



## **MINUTES**

### **Ordinary Meeting**

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

**On Wednesday 11 May 2022**

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

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

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

## **1. ATTENDANCE**

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

Also present was Mr D McKendry (A/Chief Executive Officer), Mrs J Ronald (Minute Secretary), Mr J Cocker (A/Director - Engineering & Commercial Infrastructure), Ms A Nugent (Director - Development Services), Mr J Carless (Director - Capital Works), Mr S Bourke (A/Director - Community & Client Services), Ms K Lamb (Director - Organisational Services) and Mr M Sleeman (Manager - Corporate Communications & Marketing).

The meeting commenced at 10:00 am.

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

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

The meeting commenced at {time}.

## **2. OPENING PRAYER**

Pastor Brett Gibson of the Life Impact Church led those present in Prayer.

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

Mayor Williamson expressed his congratulations to Cr Bonaventura who on May 9, marked 10 years of service as an Elected Member.

## **4. APOLOGIES**

### **Council Resolution ORD-2022-105**

#### **4.1 LEAVE OF ABSENCE - Cr Jones**

THAT Cr Jones be granted leave of absence for today's Meeting.



**Moved Cr Mann**

**Seconded Cr Green**

**CARRIED**

THAT Cr Jones be granted leave of absence for today's Meeting.

## **5. CONDOLENCES**

Cr Williamson expressed condolences to the family and extended family of Keith McCulloch, who passed away on 7 May 2022. Keith is father to Pam Jaenke, Executive Support Officer in the Office of the Mayor and CEO and Council's sincere condolences are offered to Pam and Gavin, Barry and Michelle and Ken, and Keith's wife Mavis.

## **6. CONFLICT OF INTEREST**

Nil

## **7. CONFIRMATION OF MINUTES**

### **7.1. CONFIRMATION OF MINUTES - 27 APRIL 2022**

#### **Council Resolution ORD-2022-110**

**THAT the Ordinary Meeting Minutes dated 27 April 2022 be adopted.**

Cr Williamson advised that the full minutes of the last meeting have been included in this agenda .

Cr Bonaventura advised that he enjoyed reading the minutes as part of the agenda and asked if they could continue to be included. Minutes were once provided this way, however since the introduction of live streaming, the minutes have not been included in agenda papers.

Cr Williamson advised that the minutes were circulated prior to the meeting, to allow Councillors to read the minutes and then submit any questions.

Cr Bonaventura asked if they could be included with the agenda for transparency and to allow the public an opportunity to read what transpired in the meeting.

Cr Williamson agreed for the minutes to be circulated prior to the meeting and also included in agenda papers.

**Moved Cr Bonaventura**

**Seconded Cr Hassan**

**CARRIED**



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**On Wednesday 27 April 2022**

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

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

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

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

## **1. ATTENDANCE**

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

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

The meeting commenced at 10:00 am.

## **2. OPENING PRAYER**

Pastor Jai Wright of Evangelical Church led those present in Prayer.

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

Nil

## **4. APOLOGIES**

Nil

## **5. CONDOLENCES**

Nil

## **6. CONFLICT OF INTEREST**

In accordance with Chapter 5B of the *Local Government Act 2009*, Cr Mann informed the meeting that she had a conflict of interest in Agenda Item 11.2.5 DA-2021-159 and Agenda Item 11.2.6 Closure of Vehicle Access - East Point.

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**7. CONFIRMATION OF MINUTES**

**7.1. CONFIRMATION OF MINUTES - 13 APRIL 2022**

**Council Resolution ORD-2022-82**

**THAT the Ordinary Meeting Minutes dated 13 April 2022 be adopted.**

**Moved Cr Mann**

**Seconded Cr Hassan**

**CARRIED**

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

## UPDATE ON QUESTIONS ARISING FROM COUNCIL MEETING – 13 APRIL 2022

<b>AGENDA ITEM</b>	<b>MATTER</b>	<b>RESPONSE</b>
11.1.1 OMCEO Monthly Review Report – March 2022	<b>Increase in Insurance Claims</b> Cr Jones queried the increase in insurance claims for March.	There is no identifiable reason for the spike, and it is almost impossible to pick when a spike may occur. Below is a breakdown of each of the claims reported on.  Malicious Damage                                 2 One of these occurrences was a motor vehicle running off the road into Council’s infrastructure and the other was damage sustained at Councils North Mackay Reservoir.  Motor vehicle   6  Professional Indemnity                                 1 Encroachment onto private property from Quarry site.  Public Liability   8 These are all property damage to private property by Council officers.  Public Liability Plant   2 Windscreen claims.  Personal Injury   6 These are all reported only for possible personal injury claims.

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**9. MAYORAL MINUTES**

Nil

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

Nil

**11. CORRESPONDENCE AND OFFICER'S REPORTS****11.1. OFFICE OF THE MAYOR AND CEO****11.1.1. COUNCILLOR CONFERENCE ATTENDANCE - SMALL BUSINESS FRIENDLY CONFERENCE - 29 APRIL 2022****Author**

Councillor Support Officer (Pam Jaenke)

**Responsible Officer**

Executive Officer (David McKendry)

**File Reference**

Councillors General

**Attachments**

1. Small Business Friendly Councils Conference 2021 - Program [11.1.1.1 - 2 pages]

**Purpose**

This report is to request Council approval for Deputy Mayor Cr Karen May and Cr Fran Mann to attend the 2022 Small Business Friendly Conference in Townsville on Friday, 29 April 2022.

**Related Parties**

N/A

**Corporate Plan Linkage**

Economy – Support Local Business – Ensure that Council's procurement activities support local businesses where possible.

**Background/Discussion**

The 2022 Small Business Friendly Conference is being held in Townsville on 29 April 2022 with speakers from State Government, Local Governments, Regional Australia Institute and the Australian Small Business and Family Enterprise Ombudsman.

As Mackay Regional Council is a Small Business Friendly Council, the Queensland Department of Small Business and Training, has provided complimentary invitations to this conference, which includes a Leaders Breakfast.

The Conference offers local governments the opportunity to collaborate and share their knowledge, successes and learnings in relation to being small business friendly as well as learn about the changing face of small business, how to adapt to this and how to ensure Mackay Regional Council remains small business friendly.

Deputy Mayor Cr Karen May and Cr Fran Mann have indicated interest in attending.



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While in Townsville, Cr May and Cr Mann have indicated that they are happy to represent Council at the Opening Ceremony of the North Queensland Games, which will be held on the Friday evening, as Council's appointed representative on the North Queensland Sports Foundation, Cr Bonaventura, is unable to attend.

### **Consultation and Communication**

Mayor and Councillors

As per Council's policy, a report on the Conference will be tabled at a future Council Meeting.

### **Resource Implications**

Council has received complimentary tickets to the Small Business Friendly Conference. The cost of travel and accommodation is estimated at \$900 each.

### **Risk Management Implications**

Nil

### **Conclusion**

The 2022 Small Business Friendly Conference will provide an opportunity for Council to learn from the array of speakers and presentations and meet and network with council colleagues and industry representatives.

### **Officer's Recommendation**

THAT Council approve Cr May and Cr Mann's attendance at the 2022 Small Business Friendly Conference in Townsville on 28 April 2022.

### **Council Resolution ORD-2022-83**

**THAT Council approve Cr May and Cr Mann's attendance at the 2022 Small Business Friendly Conference in Townsville on 28 April 2022.**

**Moved Cr Bonaventura**

**Seconded Cr Englert**

Cr Bonaventura spoke to the report and noted this conference offers local governments an opportunity to collaborate and share their knowledge, successes and leanings in relation to a small business friendly. The conference will provide the opportunity for Crs May and Mann to learn about and adapt to the changing face of small business. The information gained will ensure MRC remains a small business friendly. At the conclusion of the conference Crs May and Mann will be representing Council at the Opening Ceremony of the North QLD Games in Townsville and I personally appreciate that offer.

**CARRIED**

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**11.1.2. STRATEGIC FINANCIAL REPORT - MARCH 2022**

**Author** Director Organisational Services (Kylie Lamb)  
**Responsible Officer** Acting Chief Executive Officer (Angela Hays)  
**File Reference** Strategic Financial Report

**Attachments** 1. MARCH 2022 Strategic Financial Report [11.1.2.1 - 21 pages]

**Purpose**

To adopt Mackay Regional Council's (MRC) Strategic Financial Report for the month of March 2022.

**Related Parties**

Nil.

**Corporate Plan Linkage**

Priority: Organisational Performance

Strategy: Financial sustainability and efficiencies - Maintain the financial sustainability of the council by implementing rigorous financial management practices across all council programs.

**Background/Discussion**

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

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

**Consultation and Communication**

Chief Executive Officer, Directors, Manager Financial Services.

**Resource Implications**

MRC is forecasting an operating surplus of \$0.1M for the 2021/22 financial year following the adoption of the December budget review by Council on 9th February 2022. The actual operating result for March is an unfavourable variance of \$0.08M against YTD budget.

**Risk Management Implications**

Variances will be closely reviewed and considered in future budget processes where required.

**Conclusion**

For the period ending March 2022, MRC reported an unfavourable operating variance of \$0.08M against YTD budget. All revenue categories are reporting above YTD budget, with rental income and sales contracts, recoverable works as exceptions. Operating expenditure is reporting above YTD budget, particularly in materials and services and employee benefits.

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To date, \$70.7M has been expended in the delivery of Council Projects; \$69.1M capital expenditure and \$1.5M operational expenditure. Council projects includes accrued expenditure for works in progress and associated operational costs expended in the delivery of these works.

All revenue, expenditure and capital will be reviewed as part of the March budget review, to reflect end of year forecasts.

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

THAT the attached Strategic Financial Report March 2022 be adopted.

The A/CEO Angela Hays provided an overview and highlights of the report.

Cr Jones had a query in relation to Page 17 on the rental income and why Council is not receiving some rental income, given our rentals are booming in the region.

The A/CEO advised Council does has some commercial tenancies which are vacant, and we are currently not receiving income from those properties.

Cr Bonaventura had a query in relation to Executive Summary it states that \$70.7M has been spent on Council projects or 50% of the revised budget and its notes ongoing risk project delivery. He asked what these ongoing risks could look like and the effect on project delivery as we go into the final quarter of this year's budget.

The A/CEO responded that ongoing risks for Council is driven by the economic conditions, and we are seeking escalating costs in materials and equipment and the contractors doing business for Council are experiencing the same issues and there is some level of risk with market conditions and the weather at this time of year is also another risk.

#### **Council Resolution ORD-2022-84**

**THAT the attached Strategic Financial Report March 2022 be adopted.**

**Moved Cr May**

**Seconded Cr Jones**

Cr May spoke to the report and reiterated the words of A/CEO that Council has a slight unfavourable variance of \$80,000 at YTD figure for March. It noted the revenue categories are tracking above budget except for those rental incomes, sales contracts and recoverable works and also the operational expenses are tracking above budget in particular the materials and employee benefits categories. Council is monitoring the Capital Projects closely regarding the ability to deliver the projects by 30 June 2022. She highlighted the COVID overlay still remains for the business and the data cleansing of our asset management may have a impact in our depreciation which would flow onto our operating surplus or deficit. Cr May further highlighted Council's investments portfolios which leaves Council financially in very good stead if those funds are ever needed. Cr May advised that Council is in a very strong financial position and congratulated the Financial Services team for their work.

**CARRIED**

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**11.1.3. OPERATIONAL PLAN QUARTERLY REPORT - THIRD QUARTER 2021/22**

**Author** Co-ordinator, Performance & Risk (Sarah Shuttlewood)  
**Responsible Officer** Executive Officer (David McKendry)  
**File Reference** Operational Plan 2021/2022 - Quarter 3

**Attachments** 1. Operational Plan Quarterly Report Q3 2122 [**11.1.3.1** - 51 pages]

**Purpose**

To advise the Mayor and Councillors of progress made during the Third Quarter (1 January to 31 March 2022) towards delivering actions in the Operational Plan 2021/22.

**Related Parties**

Not applicable

**Corporate Plan Linkage**

Priority: Organisational Performance

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

**Background/Discussion**

Section 174 *Local Government Regulation 2012* requires that a written assessment of the local government's progress towards implementing the annual operational plan is presented at meetings of the local government held at regular intervals of not more than three months.

The Operational Plan Quarterly Report – Third Quarter details Mackay Regional Council's (MRC) performance in delivering actions detailed in the annual Operational Plan 2021/22, as at 31 March 2022.

Performance against targets is reported as 'on target', 'below target', 'reporting not required this quarter' or 'complete'.

At the Third Quarter, a total of 93 actions are on target and 5 are now complete. This is an increase of 4 complete since the last quarter. Additionally, there are a number of actions complete ahead of schedule this quarter. These actions are highlighted on p5-6 of the attached.

There has unfortunately been an increase to those below target this quarter, moving from 8 to 16. Of all actions reported on, 4 items do not require reporting this period. The list of the actions that are below target and an explanatory comment regarding variance from the forecast quarterly target appear on p6-11 of the attached.

It should be noted that during this third quarter, the business focussed its attention toward ensuring critical services were not disrupted during the heightened response to COVID impacts and restrictions imposed on MRC early in the quarter. Whilst the business focussed on critical service delivery, opportunity to attend to some of the activities required by the Operational Plan 2021/2022 was impacted.

