara Deurhof – residency in Iceland. Excited about doing an exhibition as a consequence of the residency.

Tammy
- Marissa Moore – Exhibition opens tomorrow. Launch is on Friday night. Astounding work. Marissa has since been commissioned to do the body painting for promotional shoot for the Mackay Festival of Arts. Leonie Wood has advised Marissa to get in contact with the Artspace Foundation, and Rock Paper Scissors.

Assessment of RADF Round 4 Applications

Assessment of Applications
14 applications received to a total value of $86,023. It has been decided to invest the money previously allocated to committee training and the Council strategic initiative toward round four of the community pool. There are a number of very exciting proposals and the committee feels the money is best invested toward these. We have sought and gained Arts Queensland’s approval for the redirection of allocated funds. An amount of $4,373 from returned and unspent RADF grant monies in the 2013/14 financial year was also added to the total available this round making a grand total of $50,373.

4. APPLICATIONS

Total Amount requested: $86,023
Amount available for Round Four: $50,373

Committee recommendation: That 10 of the 14 applications be supported to the total value of $50,373 and that 4 applications not be supported. Applicants are encouraged to contact the Arts Development Officer for specific feedback on their applications.

Name: Amie Batalibasi
Category: Regional Partnerships
Amount Requested: $7150
Project Name: Blackbird Film Project
Project Description: The grant will be used towards the cost of producing the short film Blackbird on location in Mackay in collaboration with ASSI community members.
Conflict of Interest: Nil
Recommendation: That this application be supported in full.
Comments: The RADF committee are very supportive of this initiative and believe it has many potential benefits for the community. The project is to be funded in full with the condition that where ever appropriate and possible local business and community are offered opportunities to contribute and participate prior to offers being sought from elsewhere. If further feedback is sought please contact the Arts Development Officers.
Mentor Assigned: Or Chris Bonanno

Name: Yvonne Wingrove
Category: Developing Regional Skills
Amount Requested: $1918
Project Name: Pattern Making Skills Development
Project Description: To undertake a training program to develop skills in pattern making
Conflict of Interest: Nil
Recommendation: That this application be funded in full.
Comments: The committee are supportive of Yvonne from WabiSabi Designs extending her skills and look forward to seeing the outcomes and further development of this local creative team.
Mentor Assigned: Leonie Wood

Name: Crossroad Arts
Category: Concept Development
Amount Requested: $10,000
Project Name: Not supplied
Project Description: Employing two artists from Crossroad Arts for Stage 1 of the TRACK project in Mackay and Sarina.
Conflict of Interest: Nil
Recommendation: That this application not be supported.
Comments: The committee are supportive of this concept development application and acknowledge the great work that crossroad arts consistently presents. The committee acknowledges that funding availability is becoming restricted across the board on a local, state and national level, and that crossroad arts has recently lost access to support from the Australia Council. Crossroad Arts continues to receive funding from Arts Queensland on a triennial basis and it is acknowledged that this concept development application does not conflict with the funding received through this other channel. The MRC RADF Program has become highly competitive and there is simply not enough funding available to support all the requests. Crossroad Arts are strongly encouraged to resubmit their application in a future round and include a more specific budget. If further feedback is sought please contact the Arts Development Officers.
Mentor Assigned: N/A

Name: Tarah Bowman
Category: Not specified but assuming Regional Partnerships
Amount Requested: $11,744
Project Name: Mackay Community Art Group
Project Description: The grant will be used towards the cost of running an art group focused on minority groups culminating in an art exhibition.
Conflict of Interest: Nil
Recommendation: That this application not be supported.
Comments: The committee are supportive of the concept presented by Tarah, however feel that the application was not yet at a level that could be supported in this round. The MRC RADF Program has become highly competitive and there is simply not enough funding available to support all the requests. The committee encourage Tarah to reapply in a future round after contacting the Arts Development Officers to review the application and refine the concept.
If further feedback is sought please contact the Arts Development Officers.
Mentor Assigned: N/A
Name: Sugar City Con Inc.
Category: Building Community Cultural Capacity
Amount Requested: $4,568
Project Name: Sugar City Con 2015
Project Description: Providing an opportunity to bring comicbook artists to Mackay to facilitate workshops during the two day Sugar City Con 2015 pop culture event.
Conflict of Interest: Nil
Recommendation: That the application be supported in full.
Comments: The committee commend Sugar City Con on the quality of their application, and are excited to be able to support the growing popculture of cosplay locally. It is acknowledged that the event was well attended last year and as flow on benefits, participants contributed to the vibrancy of the Mackay Regional Council inaugural twilight street party as well.
Mentor Assigned: Tammy Stone