Despite those actions behind target, progress is generally considered positive again this quarter, providing confidence that the Corporate Objectives of the current Corporate Plan are on track to be achieved as planned.

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### **Consultation and Communication**

The Chief Executive Officer, Directors and Program Managers were consulted in development of the Operational Plan Quarterly Report.

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

### **Resource Implications**

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

### **Risk Management Implications**

Review of the operational plan minimises risk to council by ensuring performance is managed and monitored.

### **Conclusion**

It is recommended that the Operational Plan Quarterly Report for the Third Quarter of 2021/22 be received as tabled.

### **Officer's Recommendation**

THAT council receive the Operational Plan Quarterly Report for the Third Quarter of 2021/22, in accordance with Section 174 of the *Local Government Regulation 2012*.

The A/CEO Angela Hays provided an overview and highlights of the report.

Cr Jones advised she had a number of queries and asked if a briefing could be arranged.

Cr Williamson advised that a briefing will be arranged on the outcomes of this report and requested A/CEO to liaise with Cr Jones on her specific queries and organise an appropriate time in the briefing schedule.

Cr Mann had a query in terms of Environmental Health and the team unable to meet targets due to staff resourcing at less than 50% and asked how Council is supporting the staff through this.

The A/CEO Angela Hays responded that Council is ensuring that the team understands we do have realistic expectations and Council doesn't expect that when a small team is impacted significantly with absences that the rest of the team can carry on and absorb that work. Council always looks at diverting other resources to assist but where that is not possible or practical, we allow the team to feel comfortable with reducing the scope and focus on the important activities within their team.

### **Council Resolution ORD-2022-85**

**THAT council receive the Operational Plan Quarterly Report for the Third Quarter of 2021/22, in accordance with Section 174 of the *Local Government Regulation 2012*.**

**Moved Cr Jones**

**Seconded Cr May**

Cr Jones spoke to the report. The plan sets out Council's strategic direction and the operational plan is how Council will achieve it all. It is pleasing to see the appointment of two disaster risk reduction officers and the finalisation of the funding agreement with the LGAQ for the QCOS 2100 program to assist us in completing

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the coastal hazard adaptation strategy given we have 31 beaches in our region. The gravel re-sheet program is completed and the traineeship and apprenticeship program for 2022 has also been completed. Further Cr Jones looks forward to the implementation of the environmental strategy which has again been delayed due to competing priorities.

**CARRIED****11.1.4. MARCH 2022 BUDGET REVIEW**

**Author** Director Organisational Services (Kylie Lamb)  
**Responsible Officer** Acting Chief Executive Officer (Angela Hays)  
**File Reference** 2021/2022 Budget

**Attachments**

1. Capital Project Listing [11.1.4.1 - 2 pages]
2. Budget Statements [11.1.4.2 - 6 pages]

**Purpose**

To present the March 2022 third quarter budget review.

**Related Parties**

Nil.

**Corporate Plan Linkage**

Priority: Organisational Performance

Strategy: *Financial sustainability and efficiencies* - Maintain the financial sustainability of the council by implementing rigorous financial management practices across all council programs.

**Background/Discussion**

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

Following completion of the third quarter of the financial year, it is timely to review the budget, for any known variations at this time, to better reflect the forecasted closing position for the 2021/22 financial year.

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

**Operational****Revenue**

Category	Description	Amount	Comments
Fees and charges	Application Fees	(\$613,000)	Higher than expected income received for Development applications and Development Engineering fees.
Fees and charges	Other fees and charges	(\$477,728)	Higher than expected Rates Search fees, Rates valuations fees and transfer of Health Regulatory Services infringements to rates (\$131K). Additional Laboratory Operation fees & charges (\$110K), Development

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			Compliance & Governance Income (\$83K), Water billing search fees (\$76K) and additional bulk water sales to Mackay Sugar Ltd (\$65K).
Fees and charges	Licence Fees and Registrations	(\$37,508)	Higher than expected Health Regulatory Services Health income received for Dog registrations (\$19K) and Health licence fees (\$18.5K).
Fees and charges	Fines and Penalties	\$40,203	Reduction in Health & Regulatory Services Local Laws Parking fines income \$45K offset by an increase in Animal fines income (\$5K).
Rental Income	Rental Revenue Investment Property	\$228,541	Loss of rental income across various commercial properties \$250K. Offset by additional lease income from various Mackay water and parks sites (\$21k).
Sales contracts and Recoverable works	Sales contracts and recoverable works	(\$15,000)	Increase in Developer Street Tree Planting contributions.
Other recurrent income	Inventory Sales	(\$298,927)	Recognition of higher than expected MECC Alcohol Sales (\$187K), Stadium Alcohol Sales (\$92K) and Sugar Shed trading income received (\$85K). Offset by a reduction in Foodspace Alcohol Sales \$82K.
Other recurrent income	Other recurrent revenue	(\$205,315)	Increase in anticipated income for MECC ticket sales (\$147K), Scrap metal sales income from the Paget transfer station (\$43K) and Development Engineering advertising signs fees (\$10K). Offset by reduced by Artspace Exhibition income \$18K.
Other recurrent income	Commission earned	(\$5,973)	Recognition of commission earned by shared services operations.
Recurrent grants, subsidies, contributions and donations	Government Grants and Subsidies	(\$1,846,631)	Prepayment of 2022/23 Financial Assistant Grant allocation was received (\$1.8M). Recognition of additional ATO fuel Subsidy (\$40K), Illegal Dumping Grant Income (\$38K) and increase in Emergency Relief Funding (\$28K). Offset by a reduction of unspent CAMS funding returned to Department \$29K.
Recurrent grants, subsidies, contributions and donations	Non-Government Grants and Subsidies	(\$83,156)	Recognition Queensland Water Regional Alliance Program (QWRAP) funding (\$98K). Offset by a reduction in BMA Kidspace funding to be split over multiple financial years \$15K.
Recurrent grants, subsidies, contributions and donations	Donations	\$6,000	Reduction in MECC sponsorship for shows.
Operational Income in Capital Projects	Various	(\$4,962)	Reallocation of budgeted capital grant funding to operational to match actual expenditure.
<b>Total operating revenue adjustments</b>		<b>(\$3,313,456)</b>	

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Overall total revenue is forecasted to favourably increase by \$3.3M, with various adjustments to fees & charges, grants & subsidies, interest received, recoverable works and other recurrent income.

It should be noted that adjustments to grants, recoverable works income and some fees and charges for events has a corresponding increase or decrease in expenses.

Revenue forecasts will continue to be monitored throughout the year, especially in this period of high economic uncertainty due to the COVID-19 pandemic.

Expenses

Category	Description	Amount	Comments
Employee Benefits	Wages and salaries	\$1,712,040	Increase due to employee backpay decision and increased level of overtime due to high number of vacant positions. Offset by various wage adjustments due to vacant positions. Note some of this is offset by increases in labour hire services which are included in materials and services.
Employee Benefits	Employee Entitlements, Superannuation	\$1,170,671	Increase in sick leave due to COVID-19 and increase in employee leave provisions to allow for revised pay scales after backpay.
Materials and services	Fuel & Chemicals	\$377,111	Mackay Water Odour control operations \$296K and Nebo Road Water treatment plant operations \$109K. Offset by Marian Water treatment plant operations (\$22K).
Materials and services	Contractors	\$365,754	Increased use of contractors at Sarina Sewerage treatment plant \$130K, Parks Horticulture \$120K, Parks Tree maintenance \$110K, Landfill remediation assessment program \$72K, Water main maintenance \$50K and Water service maintenance \$48K. Offset by a reduction in Mackay Aquatic Recreational Complex (MARC) contract expenses (\$200K).
Materials and services	Legal fees	\$250,000	Allowance for Payment of deed agreements \$200K and Gas Pipeline – Feasibility Study \$50K.
Materials and services	Repairs and Maintenance	\$138,790	Increased level of traffic control for Mackay water maintenance activities \$115K, waste external laboratory testing \$48K, water external laboratory testing \$35K and increased usage of laboratory consumables \$32K. Offset by a reduction in Sludge/Biosolid from the sewerage treatment plants (\$100K).
Materials and services	Community entertainment and facilities	\$126,795	Increase in MECC expenses due to the increased MECC ticket sales.
Materials and services	Equipment and hire fees	\$124,458	Increased level of hydro excavation for water service maintenance \$110K, odour control operations equipment hire \$7K and purchase of notice boards for Emergency Liaison Officers \$6K.



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Materials and services	Rates, fees and charges	\$51,100	Increase in valuation fee expenses.
Materials and services	Grants, subsidies, contributions and donations	\$25,095	Additional funding provided to Mackay Tourism for Aviation Attraction initiative \$50K. Offset by a reduction in the City Centre events budget due to the GWFN Markets not proceeding (\$20K).
Materials and services	Other Materials and Services	(\$741,589)	Unwinding of contract liability due to alternate settlement being reached (\$763K).
Materials and services	Consultants and services	(\$268,527)	Reduction in consultant spend across various areas. Including Sewerage treatment plant maintenance (\$170K), sports and recreation (\$109K), Waste management strategy (\$92K), Transport planning (\$70K), Paget transfer station (\$70K) and Transport and Drainage Program development (\$50K). Offset by additional consultant costs for the Gas pipeline – feasibility \$200K.
Materials and services	Public utilities and electricity	(\$126,500)	Reduction in various Mackay water individual site budget allocations to reflect actual costs incurred.
Materials and services	Advertising and marketing	(\$28,748)	Reduction in advertising expenses for Waste education initiatives (\$13K), Sports and recreation (\$8K) and Corporate communications external communications (\$8K).
Materials and services	Registrations and subscriptions	(\$24,402)	Reductions in various training budgets due to the uncertainty of the Covid-19 pandemic.
Materials and services	Communications and IT	(\$21,835)	Reduction in printing and stationery budgets for Disaster management (\$16K) and Shared services operations (\$5K).
Materials and services	Security	(\$9,383)	Reduction in Dudley Denny Library security expenses.
Materials and services	Insurance	(\$8,160)	Reduction in workers compensation expense due to vacant positions.
Finance Costs	Bank Charges	\$61,445	Recognition of QTC transaction fees.
Depreciation & Amortisation	Depreciation & Amortisation	(\$3,530,834)	Revised depreciation estimate based on current capitalisation expectations.
Operational Expenses in Capital Projects	Various	(\$166,117)	Net operational movement across multiple capital projects, including (\$123K) due to project deferral to FY 22/23.
<b>Total operating expenditure adjustments</b>		<b>(\$522,836)</b>	

Operating expenditure is forecasted to decrease overall by \$523K. The majority of the expenditure is associated with decreased depreciation and amortisation costs offset by increased employee benefits costs due to backpay payments to employees, associated increase in employee provisions and increased overtime costs.

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	Original Budget \$'000	Current Amended Budget \$'000	March Budget Review Adjustment \$'000	Amended Budget \$'000
Operating Revenue	(\$268,648)	(\$271,859)	(\$3,313)	(\$275,172))
Operating Expense	\$267,966	\$271,754	(\$523)	\$271,231
<b>Operating Surplus/Deficit</b>	<b>(\$682)</b>	<b>(\$104)</b>	<b>(\$3,051)</b>	<b>(\$3,941)</b>

As a result of the above movements in revenue and expenses, MRC's forecasted operating surplus will increase to \$3.9M. Work will continue during the remainder of the financial year to closely monitor the effects of COVID-19 on Council operations.

**Capital Projects**

- See detailed project listing attached

Project	Capital Expenditure Amount	Operational Expenditure Amount	Capital Income Amount	Operational Income Amount
New Project Adjustments	\$1,627,000	\$0	\$0	\$0
Existing Project Adjustments	\$4,299,992	(\$23,780)	(\$628,438)	(\$7,826)
Existing Project Savings/Cancel	(\$3,919,185)	(\$19,146)	(\$10,682)	\$2,864
Existing Projects Deferred	(\$14,173,152)	(\$123,191)	\$2,318,130	\$0
<b>TOTAL</b>	<b>(\$12,165,345)</b>	<b>(\$166,117)</b>	<b>\$1,679,010</b>	<b>(\$4,962)</b>

Capital projects expenditure is forecast to decrease overall by \$12.2M. This is made up of offset by savings and deferrals of \$18.1M offset by additional capital project expenditure \$5.9M. It should be noted that \$14.2M of expenditure is being deferred until future years (carryover) in line with expected delivery timeframes.

Overall capital grant revenue is decreasing by \$1.7M due predominately to the deferral of expenditure to the next financial year.

	Original Budget \$'000	Current Amended Budget \$'000	March Budget Review Adjustment \$'000	Amended Budget \$'000
<b>Capital project budget</b>	<b>\$111,978</b>	<b>\$123,830</b>	<b>(\$12,331)</b>	<b>\$111,499</b>
- Capital Expenditure	\$109,537	\$120,533	(\$12,165)	\$108,368
- Operational Expenditure	\$2,441	\$3,297	(\$166)	\$3,131
<b>Capital Funding budget</b>	<b>(\$13,562)</b>	<b>(\$13,771)</b>	<b>\$951</b>	<b>(\$12,821)</b>
- Capital funding	(\$13,358)	(\$13,459)	\$955	(\$12,504)
- Operational funding	(\$204)	(\$312)	(\$5)	(\$317)

In summary, known changes to the program of works have been identified and adjusted as detailed above.

Ongoing review of the capital program will continue throughout the year and changes identified will be reported to Council for approval.

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### **Consultation and Communication**

The requirements of the capital program are constantly monitored during the financial year, including detailed monthly reporting to Management and Councillors.

Identified changes which require budget amendments will be reviewed by the Executive Leadership Team and presented regularly to Council for approval.

### **Resource Implications**

The revised capital project expenditure program for 2021/22 has decreased overall by \$12.3M to \$111.5M.

The operating surplus has increased to \$3.9M. This will continue to be monitored during the year and adjusted if required in future budget reviews.

### **Risk Management Implications**

The budget needs to reflect expected costs of delivery, therefore changes to budgets associated with changes in delivery timing and changes in costs need to be addressed as soon as possible.

This budget review brings to account known variations to the original budget adopted on 23 June 2021 and adjustments throughout the year.

### **Conclusion**

The March 2022 budget review amendments will be included in the current approved budget and become the current amended budget.

The amended budget will be reflected in the next monthly Strategic Financial Report.

The Long-Term Financial Forecast has been updated based on the changes identified in this report and the effect on future forecasts.

Council's current forecasted operating surplus is \$3.9M for the 2021/22 financial year. Costs and revenue will continue to be monitored especially in relation to the ongoing effects of COVID-19 on our business.

Capital expenditure delivery is progressing and will continue to be monitored. Known adjustments have been made to the budget to reflect any changes to estimates and delivery timing. Capital delivery remains a focus of Council.

### **Officer's Recommendation**

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

The A/CEO Angela Hays provided an overview and highlights of the report

### **Council Resolution ORD-2022-86**

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

**Moved Cr May**

**Seconded Cr Hassan**

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Cr May spoke to report and noted there is an extensive amount of work that goes into presenting this budget review and unfortunately in particular in the Capital Works area we might have to defer some \$14M worth of work that was budgeted this financial year to next financial year. Cr May advised that managing the operational expenses has not been easy with a lot of impacts due to a whole range of different factors and these were highlighted in the Strategic Financial Report. The impact of resources in terms of employing people to deliver the operational side of Council's works as well as sourcing materials to be able to deliver capital works jobs and also in our maintenance and repair jobs and as unfortunate situations where such things are out of our control to be able deliver what we intended to deliver back at the beginning of the financial year. It is imperative that we make sure of these adjustments along the way and always re-assess and that hopefully by 30 June Council will be in a positive position.

**CARRIED****11.2. DEVELOPMENT SERVICES**
**11.2.1. AGENDA REPORT FROM ORDINARY MEETING 13 APRIL 2022 - DA-2006-168/D CHANGE APPLICATION (OTHER CHANGE) - MATERIAL CHANGE OF USE AND RECONFIGURATION OF A LOT TO CREATE 86 RESIDENTIAL LOTS, 2 DRAINAGE LOTS AND 1 BALANCE LOT**

<b>Author</b>	Executive Officer (David McKendry)
<b>Responsible Officer</b>	Aletta Nugent (Director Development Services)
<b>File Reference</b>	DA-2006-168/D
<b>Attachments</b>	Nil

**PURPOSE**

To note the motion to lay this report on the table at the meeting of 13 April 2022 for further consideration at the meeting of 27 April 2022 and agree to extend this period to allow for time for further information.

**RELATED PARTIES**

- Carlisle Coast Developments Pty Ltd
- Jewell Planning Consultants
- Owen Consulting
- Paragon Consulting Engineers Pty Ltd
- Earth Environmental
- Country-Wide Water Pty Ltd
- Submitter: Jennifer and Darren Duncombe
- Submitter: Robert and Jo-Anne Farrell
- Submitter: Shirley Farrell
- Submitter: Haley Moran-Green.

**BACKGROUND/DISCUSSION**

Council at its meeting of 13 April 2022 considered a report related to application DA-2006-168/D, a Change Application (other change) being a Material Change of Use and Reconfiguration of Lot application amending an existing approval for Lot 44 on RP749218, Midge Point.

At the meeting of 13 April, due to illness, not all Councillors were able to participate in the meeting and of

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those who did five (5) participated by audio visual link (Teams). Based on absence, and the limited ability for debate using audio visual link, a Procedural Motion was passed to lay the matter on the table –

**THAT the motion be laid on the table until the next Council Meeting on 27 April 2022.**

**Moved Cr Bella**

**CARRIED**

Since that time a Briefing has been held with Mayor and Councillors to identify any further information required to enable this matter to be considered. The matters identified for clarification are being raised with the applicant, however the resultant information is not available for the meeting of 27 April as was identified in the procedural motion for the matter to be reconsidered.

As such it is being recommended that the matter continue to lay on the table pending receipt of the required information, with this information expected during May to enable the item to be reconsidered by Council during June.

### **CONSULTATION AND COMMUNICATION**

Council Briefing 20 April 2022

Development Planning and Engineering Program staff have been liaising with the applicant's consultant to obtain the required extra information

### **RESOURCE IMPLICATIONS**

Nil

### **RISK MANAGEMENT IMPLICATIONS**

N/a – Applicant is aware of the timing involved and is working with Development Planning and Engineering Program staff for extra information.

### **CONCLUSION**

It is recommended that the item originally tabled at the meeting of 13 April 2022 and agreed to lay on the table until the meeting of 27 April 2022, continue to lay on the table pending the receipt of the identified further information to enable Council to consider. The timing for this information is expected within May, therefore with an expectation that the item would be represented to Council during June 2022

### **OFFICER'S RECOMMENDATION**

THAT agenda item 11.4.6 from the Council meeting of 13 April 2022, namely – DA-2006-168/D Change Application (Other Change) – Material Change of Use and Reconfiguration of a Lot to create 86 Residential lots, 2 Drainage lots, and 1 Balance lot, continue to lay on the table pending receipt of further information, with the matter to be represented to Council in June 2022

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**Council Resolution ORD-2022-87**

**THAT agenda item 11.4.6 from the Council meeting of 13 April 2022, namely – DA-2006-168/D Change Application (Other Change) – Material Change of Use and Reconfiguration of a Lot to create 86 Residential lots, 2 Drainage lots, and 1 Balance lot, continue to lay on the table pending receipt of further information, with the matter to be represented to Council in June 2022**

**Moved Cr Hassan****Seconded Cr Englert****CARRIED****11.2.2. DEVELOPMENT SERVICES MONTHLY REVIEW REPORT - MARCH 2022**

<b>Author</b>	Director Development Services (Aletta Nugent)
<b>Responsible Officer</b>	Director Development Services (Aletta Nugent)
<b>File Reference</b>	DSMRR

<b>Attachments</b>	1. Monthly Review Report - March 2022 [11.2.2.1 - 26 pages]
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**Purpose**

To provide Council with the Development Services Monthly Review Report for the period of 1 March to 31 March 2022

**Related Parties**

Nil

**Officer's Recommendation**

THAT the Development Services Monthly Review Report for the period of 1 March to 31 March 2022, be received.

The Director for Development Services, Aletta Nugent provided an overview and highlights of the report.

Cr Jones requested a briefing on the desilting issue as Council needs to find a way forward on this project.

The Director responded that Council is expecting the report from the contractor on 22 April 2022.

Cr Williamson requested the Director to schedule a briefing once that report has been received.

Cr Bonaventura queried the Sarina Sugar Shed operations table shows all green dots which means that everything is travelling well and with three months to go, he asked if the Director feels confident Council can hold its current financial position and keep the loss to just over \$400,000.

The Director responded that traditionally February/March are slower months for the shed and there has been additional impacts this year due to the vaccine mandate, the heat wave and the rain, however despite this and with the café closed for renovations, Council is on track and if we compare this year against previous years, we are confident that we will maintain council's investment just over that amount.

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**Council Resolution ORD-2022-88**

**THAT the Development Services Monthly Review Report for the period of 1 March to 31 March 2022, be received.**

**Moved Cr Jones****Seconded Cr Englert**

Cr Jones spoke to the report and highlighted again that Council has received the consultants brief has been issued for the quotes completing the coastal hazard adaptation strategy and further Council needs to be thinking about the longer term not only in protecting our foreshores but how Council manages this on behalf of the community into the future.

**CARRIED**

**11.2.3. CONTINUATION OF THE NORTHERN BEACHES COMMUNITY HUB REFERENCE GROUP**  
**CONTINUATION OF THE NORTHERN BEACHES COMMUNITY HUB REFERENCE GROUP**

**Author** Manager Strategic Planning (Jaco Ackerman)  
**Responsible Officer** Director Development Services (Aletta Nugent)  
**File Number** SPLP-017

**Attachments** Attachment 1 – Draft Terms of Reference – Northern Beaches Community Hub Reference Group

**Purpose**

To consider continuing the Northern Beaches Community Hub (NBCH) Reference Group to provide input into the development of the NBCH and to adopt the revised Terms of Reference for the NBCH Reference Group.

**Related Parties**

Current members of the NBCH Reference Group.

**Corporate Plan Linkage**

Priority: Community pride

*Strategy: Community facilities* - Provide community facilities to improve the liveability of the region and to promote community connection.

Priority: Lifelong Learning

*Strategy: Northern Beaches Community Hub and Mirani Community Precinct* - Progress the development of the Northern Beaches Community Hub and the Mirani Community Precinct.

Priority: Regional Identity

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

**Background/Discussion**

Council resolved to establish the NBCH Reference Group in accordance with section 264 of the *Local Government Regulation 2012* at the Council meeting on 27 January 2021. The Reference Group have met on five occasions during 2021 with minutes from the Community Reference Group meetings reported to Council.

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The Reference Group have provided valuable input into the planning process and provided feedback to and from their networks as part of ongoing community engagement.

The Terms of Reference for the Reference Group provides that the group be established for 12 months therefore requiring a council resolution to continue with the group. This report recommends the continuation of the group for a further 24 months and a revised Terms of Reference (attached as Appendix A) that is presented for consideration by Council.

In summary, the Reference Group provides a targeted forum for discussing the proposed NBCH master planning, design, staging and construction. The Reference Group provides input on user requirements for the NBCH, giving valuable insight into community needs and the most efficient use of public funds and resources. The Group also assists to build positive public awareness of the proposed NBCH.

The NBCH Reference Group consists of representatives of relevant stakeholder groups and individuals that represent broad community views on the NBCH project. In addition, representatives from various government and non-government agencies with an interest in the Northern Beaches and future community hub are invited to participate in Reference Group discussions. The Reference Group will not hold any delegated authority, separate budget or financial delegation from MRC.

It is recommended that the Reference Group membership continues for a further two years with membership unchanged from the current reference group, as follows:

- Three Councillors (Chair: Deputy Mayor Cr Karen May; Deputy Chair Cr Michelle Green; and Cr Belinda Hassan).
- Up to ten community members. It is recommended that the CEO be delegated to manage the continuation of existing members, and if needed, the appointment of new community members, who will be selected to meet the following criteria:
  1. Endorsement by a related stakeholder or community organisation or group/s if applicable
  2. Demonstrated strong community networks and an understanding of community issues relevant to the NBCH
  3. An ability to represent more than just a single issue, club or interest
  4. Currently involved in service provision, policy or program development in the Northern Beaches.
- Representatives from various government and non-government agencies with an interest in the Northern Beaches and future community hub will be invited to participate in the Reference Group discussions.
- Director Development Services and Director Community & Client Services will be standing members of the Reference Group. Other officers may attend meetings as required in a non-decision-making capacity.

The terms of the Reference Group will commence with council resolving to continue with the advisory committee for two years and would be considered dissolved after this time unless otherwise dissolved by resolution of Council. Meetings will not be open to members of the public. Representatives of the community or other organisations may be invited to address the Reference Group on specific matters.

Despite being called a reference group rather than an advisory committee, the form of the group is in keeping with that of an advisory committee. The *Local Government Regulation 2012* specifically allows councils to appoint committees, including advisory committees with specific roles.

### Consultation and Communication

Establishment of a Reference Group was proposed at a Council briefing on the NBCH on 8 July 2020 and the continuation of the Group discussed at a Council Briefing on 2 February 2022. Nominations from the community were called during November and December 2020 and Council resolved to establish the Community Reference Group on 27 January 2022.

Councillors and internal stakeholders have been consulted in relation to the continuation of the Reference Group and the revised draft Terms of Reference.



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**Resource Implications**

Administration associated with the Reference Group will be undertaken within existing resources.

**Risk Management Implications**

Nil.

**Conclusion**

The NBCH Reference Group has been valuable in providing advice informing the preparation of the NBCH masterplan and building concepts and will have a continuing role as activities change from planning to design and construction of stage 1 of the NBCH.

It is therefore recommended that Council continue with the NBCH Reference Group with membership unchanged and delegate the CEO to manage the appointment of the community representatives and invite agencies to participate.

**Officer's Recommendation**

THAT Council, in accordance with section 264 of the *Local Government Regulation 2012*, continue with the Northern Beaches Community Hub Reference Group with membership unchanged, and adopt the revised Terms of Reference.

AND THAT the Chief Executive Officer be delegated to manage the appointment of the community representatives, as needed.

Cr Mann had a query around the membership makeup in particular around the community members and the set criteria and wanted to make sure that Council will actually apply those criteria if any other community member wants to be a part of this group as it is quite specific on what they must be part of and not just a single interest.