Name: Miranda McReynolds
Category: Developing Regional Skills
Amount Requested: $1010
Project Name: Melbourne Writer's Festival
Project Description: Professional development for emerging writer to attend the Melbourne Writer’s Festival for 6 days.
Conflict of Interest: Nil
Recommendation: That this application not be supported.
Comments: Although this activity would provide a great opportunity for a local writer, the MRC RADF Program has become highly competitive and there is simply not enough funding available to support all the requests. To extend the reach of the investment it would have been great to include some form of flow on benefit to the broader community after attending the activity. Miranda is encouraged to apply to the RADF Program again in a future round after consultation with the Arts Development Officers. As she has been unsuccessful this round for this particular activity, Miranda could consider applying to the Regional Arts Fund Quick Response Grants Program via Artslink for support. If further feedback is sought please contact the Arts Development Officers.
Mentor Assigned: N/A

Name: Mackay Pioneer Valley Arts Inc. Mackay Festival of Fashion
Category: Developing Regional Skills
Amount Requested: $3564
Project Name: Art to Wear
Project Description: This funding would be used to engage a facilitator to present two levels of workshops; one for students and beginner designers and one for professional artists to inspire creation of works for and Art to Wear Exhibition and the Mackay Festival of Fashion.
Conflict of Interest: Nil
Recommendation: That this application be supported in full with the following conditions applied.
Comments: The RADF Committee are supportive of this initiative however there were elements of the application that were missing or unclear. Receiving the funding is conditional on the committee receiving a copy of the appropriate paperwork relating to approvals for the workshop in Caneland Central. If further feedback is sought please...
contact the Arts Development Officers.
Mentor Assigned: Tammy Stone

Name: Mackay Host Lions Pacific Island Community
Category: Building Community Cultural Capacity
Amount Requested: $5500
Project Name: Pasifika 2015
Project Description: Costs of sound and lighting, 12 Pacific Nation Flags and a banner for the inaugural PASIFIKA Festival.
Conflict of interest: Nil
Recommendation: That this application be supported in full.
Comments: The RADF Committee are very supportive of this initiative and look forward the event. Comment was made to ensure the event organizers have considered access to toilets for this event as it is anticipated attendance will be high. If further feedback is sought please contact the Arts Development Officers.
Mentor Assigned: Cr Chris Bonanno

Name: Khara Deurhof
Category: Concept Development
Amount Requested: $4,000
Project Name: Ethereal: Photography Exhibition & Workshop Development
Project Description: Activities associated with the development of a photographic project to its completed stage, including the research of artistic concepts.
Conflict of interest: Nil
Recommendation: That this application be supported in full.
Comments: The RADF committee look forward to seeing the outcomes generated from this concept development. If further feedback is sought please contact the Arts Development Officers.
Mentor Assigned: Leonie Wood

Name: Kadence Group
Category: Building Community Cultural Capacity
Amount Requested: $9,528
Project Name: Mackay’s Inaugural Musoacademy
Project Description: Funds will be used for facilitator fees in relation to the youth program – Musoacademy.
Conflict of interest: Nil
Recommendation: That this application be supported in full.
Comments: The RADF committee feel that this will be a great initiative for the community with similar models working well in other regional communities. The committee look forward to seeing how the initiative develops. If further feedback is sought please contact the Arts Development Officers.
Mentor Assigned: Namarra Corowa

Name: Julianne Bergmann
Category: Cultural Tourism
Amount Requested: $4382
**Project Name:** Dear Mackay, Look Up  
**Project Description:** Production costs and fees to extend community engagement of Dear Mackay writing project and free community performance of Look Up during Mackay Regional Council and Artslink QLD project Animating Spaces.  
**Conflict of interest:** Leonie Wood  
**Recommendation:** That this application be supported in full.  
**Comments:** The RADF committee commend Julieanne on the quality of her application and the consistent quality of outcomes she generates for the community. The committee also acknowledges that the concept development process she intends to follow is extending her arts practice into new territory and wish her well. The committee look forward to enjoying the outcomes of the process. If further feedback is sought please contact the Arts Development Officers.  
**Mentor Assigned:** Brigitte Zimmermann

**Name:** Jodie Maloney  
**Category:** Not stated  
**Amount Requested:** $5300  
**Project Name:** Not stated  
**Project Description:** Not stated  
**Conflict of interest:** Nil  
**Recommendation:** That the application be supported in full with the following conditions.  
**Comments:** The RADF committee are very supportive of this application and believe it will be a valuable activity for the Eungella Community. It is suggested that opportunities to extend this project to continue as a long term initiative be explored throughout the process. There were minor elements of the application missing. so the funding is conditional on the applicant providing further information to the Arts Development Officers.  
**Mentor Assigned:** Cr Theresa Morgan

**Name:** Fox & Bouy Marketing  
**Category:** Concept Development  
**Amount Requested:** $10,600  
**Project Name:** Blenda Fest  
**Project Description:** A multifaceted blended festival of cultural, art and music.  
**Conflict of interest:** Nil  
**Recommendation:** That this application be partially funded to the value of $3943.  
**Comments:** The RADF Committee are supportive of this concept development. The Mackay Regional Council RADF Program has become highly competitive and there is simply not enough funding available to support all the requests. Fox & Bouy Marketing will receive partial funding on the condition that a revised proposal and budget be supplied. If further feedback is sought please contact the Arts Development Officers.  
**Mentor Assigned:** Cr Chris Bonanno

**Name:** Universal Sisters Incorporated  
**Category:** Regional Partnerships  
**Amount Requested:** $6600  
**Project Name:** The Women's Gathering
Project Description: Funds will be used for facilitator fees and production costs in relation to the Women's Gathering cultural event.
Conflict of interest: Nil
Recommendation: That this application not be supported.
Comments: The RADF committee feel that this concept holds great potential, however it is not yet at a level that can be supported. The Mackay Regional Council RADF Program has become highly competitive and there is simply not enough funding available to support all the requests. Universal Sisters Inc is encouraged to apply to the RADF Program again in a future round after consultation with the Arts Development Officers.
Mentor Assigned: N/A

** The RADF Committee approved a revised proposal from the Mackay and District Pipe Band.
Name: Mackay and District Pipe Band
Category: Building Community Cultural Capacity
Amount Requested: $10,057
Project Name: Mackay's Highland Fling
Project Description: Hosting a free community outdoor Celtic event at the Meadowlands Amphitheatre on Sunday 4th October 2015.
Conflict of interest: Nil
Recommendation: Revised proposal for funding received in Round 4 of 1314 funding year has been approved.
Comments: The RADF committee are pleased to support this revised proposal. The activities outlined address all previous outcomes and include extra benefits to the community. The committee look forward to attending the event.
Mentor Assigned: Cr Chris Bonanno

5. GENERAL BUSINESS
Tia & Jack CDs distributed to committee members who responded.
Marissa Moore’s Exhibition Launch invitations were distributed.
RADF committee photos have been postponed until the forward planned committee refresher sessions. Venue & Dates TBC.