The A/CEO Angela Hays acknowledged this and assured that the criteria would be followed.

**Council Resolution ORD-2022-89**

**THAT Council, in accordance with section 264 of the Local Government Regulation 2012, continue with the Northern Beaches Community Hub Reference Group with membership unchanged, and adopt the revised Terms of Reference.**

**AND THAT the Chief Executive Officer be delegated to manage the appointment of the community representatives, as needed.**

**Moved Cr May**

**Seconded Cr Green**

Cr May spoke to the report and highlighted the establishment of the community reference group to ensure the input of the northern beaches' community and other relevant agencies that may have an interest in the Northern Beaches Hub. Cr Green and Cr Hassan and I have been representing Council along with community members and has found this to be invaluable for the development of the project including having the knowledge of the residents in the area and their input. This has been a very good success story as far as community engagement is concerned and we can now move the master plan and seek funding for the actual development and construction of the project and continue to keep the community as part of that process.

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Cr Williamson noted that this has been a fantastic community committee for such a very important project and it great to see this motion on the table now to extend the community committee.

**CARRIED**

**11.2.4. MACKAY REGION PLANNING SCHEME 2017 - MAJOR AMENDMENT 3 - PREPARE AND GIVE THE PROPOSED AMENDMENT TO THE STATE GOVERNMENT TO UNDERTAKE A STATE INTEREST REVIEW AND THEN UNDERTAKE PUBLIC CONSULTATION**

<b>Author</b>	Principal Planner – Local Planning (Andrew Schembri)
<b>Responsible Officer</b>	Director Development Services (Aletta Nugent)
<b>File Number</b>	SPRP-060
<b>Attachments</b>	<p><b>Attachment A</b> – Excerpt from the Minister’s Guidelines and Rules (Part 4 – Major Amendment)</p> <p><b>Attachment B</b> – Schedule of proposed amendments</p> <p><b>Attachment C</b> – Major Amendment 3 Communications Strategy</p> <p><b>Attachment D</b> – Mackay Region Planning Scheme 2017 – Version 4.0 – track changes of relevant parts</p>

**Purpose**

The purpose of this report is to:

- endorse the proposed major amendment 3 (proposed major amendment) to the Mackay Region Planning Scheme 2017 (planning scheme), prepared in accordance with chapter 2, part 4, section 16.4 of the Minister’s Guidelines and Rules (MGR), for state interest review;
- prepare the proposed administrative amendment 9 (supporting the proposed major amendment) in accordance with chapter 2, part 1, section 2.1 of the MGR for inclusion in the schedule of proposed amendments for the proposed major amendment;
- give notice to the Minister for State Development, Infrastructure, Local Government and Planning (Minister) of the decision to amend the planning scheme and provide the required material (prescribed in Schedule 3 of the MGR) for a proposed major amendment in accordance with chapter 2, part 4, section 16.5 of the MGR; and
- decide to proceed to public consultation after the conclusion of the state interest review in accordance with chapter 2, part 4, step 18.2 of the MGR, subject to confirmation by the Minister in accordance with chapter 2, part 4, section 17.5 and 17.6 of the MGR.

The proposed major amendment has been prepared by Council in accordance with chapter 2, part 4, section 16.4 of the MGR for submission to the Minister in accordance with section 16.5 of the MGR and is supported by the following documents:

- schedule of proposed amendments (refer to **Attachment B**);
- communications strategy for the proposed major amendment (refer to **Attachment C**);
- prepared planning scheme amendments in the relevant sections of the planning scheme, as tracked changes (refer to **Attachment D**).

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### Related Parties

The following related parties are relevant to the proposed amendment:

- Department of State Development, Infrastructure, Local Government and Planning (DSDILGP)
- Landowners subject to zone changes in the Finch Hatton and Eungella area
- Landowners subject to the proposed Finch Hatton town centre precinct, Finch Hatton trailhead precinct and Eungella town centre precinct
- Stakeholder groups identified in **Attachment C** – Major Amendment 3 Communication Strategy.

### Corporate Plan Linkage

#### Priority: Economy

*Strategy: Enhance regional centres* - Focus on regional centres to enhance identity and local economies.

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

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

*Strategy: Mountain biking* – Progress the Pioneer Valley Mountain Bike Trail to optimise economic, social and environmental opportunities for the region.

### Background

In 2018, Council investigated opportunities for the region to establish and capitalise on mountain biking activities in the Pioneer Valley. This led to the development of the Mackay Region mountain bike strategy (the strategy). The strategy concluded that due to the region's stunning natural environment and unique trail town opportunities, the Pioneer Valley had potential for a mountain bike park of a national or international standard.

Through the strategy, Council identified a potential mountain bike trail network (proposed to be 100km in length) traversing the southern mountain range of the Pioneer Valley. The townships of Finch Hatton and Eungella have been identified as trail towns located at each end of the trail network.

The proposed amendment focuses on the Pioneer Valley townships of Finch Hatton and Eungella. The current planning landscape of both townships have been analysed through a local area planning project, which recommended opportunities for the facilitation of a range of uses to support the mountain bike trail network and associated opportunities and forms the basis of the proposed amendment.

The purpose and general effect of the proposed amendment to the planning scheme is to:

- Facilitate commercial and other specific non-residential uses within designated precincts and through appropriate provisions under the Township zone in the Finch Hatton and Eungella townships;
- Encourage a wider range of uses or adaptive re-use by changing the zone of a small number of lots to Township in the Finch Hatton and Eungella townships; and
- Reduce the levels of assessment for certain uses to facilitate appropriate development outcomes for the Finch Hatton and Eungella townships in support of the Pioneer Valley mountain bike project.

The purpose and intent of the proposed amendment was discussed with Council at a briefing on 24 November 2021. At the Ordinary meeting of 8 December 2021, Council resolved to commence the major amendment process under the MGR to amend the planning scheme and to prepare the proposed major amendment in accordance with chapter 2, part 4, sections 16.1 and 16.4 of the MGR.

The proposed major amendment, if adopted, will take the planning scheme to version 5.0.

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### **Proposed major amendment**

Section 20 of the *Planning Act 2016* (Act) allows a local government to amend a planning scheme by following the process set out in the MGR. This amendment will follow the 'major amendment' process, set out in Chapter 2, Part 4 of the MGR.

The process for undertaking a major amendment is outlined in chapter 2, part 4 of the MGR (refer to **Attachment A – Excerpt from the Minister's Guidelines and Rules - Chapter 2, Part 4 – Major amendment**).

#### The prepared proposed major amendment (step 16.4 of the MGR)

A summary of the key elements of the proposed amendment is outlined below with the schedule of proposed amendments provided in **Attachment B**.

#### *Strategic framework (Part 3)*

Proposed changes to the planning scheme in Part 3 expands on the rural townships and sport and recreation opportunities to include reference to the Pioneer Valley mountain bike trail network and the role of Finch Hatton and Eungella in providing supporting services and infrastructure.

Some notable changes to Part 3 include:

- Include a statement under the rural townships statements regarding future development opportunities for Finch Hatton and Eungella based on meeting demand and addressing infrastructure and development constraints
- Include the mountain bike trails, facilities and primary trailhead site in the paragraph relating to sport and recreation opportunities to be provided in the Mackay Region, specifically in Finch Hatton and the Pioneer Valley
- Encourage tourism development throughout the whole township of Eungella rather than a designated area

#### *Township zone table of assessment (Part 5)*

Proposed changes to the planning scheme in Part 5 amend levels of assessment for certain uses in the three proposed new precincts under the Township zone.

Changes in the level of assessment for development where located in the Finch Hatton and Eungella town centre precincts include:

- Low impact industry (involving a Brewery), reducing from impact assessment to code assessment
- Food & drink outlet, reducing from code assessment to accepted development subject to requirements if located within an existing non-residential building
- Bar, reducing from impact assessment to code assessment
- Hotel (new), reducing from impact assessment to code assessment
- Service industry (involving bike repairs), reducing from impact assessment to accepted development subject to requirements
- Service industry, code assessment in all other circumstances.

Changes in the level of assessment for development where located in the Finch Hatton trailhead precinct include:

- Outdoor sport and recreation, reducing from code assessment to accepted development subject to requirements if provided by Council or a public sector entity
- Transport depot, reducing from impact assessment to code assessment if directly associated with the Pioneer Valley mountain bike trail network and involving the storage and maintenance of vehicles
- Service industry (involving bike repairs), reducing from impact assessment to accepted development subject to requirements if located within an existing non-residential building.

#### *Township zone code (Part 6)*

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An overall summary of proposed changes to the Township zone code in Part 6 include the introduction of the three precincts across the townships of Finch Hatton and Eungella, providing appropriate provisions for non-residential development locating in town centres to achieve the intended development outcomes sought by the zone and each precinct, and expanding upon the appropriate locations for short-term accommodation and tourist park in all townships.

The three proposed precincts are as follows:

- Finch Hatton town centre precinct (precinct no. TS1) encompasses the existing town centre, including commercial uses on the northern side of Mackay-Eungella Road, properties on the southern side of Anzac Parade, and extending east of Zahmel Street to include three properties including the Finch Hatton railway station building and grounds
- Finch Hatton trailhead precinct (precinct no. TS2) encompasses the former Cattle Creek Mill site, including the former administration building
- Eungella town centre precinct (precinct no. TS3) encompasses the existing commercial development along Chelmer Street and adjacent lots to the west that have frontage to Eungella Dam Road

The purpose of the town centre precincts in Finch Hatton and Eungella is to accommodate a concentrated range of non-residential development that contributes to an active and vibrant town centre and reinforces the role and function of Finch Hatton and Eungella as trail towns for the mountain bike trail network.

The purpose of the Finch Hatton trailhead precinct is to primarily accommodate outdoor sport and recreation uses, including complementary small-scale non-residential uses and temporary events that support the Pioneer Valley mountain bike trail network.

Precinct specific changes to Part 6 include:

- Precinct specific outcomes that define the role of the precincts, preferred land use and important elements in the overall outcomes section of the zone code
- New provisions relating to non-residential development locating in the Finch Hatton or Eungella town centre precincts
- Increase the maximum building height provisions from two storeys to three storeys on the north side of Mackay-Eungella Road in Finch Hatton
- Development on key active frontage streets, as proposed for commercial frontages in the Finch Hatton town centre precinct, are to be street-orientated and have a high quality pedestrian and cyclist amenity
- Remove requirement for a road connection between Bagley and Matthew Streets as this requirement is no longer relevant in the development of the trailhead site
- Identify the intended development the trailhead site is to accommodate including outdoor sport and recreation with some complimentary small scale non-residential uses with limited gross floor areas
- Strengthen the protection of amenity for adjoining residential uses from impact generating development in the Finch Hatton trailhead precinct through the use setbacks, landscaping and orientation of activities.

Changes in Part 6 that apply to all other townships in the region include:

- Refine requirements relating to the location of non-residential uses alongside other compatible non residential uses where a town centre does not exist
- expanding the preferred locations for short-term accommodation and tourist park to include the Pioneer Valley mountain bike trail network and designated tourist drives
- Strengthening the requirement for development to appropriately located on a site that can adequately accommodate appropriate on-site sewer system requirements and maintain amenity for adjoining sites

*Home-based business code (Part 9)*

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Proposed changes to the Home-based business code in Part 9 relate to the facilitation of accommodation offerings in Finch Hatton and Eungella as well as other principal and tourism-orientated townships by:

- Reducing the existing 1,000m<sup>2</sup> minimum lot size required for a Bed and Breakfast to 600m<sup>2</sup> in principal and tourism-orientated townships.

*Administrative terms (Schedule 1)*

Proposed changes to the Administrative terms in Schedule 1 relate to the inclusion of a new key active frontage streets in the Finch Hatton town centre precinct. The extent of the proposed key active frontage street in Finch Hatton is on northern side of Mackay-Eungella Road (between Peoples Street and the RSL).

*Zone maps (Schedule 2)*

The proposed amendments to the zone maps in Schedule 2 include zone changes and the introduction of three precincts under the Township zone in Finch Hatton and Eungella. The proposed zone map changes allow a wider range of uses to be realised under the Township zone.

The following sites are proposed to be zoned Township:

- Finch Hatton railway station and grounds (from Open space)
- Finch Hatton church site (from Community facilities)
- Eungella church site (from Community facilities)
- Eungella childcare centre and tennis court (from Community facilities).

Proposed administrative amendment 9

Proposed administrative amendment 9 (proposed administrative amendment) has been prepared in accordance with chapter 2, part 1, section 2.1 of the MGR to support the proposed major amendment package. The proposed administrative amendments are included in the schedule of proposed amendments (refer to **Attachment B**) and are summarised as follows:

- correct grammar and punctuation
- remove redundant terminology and references
- correct page numbers, version numbers and PO/AO numbering.

Further steps to progress the proposed major amendment package

To progress this proposed major amendment, Council must decide to endorse the prepared proposed amendments and give the required material (prescribed in Schedule 3 of the MGR) to the Minister (State Government) in accordance with chapter 2, part 4, section 16.5 of the MGR.

In accordance with chapter 2, part 4, sections 17.1 and 17.2 of the MGR, the Minister will then commence a state interest review with the state agencies to ensure the proposed amendment advances the purpose of the Act and appropriately integrates the relevant state interests.