DATE OF NEXT MEETING:
TBC

The meeting closed at 9.30pm.
**MINUTES OF MEETING**

12:30pm, "Tuesday, 19th May, 2015

**Venue**: Council Chambers

**Attendance**: Councillor Representative and acting Chair, Gerard Carlin (Manager Parks and Environment), Margaret Lane (Manager Catchments and Landscape Group Representative), Debbie Chamberlain (Manager Catchment Management Association Representative), Christine Perrensen (Mackay Regional Pest Management Group Chairman), Rob Coles (Manager Catchments Representative), Carol Davies (Community Representative), Matthew Rowland (Community Representative).

**Apologies**: Councillor and Committee Chair, Caroline Sundal (Community Representative), Lii Li (Secretary, Mackay Regional Pest Management Group Representative).

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<thead>
<tr>
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<th>ITEMS</th>
<th>COMMENTS</th>
<th>ACTION / RECOMMENDATION</th>
<th>DATE TO BE COMPLETED</th>
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</thead>
<tbody>
<tr>
<td>1.0 Welcome to new committee members</td>
<td>The acting Chair welcomed everyone to the meeting and committee members introduced themselves.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.0 Confirmation of minutes</td>
<td>Minutes of the meeting held 09th February 2015 were confirmed as being true and correct.</td>
<td>Moved – Margaret Lane Seconded – Lisa Kerman.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.0 Councillor update on 2015-16 budget</td>
<td>C. Jones confirmed that the previous minutes were received at Council’s Ordinary Meeting on 11th March 2015.</td>
<td>There was no discussion regarding the minutes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.0 2015-16 budget arising from the previous meeting</td>
<td>The action list from the previous meeting held 09th February 2015 was reviewed and updated.</td>
<td>Rob Coles asked for a copy of the Land Acquisition Policy</td>
<td></td>
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</tr>
</thead>
<tbody>
<tr>
<td>1.0 Presentation</td>
<td>The Environmental Ranger team daily present an overview of their activities.</td>
<td>Discussion to be held with Health and Regulatory Services to clarify on how they accept appeals.</td>
<td></td>
</tr>
<tr>
<td>2.0 Environment Ranger activities</td>
<td>Rob Coles suggested the Local Catchments may have funding to contribute to surveillance cameras or other enforcement activities, if additional resources would be beneficial.</td>
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<tr>
<td>3.0 Environmental Ranger activities</td>
<td>The committee raised concerns that a fine for illegal dumping had been appealed and was withdrawn.</td>
<td></td>
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<tr>
<td>3.0 Environmental Ranger activities</td>
<td>Margaret Lane queried whether the community had been aware not to stack grass clippings around street trees. A brochure is given to the adjacent property that outlines this and details when street trees are pruned and when problems noted.</td>
<td></td>
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<tr>
<td>3.0 Environmental Ranger activities</td>
<td>Margaret queried whether funding for the ranger from the Natural Environment Levy was originally a trial only.</td>
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<tr>
<td>3.0 Environmental Ranger activities</td>
<td>Suggestion that local community newsletters and community watch newsletters may be a good way to contact local communities.</td>
<td>List to investigate and report back at next meeting.</td>
<td></td>
</tr>
<tr>
<td>3.0 Environmental Ranger activities</td>
<td>The environmental ranger explained the term compliance role within council including local laws and the development compliance teams.</td>
<td>Environmental Ranger to contact community Development staff for newsletter contacts.</td>
<td></td>
</tr>
<tr>
<td>3.2 Planning Scheme presentation</td>
<td>Strategic Planner Rachel Daniels gave a presentation on the Mackay region Planning Strategy and how the zoning and overlays can protect the natural environment including vegetation.</td>
<td>A copy of the presentation will be circulated to committee members.</td>
<td></td>
</tr>
<tr>
<td>5.0 General business</td>
<td>Lisa highlighted the number of news items and publicity about natural environment activities over the past two months. There has been good coverage in the media</td>
<td>Staff to be asked to provide a worked example of how the zoning and overlays protect vegetation and biodiversity – using the East Point site as an example.</td>
<td></td>
</tr>
<tr>
<td>ITEMS</td>
<td>COMMENTS</td>
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</tr>
<tr>
<td>6.2 Green Army update</td>
<td>A new section has been added to the &quot;info/comment&quot; page on Council's website highlighting environmental issues. The Natural Environment Levy brochure has been printed and was circulated. Council currently has two Green Army programs running, the beach clean up team started in April and has been undertaking work at several coastal sites including Ffalsa Park where weed control has been undertaken in the recently fenced area. The Aigas team has continued its work along the Blue Water Trail and at Bannalee Lagoon, and has assisted with fencing at Longs Road, Klemath. Rob Cocks mentioned that the Federal government is likely to continue its focus on the Green Army program, particularly in relation to coastal and waterway activities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.0 Financials</td>
<td>The committee reviewed the financial report as at end of April. It was noted that spending was on track to meet the budget by the end of the financial year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.0 Other Business</td>
<td></td>
<td>Margin to raise a customer request to relevant department can action.</td>
<td></td>
</tr>
<tr>
<td>8.1 Roadsides spraying</td>
<td>Margaret raised a community member's concern with spraying of roadsides at Waren In, Avondale where rare Painted Snake birds have been sited as well as near a stormwater drain off Cedar Drive.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.3 Acknowledgment of retiring members</td>
<td>Letters of thanks for retiring members are currently being prepared.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Meeting closed 3:00pm. Next meeting: 16.7.15.
### MINUTES OF MEETING

**Monday, 2 June 2015**

**Venue:** London Room

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**Attendance:** Alison Jones, Jane Carekko, Margaret Browne, Bill Moloney, Virginia Flynn, Leith Chambers.

**Apologies:** Karen Harford, Akiko Doolan, Robert Ryan, Dr Dave Perkins.

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</thead>
<tbody>
<tr>
<td>• Confirmation of minutes.</td>
<td>The minutes of the previous meeting were received.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Business arising from the previous minutes</td>
<td>It was noted that the previous minutes didn’t specify an outcome regarding Sister Cities Mackay’s request for an illuminated sign on Mutsua Drive. The request was denied due to the costs involved.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| • Correspondence | 4 | Email notification from Mutsua regarding student visit dates – Arriving Monday 3 August at 12.30pm and departing on Sunday 9 August at 10.50am. Email from Mutsua requesting a Skype session with a school in Mackay as part of student studies in Mutsua. Mutsua have connected with local teacher Mark Shaw who is willing to facilitate. It was suggested that Bill Moloney could be involved in the session as he has a great knowledge of the Mackay region.  
Cllr. Mill | Leah to contact Mark Shaw to ensure successful outcome, Cllr. Mill to also contact Mutsua to get the questions that will be asked to Mark and his students have time to prepare responses. | |

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<th>ITEM</th>
<th>COMMENTS</th>
<th>ACTION / RECOMMENDATION</th>
<th>DATE TO BE COMPLETED</th>
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<tbody>
<tr>
<td>• Youth Ambassador Program2015</td>
<td>Students are busy practising their performances. The parental sessions are going well. The next session is scheduled for 17 June 2015.</td>
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<td>• Sister Cities Mackay</td>
<td>The Guiding Principles were the main topic of discussion at the last meeting. Most of the queries being raised have already been discussed with Council. Sponsorship is being sought for the Speech Contest through Subsidiary Bay-Coral Technical and Business.</td>
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<td>• Mutsua Students Incoming</td>
<td>Major events on the itinerary were discussed: The speech contest will be held on 4 August from 3.30PM-5.30PM at CQCU, the Queens Park afternoon will be on 6 August from 1-3, and the Bushlamina will be on 7 August.</td>
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| • General Business | Adult Fair 2015 - no apologies available. Forms etc – Sister Cities Mackay queried whether they can get the relevant forms for the Chapman City Expressions of Interest for 2016 to start advertising. They also queried advertising in Council Connect.  
Cllr Jones to discuss with Robert Ryan and Mark Sloman. | | |
| • Date and Time of Next Meeting | Monday 13 July 2015 at 6pm, in the London Room. The meeting closed at 9.35pm. | | |