During the state interest review, the Minister may advise Council how the proposed amendment may be changed to appropriately address state interests (section 17.3 of the MGR). Should any significant changes be proposed, further Council endorsement of the proposed amendment will be sought. If the requested state interest changes are minor in nature, the changes can be made and the package resubmitted to the Minister (in accordance with section 17.4 of the MGR) without seeking further approval from Council.

In accordance with chapter 2, part 4, section 17.5 and 17.6 of the MGR, the Minister, within 60 business days of receiving the proposed amendment, will give a notice detailing the outcome of the state interest review and advising whether the proposed amendments may proceed to public consultation. It is anticipated Council will receive the Minister's notice in mid-2022.

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### **Consultation and Communication**

A major amendment to the planning scheme requires public consultation for a minimum period of 20 business days. Council cannot commence public consultation until the state interest review is complete and the Minister gives notice stating Council may proceed to consultation in accordance with the MGR. The public consultation will be open to the broader community and will also include targeted consultation with the development industry, the local communities and businesses of Finch Hatton and Eungella. The proposed public consultation methods, activities and identified stakeholder groups are detailed within a communications strategy, which will be included in the material submitted to the State (refer to **Attachment C – Major Amendment 3 Communications Strategy**).

Council will be further advised of future public consultation opportunities / events and will be briefed on the outcomes of the state interest review and consultation actions before the commencement of public consultation.

### **Resource Implications**

The process of making the planning scheme amendment will be managed by Strategic Planning. Resources required will be funded from the current operational budget.

### **Risk Management Implications**

The amendment will facilitate appropriate development opportunities in the Finch Hatton and Eungella townships to support of the Pioneer Valley mountain bike trail network and nearby tourism activities in appropriate areas.

Preliminary community consultation to date indicates general support for the range of proposed amendments, which will be confirmed during formal public consultation. State interest review may take time to resolve and could introduce new requirements especially considering state-controlled road matters through these townships.

### **Conclusion**

A major amendment to the planning scheme is proposed to ensure that the Mackay Region Planning Scheme remains contemporary, fit-for-purpose and incorporates matters that effect the appropriate facilitation of development in the region.

Following Council's decision to amend the planning scheme in accordance with chapter 2, part 4, section 16.1 of the MGR on 8 December 2021, it is recommended that Council endorse the proposed major amendment package and send the required materials to the Minister to commence a state interest review.

It is further recommended that upon completion of the state interest review, Council commence public consultation of the proposed major amendment package provided any changes from the state interest review are minor. Council will be briefed on the outcomes of the state interest review and public consultation actions before the commencement of public consultation.

### **Officer's Recommendation**

THAT Council endorses the proposed major amendment prepared in accordance with chapter 2, part 4, section 16.4 of the *Minister's Guidelines and Rules – July 2017* for state interest review.

AND THAT Council prepares proposed administrative amendment 9 in accordance with chapter 2, part 1, section 2.1 of the *Minister's Guidelines and Rules – July 2017* for inclusion in the schedule of proposed amendments for the proposed major amendment.

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AND THAT, in accordance with chapter 2, part 4, section 16.5 of the *Minister's Guidelines and Rules – July 2017*, Council gives the Minister for State Development, Infrastructure, Local Government and Planning a notice of Council's decision to amend the planning scheme and provide the required material for a proposed major amendment prescribed in Schedule 3 of the MGR.

AND THAT, subject to confirmation by the Minister for Infrastructure and Planning in accordance with chapter 2, part 4, section 17.5 and 17.6 of the *Minister's Guidelines and Rules – July 2017*, that the proposed amendments proceed to public consultation in accordance with chapter 2, part 4, step 18.2 of the *Minister's Guidelines and Rules – July 2017*.

The Director provided an overview and highlights of the report.

Cr Bonaventura had a query around the treatment works for on-site sewerage and when Council is looking at three story buildings in some of these modifications, I assume we will be taking that into account or who will be responsible as far as the viability in being able to do this on-site.

The Director responded that all the standards in a normal development application will continue to apply in these locations such as adequate waste water facilities and other services and further it is up to the developer to look at what options are available to service the development and what is feasible.

#### **Council Resolution ORD-2022-90**

**THAT Council endorses the proposed major amendment prepared in accordance with chapter 2, part 4, section 16.4 of the Minister's Guidelines and Rules – July 2017 for state interest review.**

**AND THAT Council prepares proposed administrative amendment 9 in accordance with chapter 2, part 1, section 2.1 of the Minister's Guidelines and Rules – July 2017 for inclusion in the schedule of proposed amendments for the proposed major amendment.**

AND THAT, in accordance with chapter 2, part 4, section 16.5 of the Minister's Guidelines and Rules – July 2017, Council gives the Minister for State Development, Infrastructure, Local Government and Planning a notice of Council's decision to amend the planning scheme and provide the required material for a proposed major amendment prescribed in Schedule 3 of the MGR.

AND THAT, subject to confirmation by the Minister for Infrastructure and Planning in accordance with chapter 2, part 4, section 17.5 and 17.6 of the Minister's Guidelines and Rules – July 2017, that the proposed amendments proceed to public consultation in accordance with chapter 2, part 4, step 18.2 of the Minister's Guidelines and Rules – July 2017.

**Moved Cr Green**

**Seconded Cr Jones**

Cr Green spoke to the report and would like to recognise the extraordinary body of work that Council's Strategic Planning team has been doing over the past two years and this package of major amendments to the planning scheme is really exciting but importantly its necessary to ensure and maintain the enjoyability and functionality of the livelihood and liveability of our residents and the current and future businesses that will be in the township zones. Cr Green was very impressed with Council's community engagement process so far in particular the planning 101 workshop that was held in Finch Hatton. It was a master class in explaining the planning language not only to Councillors but also to the residents, and each resident was completely engaged during the workshop, and I believe they left with a full understanding on what the proposed changes to the scheme will mean. I congratulate the planning team on this report.

Cr Jones spoke to the report and highlighted that Council can't commence public consultation until the State interest review is completed and the amendment will facilitate the development opportunities in the Finch Hatton and Eungella township areas to support the Pioneer Valley Mountain Bike Trail network and further the residents in the Upper Valley area are waiting for this project to be finalised.



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Cr Englert spoke to the report and also thanked the Strategic Planning team in fast tracking these amendments for the proposed Mountain Bike to ensure there will be no disconnect for business and community opportunities in these two trail townships.

Cr Williamson also congratulated the Strategic Planning team on these amendments as it has been a long haul in producing this major amendment to a planning scheme and it has been expertly done and professionally handled.

**CARRIED**

**11.2.5. DA-2021-159 MATERIAL CHANGE OF USE (DEVELOPMENT PERMIT) FOR SERVICE STATION - 62-64 AND 66 BROAD STREET, SARINA QLD 4737**

**Author** Cherise Ayling (Principal Development Planner)  
**Responsible Officer** Director Development Services (Aletta Nugent)  
**File Number** DA-2021-159

**Attachments** Attachment A: Locality Plan  
 Attachment B: Proposal Plans  
 Attachment C: SARA Response

**Date Received:** 17 September 2021

**Applicant's Details:** Pearl Investments (Aust) Pty Ltd  
 C/- Gideon Town Planning  
 PO Box 450  
 ROCKHAMPTON CITY QLD 4700

**Proposal:** Material Change of Use (Development Permit) for Service Station

**Site Address:** 62-64 and 66 Broad Street, Sarina

**Property Description:** Lot 2 on RP710541  
 Lot 92 on S53631

**Owner's Details:** Lindsay and Maryanne Temple

**Area:** 3,027m<sup>2</sup> (total site area of both lots)

**Planning Scheme:** Mackay Region Planning Scheme v3.1

**Planning Scheme Designations:**

**Zone:** Medium Density Residential Zone  
**Precinct:** Not applicable

**Assessment Level:** Impact Assessment

**Submissions:** Five - Properly Made  
 Ten - Not Properly Made  
 Fifteen in total

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**Referral Agencies:** State Assessment and Referral Agency (SARA)  
Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1  
*Planning Regulation 2017*

**Recommendation:** Approved, subject to conditions

#### **Related Parties**

- Applicant: Pearl Investments (Aust) Pty Ltd
- Planning Consultant: Gideon Town Planning
- Landowners: Lindsay and Maryanne Temple
- State Assessment Referral Agency (SARA): Department of State Development, Infrastructure, Local Government and Planning.

#### **Submitters:**

- Liberty Oil Convenience Pty Ltd
- Catherine Furness
- Debbie Sands
- Deborah Price
- Sarina State School P&C Assoc
- Peter Vanderpool
- Cheryl Cook
- Kimberly Dowling
- Metta Sands-Paton
- Katya Galley
- Shirley Bowman
- Julie Tratt
- Kylie Beazley
- Leanne Kelly, and
- Frank Sidey.

#### **Purpose**

This application seeks a Development Permit for a Material Change of Use for a Service Station at 62-64 and 66 Broad Street, Sarina, more formally described as Lot 2 on RP710541 and Lot 92 on S53631 (refer to **Attachment A – Locality Plan**). The application triggers Impact Assessment and was subject to Public Notification. Council received a total of fifteen submissions (including five Properly Made and ten Not Properly Made) all objecting to the proposal. The relevant matters raised in the submissions can be addressed through reasonable and relevant conditions.

The application has been assessed in accordance with the legislative framework for Impact Assessment, including the *Planning Act 2016*, *Planning Regulations 2017*, Development Assessment Rules V1.3 and the applicable assessment benchmarks contained within the Mackay Region Planning Scheme V3.1. The application is recommended to be approved, subject to conditions.

#### **Background**

##### **Subject Site and Surrounds**

The development consists of two separate lots having a total site area of 3,027m<sup>2</sup>. The land is located within the Medium Density Residential Zone and is currently vacant. The site contains three frontages, consisting of Broad Street (Bruce Highway), Phillip Street and Johnston Street.

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The surrounding land uses are as follows:

- North: Sarina Masonic Centre
- South: Place of Worship
- East: Dwelling Houses
- West: Retail/Commercial Tenancies, Anzac Square and Sarina Library (on opposite side of Broad Street).

There is no significant planning history that applies to the land.

### **Pre-lodgement Advice**

Pre-lodgement advice relating to a proposed Service Station was requested on 26 February 2021. A meeting was held with Council officers on 4 March 2021. The layout submitted as part of the initial request for pre-lodgement advice differs to what has been submitted, with the location of the built form component initially proposed adjoining the Johnston Street frontage. The original plan indicated that the development would be built to boundary on the Johnston Street frontage. Council officers raised this as a concern as it would result in the inability to provide landscaping between the frontage and the built form.

Council officers also identified that a landscaping buffer of 4.5m would be required along the eastern side boundary adjoining the existing Dwelling Houses. It was noted that the provision of a 4.5m landscaping buffer along the eastern boundary is preferable and that a reduced landscaping width along the Broad Street frontage may be considered, with any reduction in landscaping to be of a correspondingly higher quality and provide an improvement to the streetscape.

Council officers also confirmed that a Needs Analysis and Acoustic Report would need to be submitted as part of any future development application.

### **Proposal**

The proposal is for a Service Station on land that is zoned Medium Density Residential. A Service Station is defined as:

*Service Station means the use of premises for:*

- (a) Selling fuel, including, for example, petrol, liquid petroleum gas, automotive distillate or alternative fuels or*
- (b) A food and drink outlet, shop, trailer hire, or maintaining, repairing, servicing or washing vehicles, if the use is ancillary to the use in paragraph (a).*

The development consists of a single storey ancillary Shop located on the north-western corner of the site with an open alfresco area along the Broad Street frontage. An overhead canopy connects to the ancillary Shop, with the canopy covering three double sided fuel bowers and two diesel fuel bowers. Access to the site is via Broad Street and Phillip Street. Landscaping is provided along all frontages of the site (excluding driveway crossover areas).

Plans of the proposal are attached as **Attachment B – Proposal Plans**.

The application is supported by the following reports:

- 1) Economic Need & Impact Assessment
- 2) Environmental Noise Assessment
- 3) Traffic Impact Assessment, and
- 4) Stormwater Management Plan.

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### **Infrastructure Considerations**

#### **Water and Sewer**

The development is proposed to be serviced by reticulated water and sewer infrastructure.

#### **Electricity and Telecommunications**

The development is to be serviced by electricity and telecommunications infrastructure, with recommended conditions of approval requiring these connections.

#### **Roadworks**

The development site has a frontage to Johnston Street, with this street not currently provided with kerb and channel. Therefore, it is recommended that a condition of approval require the construction of kerb and channel and associated drainage along this frontage. A recommended condition of approval also requires the construction of a full verge width footpath for the full frontage of the site along Broad Street.

The application also triggered a State referral to the State Assessment Referral Agency (SARA) due to adjoining a State controlled road. Conditions of approval from the SARA require works to be completed in Broad Street as follows:

- 1) Access to the Service Station is at approximate chainage 12.96kms on the Bruce Highway (Broad Street).
- 2) The provision of an auxiliary left turn lane from Broad Street into the site to accommodate the swept path of a 19m semi-trailer.
- 3) The left turn lane must be a minimum of 3.5m wide, measured from the outside edge of the existing cycle lane, with a 15.0m entry taper from Broad Street and a radius 12.5m turning curve into the Service Station site.
- 4) Restricted left-in / left-out from Broad Street.
- 5) Existing cycle lane in Broad Street is to be marked with green paint and cycle symbols for the full length of the auxiliary turn lane.

#### **Stormwater**

A recommended condition of approval requires stormwater from the site to be collected within the property boundaries and discharged via an underground system to Council's existing stormwater gully pit on Broad Street. Stormwater management will be considered as part of any future Operational Works approval.

### **Referral Agencies**

The application was referred to the SARA for assessment and approval as a Concurrence Agency. The SARA approved the application on 8 February 2022 (refer to **Attachment C – State Referral Response**).

### **Legislative Framework**

The application has been assessed in accordance with the provisions of Part 3 of the *Planning Act 2016* and its associated instruments, including Part 4, Division 4, Subdivision 2 of the *Planning Regulation 2017*, that apply to Impact Assessment.

### **Mackay Isaac Whitsunday Regional Plan**

Detailed assessment against the Mackay Isaac Whitsunday Regional Plan is not required as Part 2.2 of the Planning Scheme states that the Minister has identified that the Planning Scheme, specifically the Strategic Framework, appropriately advances the Mackay Isaac Whitsunday Regional Plan as it applies to the Planning Scheme area.

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**State Planning Policy (July 2017)**

The Mackay Region Planning Scheme v3.1 integrates the April 2016 version of the State Planning Policy (SPP). The July 2017 version of the SPP is the current version and incorporates some changes to the SPP which is integrated into Mackay Region Planning Scheme v3.1.

**Planning Scheme**

The development application has been lodged and assessed against the Mackay Region Planning Scheme v3.1 (Planning Scheme). A detailed assessment against the key provisions of the relevant codes of the Planning Scheme is provided below.

**Planning Scheme Assessment**

The application has been assessed against the Strategic Framework and the following codes of the Planning Scheme:

- 1) Medium Density Residential Zone Code
- 2) Service Station and Car Wash Code
- 3) General Development Requirements Code
- 4) Healthy Waters Code
- 5) Acid Sulfate Soils Overlay Code
- 6) Flood and Coastal Hazards Overlay Code, and
- 7) Landscape Character and Image Corridor Overlay Code.

A detailed assessment of the proposal against the relevant assessment benchmarks is provided below.

**Strategic Framework**

The proposal requires assessment against the Strategic Framework of the Planning Scheme. The Strategic Framework in its entirety represents the policy intent of the Planning Scheme.

<b>Strategic Framework</b>	<b>Assessment</b>
<b>3.2.1 Regional strategic vision</b>	The development is considered to comply in that the proposal provides increased employment opportunity for the community.
<b>3.2.2 Growth management and urban consolidation</b>	The development is considered to comply in that the proposal is urban development that occurs within an "urban area" as identified on the Strategic Framework Maps (Schedule 2 of the Planning Scheme). The development supports the growth of the area and provides the provision of economically efficient infrastructure that is accessible to the community, providing increased access to local employment opportunities.
<b>3.2.3 Network of centres and industrial areas</b>	The development site is in proximity to the Sarina Principal Centre (Centre) and is in an area that incorporates other retail/commercial uses. It is therefore considered that the development is appropriately located, complementing the existing Centre.
<b>3.3 Settlement pattern</b>	The development does not present a conflict and is considered to complement the existing Centre. The proposal does not conflict with the principles of urban consolidation.
<b>3.4 Natural environment and regional landscapes</b>	The land is not subject to or adjacent any natural environmental features, identified biodiversity areas or values associated with habitats and ecosystems. The development does not result in direct impacts or contribute to the worsening of impacts on the natural environment or regional landscape.
<b>3.5 Strong communities</b>	The development is consistent with the Strong Communities Theme through the provision of providing connectivity within the local urban

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	area.
<b>3.6 Natural resource management</b>	The land is not subject to or adjacent any identified natural resource areas.
<b>3.7 Transport</b>	The development increases the level of self-containment providing access to employment and fuel/convenience services. The site is located on a public transport route and is easily accessible due to being located on the Bruce Highway (Broad Street).
<b>3.8 Infrastructure</b>	The site is located within the Priority Infrastructure Area as identified within the Local Government Infrastructure Plan. The development: <ul style="list-style-type: none"> <li>• Does not require the delivery of any trunk infrastructure to support the development, and</li> <li>• Can be suitably serviced by all necessary infrastructure which is to be provided during the Operational Works stage of the development.</li> </ul>
<b>3.9 Strong economy</b>	As identified in the above assessment against 3.3 Settlement Pattern, the proposal is co-located with a Centre. The proposed land use does not present competing interests with the identified hierarchy of Centres and is considered to strengthen the local economy through being co-located to support the existing Centre.
<b>3.10 Sustainability, climate change and natural hazards</b>	The development will not result in direct impacts or contribute to the worsening of impacts resulting from events as identified under the Planning Scheme.

#### Medium Density Residential Zone Code

The purpose of the Medium Density Residential Zone is to provide for medium density Multiple Dwellings, as well as community uses, small-scale services, facilities and infrastructure that supports local residents. The proposal generally complies with this Code, with an assessment provided below.

*PO1: The zone primarily accommodates low-medium and medium density residential development including:*

- (a) multiple dwelling activities and dwelling house in the Low-medium density precinct (precinct no. MD1) and the General medium density precinct (precinct no. MD2); and*
- (b) multiple dwelling activities, with the exception of dual occupancy, in the Multi-storey medium density precinct (precinct no. MD3).*

The Service Station does not compromise the ability for the surrounding Medium Density Residential zoned land to cater for Dwelling Houses and Multiple Dwelling Activities. Compliance with the Performance Outcome is therefore achieved as there continues to be potential for the area to primarily cater for these residential activities on surrounding lots within the zone.

*PO3: Non-residential activities, such as centre activities and community activities, are:*

- (a) required to serve the needs of the local area and do not compromise the viability of:
  - i. existing or intended uses within a multi-purpose centre; and*
  - ii. similar existing or approved uses in the local area; and**
- (b) of a small scale and are subordinate to the primary residential character of the area; and*
- (c) generate minimal impacts.*

The application was supported by an Economic Need and Impact Assessment report that outlines the economic, community and planning need for the proposed Service Station. The proposal is suitably located along Broad Street (Bruce Highway) and has been designed to incorporate acoustic attenuation measures as recommended through an Environmental Noise Assessment report to minimise impacts generated by the development. Acoustic attenuation measures, as recommended by the Environmental Noise Assessment, includes an acoustic barrier along the eastern boundary adjoining the Dwelling Houses, an acoustic barrier surrounding the

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refuse/services area, restrictions relating to the timing of waste collection and deliveries and the provision of an air compressor that can be fitted with an adjustable alarm volume and alarm disablement during evening and night time hours. Recommended conditions of approval therefore require all acoustic attenuation measures outlined within the Environmental Noise Assessment report be implemented. Overall, with recommended conditions of approval, compliance with the Performance Outcome is achieved.

*PO10: Development does not generate unreasonable levels of noise, odour, dust, air emission, light or vibration impacts that affect:*

- (a) *Adjoining and nearby sites within a sensitive land use zone; and*
- (b) *Adjoining or nearby site containing an existing sensitive land use.*

The application was supported by an Environmental Noise Assessment report that provides recommendations on acoustic attenuation measures to minimise noise impacts generated by the development, with a recommended condition of approval requiring the implementation of these acoustic attenuation measures.

In addition to the above recommended condition regarding acoustic attenuation measures, the following recommended conditions are also included to achieve compliance with the Performance Outcome:

- 1) That all external lighting is to be installed in accordance with *Australian Standard AS4282-1997 – Control of the Obtrusive Effects of Outdoor Lighting*, or as amended to ensure no lighting impacts are generated by the development, and
- 2) That the development be managed so that the amenity of the area is not detrimentally affected through the following:
  - a) Transport of materials, goods or commodities to or from the subject site
  - b) Appearance of any building, works or materials, and
  - c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.

Overall, with recommended conditions of approval, compliance with the Performance Outcome is achieved.

#### Service Station and Car Wash Code

The proposed Service Station is generally compliant with the Service Station and Car Wash Code, with an assessment provided below.

*AO1: Development is located:*

- (a) *On an arterial road or sub-arterial road; and*
- (b) *Not more than 100 metres from the intersection of 2 or more roads; and*
- (c) *In an Industrial zone, Multi-purpose centre zone or Township zone.*

The proposal seeks a performance solution to allow a Service Station to be in the Medium Density Residential Zone and therefore outside of an Industrial Zone, Multi-purpose Centre Zone or Township Zone as suggested by the AO1. An assessment against the corresponding Performance Outcome, PO1, is therefore required and provided below.

*PO1: Service Station and car wash uses are located:*

- (a) *On prominent, highly accessible sites; and*
- (b) *On sites that do not compromise the character and amenity of residential neighbourhoods.*

The Service Station is proposed on a prominent and highly accessible site that comprises of three road frontages consisting of Broad Street (Bruce Highway), Phillip Street and Johnston Street. The site is located within an area that includes a mix of retail, commercial and community uses that creates a varied streetscape. Therefore, while the proposal does not contribute to the residential character suggested for the Medium Density Residential zone,

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it is not adversely offensive in context to the immediate and surrounding area. Further, the proposal has been designed to not compromise the character and amenity of the surrounding residential area through the incorporation of an extensive amount of landscaping on all frontages (excluding driveway crossover areas) and the implementation of acoustic attenuation measures to minimise impact generated through the daily operation of the Service Station. Recommended conditions of approval therefore require landscaping and acoustic attenuation measures to be provided generally in accordance with the approved plans and Environmental Noise Assessment report. Overall, compliance with the Performance Outcome is achieved.

*AO3: The gross floor area of the ancillary shop and food and drink outlet does not exceed 150m<sup>2</sup>.*

The proposal seeks a performance solution to allow the ancillary Shop to have a gross floor area of 262.5m<sup>2</sup>, therefore exceeding that suggested within AO3. An assessment against the corresponding Performance Outcome, PO3, is therefore required and discussed below.

*PO3: Ancillary shop and food and drink outlet facilities are subordinate to the primary Service Station use and do not compromise the role and function of designated centres and existing centre activities.*

The ancillary Shop component of the Service Station is provided with a main retail area of 117m<sup>2</sup>, with the remainder being made up of storage, cold rooms, staff office and amenities. The building does not include a Food and Drink Outlet with a commercial kitchen. The ancillary Shop will overall be subordinate to the primary Service Station use and does not compromise the role and function of existing centre activities. Therefore, compliance with the Performance Outcome is achieved.

*AO6: The following minimum setbacks are provided:*

- (a) *For a building or structure (including car wash facilities):*
  - i. *From a road boundary, other than roads identified as "existing main streets" in Schedule 1 - 15 metres; and*
  - ii. *Side and rear boundary setbacks;*
    - A. *From side and rear boundaries adjoining sites within a sensitive land use zone, Open space zone or Sports and recreation zone or sites containing an existing sensitive land use – 6 metres; or*
    - B. *From other side and rear boundaries – 0 metres; and*
- (b) *For fuel pumps, from all boundaries – 10 metres; and*
- (c) *For air hose / water facilities, from all boundaries – 3 metres.*

The proposal seeks a performance solution to allow a setback of 1.7m to the open alfresco and fuel canopy, 7m to the fuel bowser from Broad Street, 4.7m to the wall of the building from Broad Street and 2m from Phillip Street, therefore within the 15m setback suggested within AO6. Although the Proposed Site Plan demonstrates the canopy above the fuel bowsers being setback 1.7m from the Broad Street frontage, a 3m setback is considered appropriate and therefore the Proposed Site Plan has been annotated to demonstrate that a 3m setback is required. An assessment against the corresponding Performance Outcome, PO6, is discussed below.

*PO6: Buildings, structures and activities associated with the use are located, designed and operated to maintain public safety and a high level of amenity for adjoining and nearby properties within a sensitive land use zone and existing sensitive land uses.*

The proposal has been designed to minimise impacts to the surrounding residential area, with larger setbacks provided to the Dwelling Houses adjoining the site to the east. Further, the application has been supported by an Environmental Noise Assessment Report the provides recommendations relating to acoustic attenuation measures to be implemented. Pedestrian safety has been considered as part of the assessment of the Service Station, with recommended conditions of approval requiring a full verge width footpath to be constructed along the entire Broad Street frontage, as well as the construction of a physical means of speed control at the existing points of the site and signage alerting motorists of pedestrians placed at both access point to the site. Therefore, with recommended conditions, compliance with the Performance Outcome is achieved.



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#### General Development Requirements Code

The proposal is generally compliant with the General Development Requirements Code, with an assessment provided below.

*PO13: Vehicular access to arterial roads and sub-arterial roads is avoided unless no other options are available and the access:*

- (a) Reduces the number of access points on the road; and*
- (b) Maintains the safety and efficiency of the road; and*
- (c) Provides safe and efficient access to the site.*

The proposal includes an access point from Broad Street, being a State arterial road (Bruce Highway). As this access is from a State controlled road, the application triggered a referral to the SARA for assessment, with SARA providing conditions of approval relating to upgrades along Broad Street. It is also recognised that the provision of an access point along Broad Street allows a distribution of vehicle movements between Broad Street and Phillip Street, therefore reducing the number of vehicle trips onto Phillip Street.

#### Healthy Waters Code

To ensure compliance with the Healthy Waters Code is achieved, a recommended condition of approval requires the development to either incorporate stormwater quality improvement devices or the submission of an application under Council's Policy 087 'Voluntary Mechanism for Stormwater Quality Management'.

#### Acid Sulfate Soils Overlay Code

To ensure compliance with the Acid Sulfate Soils Overlay Code is achieved, a recommended 'Assessment Manager's Advice' identifies that if the proposed works trigger the State Planning Policy or Mackay Region Planning Scheme for Acid Sulfate Soils then a Site Based Acid Sulfate Soil Management Plan must be prepared and submitted to Council for approval as part of Operational Works.

#### Flood and Coastal Hazards Overlay Code

A small portion of the development is mapped within Council's Flood Hazard Overlay, restricted to the north-west corner of the site. Based on a review of existing site levels and levels required to achieve flood immunity, it has been determined that there will be minimal changes to the existing site levels from the construction of the Service Station. Further, stormwater management has been considered and a recommended condition of approval requires stormwater to be collected on-site and discharged to Council's stormwater infrastructure. Therefore, the development incorporates stormwater measures to minimise flooding or the ponding of water.

#### Landscape Character and Image Corridor Overlay Code

The Service Station is generally compliant with the Landscape Character and Image Corridor Overlay Code, with landscaping be provided along all boundaries. An assessment against the relevant assessment benchmarks is provided below.

*AO5.5: A minimum 5 metre wide landscaping buffer is provided in accordance with the requirements of Planning scheme policy – landscape, including all guidance documents and lists, along the full frontage of the image corridor.*

It is recognised that the Acceptable Outcome suggests a 5m wide landscape buffer along the Broad Street frontage, with a minimum 3m wide landscape buffer proposed as part of this application. Therefore, compliance with the Performance Outcome is required.

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*PO5: Development adjacent to image corridors provides high quality visual amenity through active and articulated building frontages and landscaping.*

Due to a reduction in the landscaping width, a recommended condition of approval requires a higher quality landscape outcome along the Broad Street frontage with vegetation that achieves a mature height of no less than 1.5 metres to be provided to screen the on-site car parking area and vehicles parked as the refuelling forecourt. Therefore, compliance with the Performance Outcome is achieved.

*AO7: Advertising devices:*

- (a) Are not located within the landscaping strip; and*
- (b) Do not include neon lights or animated elements.*

The proposal seeks a performance solution to allow a pylon sign to be located within the landscaping strip. Therefore, an assessment is required against the corresponding Performance Outcome, PO7, and is discussed below.

*PO7: Advertising devices are discreetly located and designed to maintain the visual amenity of image corridors.*

Although a pylon sign is proposed to be located within the landscaping strip along the Broad Street frontage, it is recognised that the development site contains a wide frontage with extensive landscaping to be provided. Therefore, the location of the advertising device will not impact on the visual amenity of the image corridor. Further, an application to Council under *Subordinate Local Law 1.4 (Installation of Advertising Devices) 2011* must be made and approved prior to any advertising sign or device being erected.

#### Other Relevant Matters

In accordance with section 45 of the *Planning Act 2016* the Assessment Manager has considered no further matters as part of the assessment of the application.

#### Infrastructure Charges

The charges levied will be in accordance with Council's Infrastructure Charges Resolution dated December 2020. As such, the total charges will equate to approximately \$19,692.65. This has been calculated based upon the proposed Gross Floor Area (GFA) and impervious area with a credit applied for the two existing lots.

#### Public Notification and Submissions

The application was publicly notified in accordance with the requirements of the *Planning Act 2016*, and as a result, a total of fifteen submissions were received, five properly made and ten not properly made. The principal matters raised in the submissions are summarised and discussed below:

- 1) Land Use
- 2) Amenity
- 3) Development Need
- 4) Traffic Impact
- 5) Noise
- 6) Built Form
- 7) Operating Hours
- 8) Landscaping, and
- 9) Flood Impact.

- 1) Land Use

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Submitter Concerns:

- a) The proposal is not consistent with the intent of the Medium Density Residential Zone.
- b) It is considered that the proposal is not small-scale in nature.

Applicant's Response:

- a) The proposed facility will service the needs of the immediate local residential community.
- b) The subject site has direct access to a higher order road and two local roads. Broad street is classified as a State-Controlled Road (Bruce Highway), Johnston Street as an Access Street and Phillip Street as a Minor Collector.
- c) The development is located within a mixed-use area and uses design techniques, including articulation and landscaping, that remain consistent with the amenity and character of the urban area.
- d) The site layout and other mitigation measures ensures that there are negligible impacts on the amenity of the surrounding residential area.
- e) The proposal is for a Service Station with six refuelling bowzers and two diesel bowzers, a standard configuration for a Service Station within an urban setting. Similarly, the ancillary Shop is of a size that reflects the need and demand of its location.
- f) The proposal is not for a truck stop and does not intend to fulfil that service.
- g) The proposal is of an appropriate scale and designed to service the local area and broader community as outlined in the Economic Need & Impact Assessment prepared by Bull + Bear Economics.

Officers Comments:

The purpose of the Medium Density Residential zone is to provide for medium density Multiple Dwellings, as well as community uses, small-scale services, facilities and infrastructure that supports local residents. The proposed Service Station does not compromise the ability of the surrounding Medium Density Residential zoned land to cater for Multiple Dwelling activities and Dwelling Houses. Further, the site is located within an area that includes a mix of retail, commercial and community uses that creates a varied streetscape. Therefore, while the proposal does not contribute to the residential character suggested for the Medium Density Residential zone, it is not adversely offensive in context to the immediate and surrounding area. The proposal has also been designed to ensure impacts generated by the Service Station are minimised, with recommended conditions of approval applied to ensure these design outcomes.

2) Amenity

Submitter Concerns:

- a) The proposal will compromise the residential character and amenity.

Applicant's Response:

- a) The proposal is designed to minimise direct overlooking between buildings and adjoining residential uses.
- b) The design and site layout of the proposal further maintains the residential character of the surrounding Dwelling House through building orientation, fencing/screening and landscaping.
- c) These items have been addressed in the Environmental Noise Assessment and the detailed Landscape Plans.

Officers Comments:

The application is supported by an Environmental Noise Assessment that includes recommendations on acoustic attenuation measures to minimise noise impacts generated by the development. Recommended conditions of approval therefore require the implementation of these acoustic attenuation measures as follows:

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- a) An acoustic barrier along the eastern boundary adjoining the Dwelling House.
- b) An acoustic barrier surrounding the refuse/services area.
- c) Restrictions relating to the timing of waste collection and deliveries.
- d) The provision of an air compressor that can be fitted with an adjustable alarm volume and alarm disablement during evening and night time hours.

### 3) Development Need

#### Submitter Concerns:

- a) The proposal does not service local needs and the current demand is already covered by the four existing Service Stations.
- b) The analysis does not provide a comprehensive comparison of the impacts of the seven other Service Stations, including hours of operation and number of bowzers.
- c) Section 4.4 Development Need of the Town Planning Report states "there are no alternative sites for the proposal which meet the economic and community needs relevant to locating the facility at the subject site". It is acknowledged that an Economic Impact Assessment has been submitted to address the economic, community and planning need for the proposal, however there are no other details to support this statement.

#### Applicant's Response:

- a) Submissions stated that the proposal would not serve the needs of the local community. The submissions referenced the site's proximity to the Liberty Sarina Service Station and the presence of other three stations (Sarina Beach Road Fuels, Puma Sarina, and Caltex Sarina Service Centre) within the Sarina locality. As previously mentioned, the proposal is consistent with the requirements for non-residential development located in the Medium Density Residential Zone Code. The facility is expected to service the day-to-day needs of residents of the local neighbourhood. Given the highway location, it will also service persons travelling through Central Queensland over the Bruce Highway (Broad Street). In this regard, the proposal is anticipated to provide a convenience function as envisaged for non-residential development in the Medium Density Residential Zone.
- b) The proposed facility will not detract or impact the Service Stations referenced in the submissions, nor will it result in the proliferation of similar facilities in the Sarina SA2 region, as described in Economic Need & Impact Assessment prepared by Bull + Bear Economics. As such, the proposal will support the creation of a functional and integrated community by providing convenient service of a scale that is compatible with the ultimate development of the area and in a location that will encourage active transport.
- c) The Economic Need & Impact Assessment prepared by Bull + Bear Economics addresses both the existing facilities and the fuel throughput of the area. Refer to Appendix J - Table 3.1 Existing Competitor Facilities – Sarina SA2, 2021 - Table 5.3 Impact Assessment – Fuel Throughput, 2023. The market share analysis and impact assessment demonstrate that the proposed Service Station on the subject site would achieve a sales performance above the national average, indicating there is more than sufficient demand to support the proposal without resulting in the failure of any existing facilities. Therefore, there is an economic need for the proposal.
- d) The Economic Need & Impact Assessment prepared by Bull + Bear Economics included a sequential site test. Refer Appendix J – Section 6 sequential site test. Based on this assessment of vacant and underutilised sites within the centre zoned land of the Sarina SA2, it has been determined that there are no suitable alternative sites that could reasonably accommodate the proposed uses and meet community needs

#### Officers Comments:

The application is supported by an Economic Need & Impact Assessment prepared by Bull + Bear Economics. The report concluded that there is an economic, community and planning need for the Service Station and that the operations of this development would not be detrimental to the trading of existing facilities.

### 4) Traffic Impact

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Submitter Concerns:

- a) The proposed access to the development will create safety issues for pedestrians, particularly during school hours.
- b) The proposed access to the development will create traffic congestion issues.
- c) In the mid-point of the site (Broad Street) there is a 40km speed sign for the school. The proposed signage, canopy, shop and alfresco dining may be a distraction preventing drivers noticing the change in speed so close to the school.

Applicant's Response:

- a) The proposal does not propose or require any alteration to the existing pedestrian network or road crossings. The intersection of Phillip Street and Broad Street has defined pedestrian crossings controlled by traffic lights.
- b) The existing footpaths will be maintained along the entire frontage of Broad Street, allowing for safe and dedicated pedestrian movement.
- c) The building design and site layout ensure that development entrances are clearly visible from the street and are not obscured by fencing, walls, advertising or dense landscaping.
- d) Items relating to traffic, parking, access and works within the State Controlled Road environment was assessed by the SARA.
- e) The Traffic Impact Assessment (TIA), prepared by McMurtrie Consulting Engineers, demonstrates that the development can operate without impacting the safety and function of the surrounding road network. The proposal will provide access to the road network in a manner that preserves the function of the road hierarchy and addresses all impacts to the road network. It is further noted that the submission mainly relates to traffic issues that the submitters have with the traffic lights at Broad Street and Anzac Street rather than the proposal.

Officers Comments:

As previously identified, Broad Street is a State controlled road, with the application triggering a referral to the SARA. The SARA referral response included conditions of approval requiring upgrades to Broad Street.

To assist in maintaining pedestrian safety and in addition to the upgrades required by the SARA, recommended conditions of this approval also require upgrades to the pedestrian footpath to be full verge width along Broad Street, as well as signage alerting motorists of pedestrians to be installed and a physical means of speed control to be provided at the exit point along both Broad Street and Phillip Street.

In addition, Council Officers are aware of concerns relating to pedestrian connectivity, in particular school age children crossing the road in front of the site and using the existing traffic island as a hold point. However, within proximity to the site there exists three signalised crossings allowing for safe and efficient street crossings. Furthermore, as the road is a State Controlled Road, any upgrades to eliminate crossings are unable to be required at a Council level.

5) Noise

Submitter Concerns:

- a) The noise generated while heavy vehicles refuel and move will negatively impact the adjoining residents, especially at night.
- b) The waste facility surrounded by corrugated iron will cause noise when opening and closing the facility.
- c) It is not clear what is the noise level from bowser pumps to confirm their actual impacts.
- d) The noise report does not explain what type of heavy vehicle were used for the modelling.
- e) The proposal only contemplates an acoustic barrier for one storey dwellings meaning the future two-storey developments are not considered.

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Applicant's Response:

- a) As stated in the Environmental Noise Assessment prepared by RoadPro Acoustics, maximum car parking noise levels are the primary driver for the acoustic design and will be effectively attenuated with an acoustic barrier fence along the eastern boundary.
- b) Bowser pump selections are finalised during the detailed design stage. The noise criterion is "inaudibility" at night time, and the manufacturer specifications will be checked prior to purchase to ensure this is achieved. There will therefore be no noise impact from bowser pumps.
- c) Vehicle noise for car parking (and refuelling) was modelled using semi-trailers as heavy vehicles.
- d) Any future two-storey developments adjoining or potentially affected by the proposal will typically require a noise assessment to address road traffic noise from Broad Street, and it is expected that Council would request an assessment of noise impacts from the site simultaneously. The requirements for attenuating road traffic noise will likely be sufficient for also attenuating noise from the Site.

Officers Comments:

The application is supported by an Environmental Noise Assessment that includes recommendations on acoustic attenuation measures to minimise noise impacts generated by the development. Recommended conditions of approval require the implementation of these acoustic attenuation measures as outlined within the Environmental Noise Assessment.

6) Built Form

Submitter Concerns:

- a) The Service Station and Car Wash Code requires that the GFA of the ancillary Shop and Food and Drink Outlet does not exceed 150m<sup>2</sup>.
- b) Due to the natural operational activities of the Service Station, it is expected there will be an excess of lighting.

Applicant's Response:

- a) The floor area (150m<sup>2</sup>) identified is an Acceptable Outcome to demonstrate compliance with the Performance Outcome. In this regard, the Performance Outcome (PO3) states: Ancillary Shop and Food and Drink Outlet facilities are subordinate to the primary Service Station use and do not compromise the role and function of designated centres and existing centre activities. While the proposed shop has a GFA of 273m<sup>2</sup>, it is ancillary and subordinate to the primary Service Station use, centred around the retailing of fuel. The main retail floor area is only 117m<sup>2</sup>, with the remainder of the floor area accommodating storage, cold rooms and amenities. The ancillary Shop will have a limited range of products, primarily centred around convenience, and does not compete with other commercial centres or zones.
- b) The proposal will be able to ensure that all outdoor lighting complies with relevant codes, standards and requirements. Relevant and reasonable conditions can be imposed that regulate onsite lighting.

Officers Comments:

The ancillary Shop component of the Service Station is provided with a main retail area of 117m<sup>2</sup>, with the remainder being made up of storage, cold rooms, staff office and amenities. The building does not include a Food and Drink Outlet with a commercial kitchen. The ancillary Shop will overall be subordinate to the primary Service Station use and does not compromise the role and function of existing centre activities.

With regards to external lighting, to minimise impacts to the surrounding area, a recommended condition of approval requires lighting to be installed in accordance with AS4282-1997 – *Control of the Obtrusive Effects of Outdoor Lighting*, or as amended.

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#### 7) Operating Hours

##### Submitter Concerns:

- a) There is no indication of the proposed hours of operation within the planning report. Therefore, it was assumed that the development will operate 24 hours which will impact negatively on the residential area.

##### Applicant's Response:

- a) The proposed hours of operation is seven days a week and 24 hours a day. The Environmental Noise Assessment specifically assessed the hours of operation and included recommendation to manage noise impacts. Relevant and reasonable conditions can be imposed to reduce the impacts of a 24-hour operation, including noise and odour of the proposal.

##### Officers Comments:

Recommended conditions of approval require attenuation measures to be implemented as recommended within the Environmental Noise Assessment. The recommended condition also requires certification from a suitably qualified person that the attenuation measures have been installed/implemented.

#### 8) Landscaping

##### Submitter Concerns:

- a) The Landscape Character and Image Corridor Overlay Code requires a minimum 5m wide landscape buffer to be provided along the full frontage of the site (Broad Street). The proposal seeks to provide a 3m wide landscape strip.

##### Applicant's Response:

- a) Whilst the proposal results in a slight shortfall (2m) in the landscape buffer specified at the acceptable outcome AO5.5, the landscape buffer within the proposal complies with Performance Outcome PO5 of the landscape and Image Corridor Overlay Code.
- b) The proposed landscape buffer within the proposal is considered appropriate given the following:
  - i) The development provides high-quality visual amenity through active and articulation building frontages and landscaping.
  - ii) The landscape buffer for development benefiting from public exposure - for commercial development and other types of development that benefits from exposure – a different form of landscape buffer is required that allows views from the road frontage to the part of the development benefiting from public exposure and provides signature trees and feature planting.

##### Officers Comments:

Although a slightly reduced landscape buffer along the Broad Street frontage is proposed, a recommended condition of approval requires a higher quality landscape outcome along the Broad Street frontage with vegetation that achieves a mature height of no less than 1.5 metres to be provided to screen the on-site car parking area and vehicles parked as the refuelling forecourt.

#### 9) Flood Impact

##### Submitter Concerns:

- a) The site is impacted by flooding as identified on Council's flood mapping.

##### Applicant's Response:

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- a) As part of the Planning Report, the Flood and Coastal Hazard Overlay was evaluated. It was determined that the minor flooding mapped at the northwest corner of the site is due to an existing low spot in the terrain. In addition, any minor change to site levels in this vicinity is on the very fringe of the Q100 line and is not likely to have any measurable impact on flood levels in the area. Therefore, the overlay does not change the level of assessment, and consequently, the code was not further assessed as part of the development.

Officers Comments:

A small portion of the site is mapped within Council's Flood Hazard Overlay, however there will be minimal changes to the existing site levels with the built form to achieve flood immunity.

**Resource Implications**

There are no resource implications for Council because of this recommendation.

**Risk Management Implications**

There are potential costs involved if an appeal is lodged by the Applicant or a submitter against Council's decision.

**Consultation**

**External**

Council officers met with the Applicant's planning consultant about the proposal prior to lodgement of the planning application.

During the assessment period, Council issued a formal information request to the Applicant seeking several clarifications and further material. The Applicant subsequently provided a formal response to Council's information request.

A request for further advice was issued to the Applicant seeking additional information regarding localised traffic movements, particularly relating to Dawson Street and Phillip Street. The response received outlined that the development is primarily focused on attracting customers from the existing traffic stream on Broad Street (Bruce Highway) and that Service Stations do not necessarily create significant new trips on the network.

The submitted TIA did not discuss pedestrian movements and safety and therefore a request for further advice was issued to the Applicant seeking further information on how the development will add/maintain pedestrian safety along the frontages of the site. The Applicant provided a response noting the following:

- 1) There are existing pedestrian footpaths along the entire length of Broad Street and Phillip Street that provides a safe corridor for pedestrians as it creates a separation from the road traffic and onsite vehicle movements. The development also includes a dedicated pedestrian link to the ancillary Service Station Shop.
- 2) On-site vehicle movements are in a low-speed environment, with vehicles exiting the site required to stop/give way.
- 3) Vehicles entering from Broad Street will only be travelling from the north and during peak school hours this portion of Broad Street is identified as a School Zone, with a 40km/hr speed limit.
- 4) Vehicles turning into the site from Phillip Street will be in a low-speed vehicle environment.

The Applicant noted that to assist with pedestrian safety, appropriate pedestrian warning signs at the access points could be provided.

In addition to the above, recommended conditions of approval have been included requiring the following to



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assist with pedestrian safety:

- 1) A physical means of speed control is to be provided at the exit points along Broad Street and Phillip Street.
- 2) Signage alerting motorists of pedestrians are to be placed at both access points and are to be visible when both entering and existing the site.
- 3) The existing footpath along Broad Street is to be upgraded to be a full verge width concrete footpath along the full frontage of the site, therefore providing a wider area for pedestrian movements.

### Conclusion

The reports and plans provided by the Applicant demonstrates that the proposal will not have a detrimental impact on adjoining residents. The proposal has been assessed against the Planning Scheme and all relevant assessment criteria. The Applicant has provided technical assessments in relation to development need, acoustic measures and stormwater management, and the resulting design of the development will ensure that the amenity of the surrounding area will not be adversely affected by the proposal.

It is therefore recommended that the proposal be approved, subject to conditions.

### Officer's Recommendation

THAT Council approves the Development Application for a Development Permit for Material Change of Use for a Service Station at 62-64 and 66 Broad Street, Sarina, more formally described as Lot 2 on RP710541 and Lot 92 on S53631, subject to the following conditions and Assessment Manager's Advice:

#### 1. Plan of Development

The approved Service Station must be completed and maintained generally in accordance with the Plans of Development (identified in the table below) and supporting documentation which forms part of this application, except as otherwise specified by any condition of this approval.

Plan/Document Name	Drawing Number	Prepared by	Date
Proposed Site Plan	20218-DA01 Rev. C	Verve	10 Nov. 2021
Proposed Floor Plan	20218-DA02 Rev. D	Verve	10 Nov. 2021
Building Elevations & Perspectives	20218 DA03 Rev. C	Verve	10 Nov. 2021
Building Elevations & Perspectives	20218 DA04 Rev. C	Verve	10 Nov. 2021
Landscape Works – Site Plan and Legend	LA-WD-01	Madden	Nov. 2021
Landscape Works – Set Out & Surface Finishes Plan	LA-WD-02	Madden	Nov. 2021
Landscape Works – Set Out & Surface Finishes Plan	LA-WD-03	Madden	Nov. 2021
Landscape Works – Planting Plan	LA-WD-04	Madden	Nov. 2021
Landscape Works – Planting Plan and Plant Schedule	LA-WD-05	Madden	Nov. 2021
Landscape Works – Details and Specifications	LA-WD-06	Madden	Nov. 2021
Environmental Noise Assessment	1332R1-R1	Road Pro Acoustics	30 Nov. 2021
Stormwater Management Plan	101-20-21 Rev. A	McMurtie Consulting Engineers	27 Aug. 2021

#### 2. Compliance with Conditions

All conditions must be complied with prior to the occupancy of the building for the approved use, unless specified in an individual condition.

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## 3. Conflict between plans and written conditions

Where a discrepancy or conflict exists between the written conditions of the approval and the approved plans, the requirements of the written conditions will prevail.

## 4. Notice of Intention to Commence the Use

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

## 5. Damage

The developer is responsible for the repair of any damage that is caused to Council's infrastructure as a result of the construction works associated with the proposal. The developer must make any damage safe and then notify Council immediately. Council will make the decision as to who will carry out the rectification works and the timing for the completion of those works.

## 6. Maintenance of Development

The approved development (including landscaping, car parking, driveways and other external spaces) must be maintained in accordance with the approved plans and/or documents, and any relevant Council engineering or other approval required by the conditions.

## 7. Compliance with Council Standards

All design and construction for the development must be in accordance with Council's Policies, Engineering Design Guidelines, Standard Drawings and Standard Construction Specifications.

## 8. Amalgamation of Allotments

Lot 92 on S53631 and Lot 2 on RP710541 must be amalgamated into one allotment prior to commencement of the use.

## 9. Electricity and Telecommunications Services

The approved development must be provided with electricity and telecommunications infrastructure.

## 10. Minimum Building Floor Level

The minimum habitable floor level of the proposal must be the higher of:

- a) 300mm above the 1% AEP flood level (1% AEP flood level = 17.01mAHD); or
- b) 300mm above the top of kerb; or
- c) 300mm above the crown of the road; or
- d) 225mm above ground level; or
- e) a level which allows the connection of all sanitary fixtures to the designated sewer connection point by means of sanitary drainage which complies with *AS/NZS3500.1:2021 Plumbing and Drainage Water Services*.

## 11. Site Filling

- a) Filling on site must be restricted to the building footprint and car park areas only.
- b) Filling of other parts of the site must be limited to the minimum amount necessary to enable the site to

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be free draining.

12. Invert Crossing

A commercial invert crossing and concrete driveway for access to Phillip Street must be constructed to the profile shown on Council's Standard Drawing A3-773. The concrete pavement must be designed to suit the site conditions and the proposed use.

13. External Roadworks

Kerb and channel and associated drainage must be provided along the Johnston Street frontage of the site. Stormwater runoff from Johnston Street must be diverted towards Broad Street or incorporated into site stormwater management and not impact surrounding properties.

14. Car Parking Spaces

The car parking area must be constructed, sealed, line marked and drained for a minimum of fourteen car parking spaces including car parking spaces for people with disabilities.

The car parking must be designed in accordance with *AS/NZS2890.1:2004 Parking facilities Part 1: Off-street car parking* and *AS/NZS2890.6:2009 Parking facilities Part 6: Off-street parking for people with disabilities*.

Any car park lighting and other outdoor lighting must comply with *AS 4282-1997 Control of the obtrusive effects of outdoor lighting*.

15. Bicycle Parking Facilities

Install secure bicycle parking facilities for a minimum of two bicycles. The bicycle parking facilities are to be located within view of staff, customers or passing foot traffic.

16. Car Park Kerbing

- a) A 125mm high vertical concrete kerb must be provided adjacent to the car parking areas.
- b) Car parking bays abutting walls, footpaths and landscaping must be provided with wheel stops.

17. Vehicle Manoeuvring

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

18. Parking Signs and Pavement Markings

- a) Signs and pavement markings must be provided directing drivers to the on-site car parking and delivery/refuse bay.
- b) Signage is to be erected preventing B double size vehicle combinations from entering the site.

19. Speed Control in Car Parking Area

- a) The Broad Street and Phillip Street driveways serving the car parking area located within the site must feature a physical means of speed control at the exit point near the front alignment.
- b) Signage alerting motorists of pedestrians are to be placed at both access points and must be visible when both entering and exiting the site.

20. Loading/Unloading

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The loading and unloading of vehicles and the delivery of goods and fuel to and from the premises must at all times be undertaken entirely within the site and be so conducted as to cause minimum interference with other vehicular traffic.

**21. Use of Car Parking areas**

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

**22. Pedestrian Footpath and Street Planting**

A full verge width footpath must be constructed for the full frontage of the site along Broad Street. The footpath must be designed and constructed generally in accordance with Council's standard drawing A3-00848 Standard Footpath Treatment to CBD Periphery Zones.

**23. Landscaping Plan**

- a) A detailed site landscaping plan, prepared by a qualified Landscape Designer, must be submitted as part of an Operational Works application. The plan is to be prepared generally in accordance with the approved plans and Planning Scheme Policy – Landscape and must show for all landscaped areas the following, unless otherwise agreed to in writing by Council:
  - i. Dense landscaping along the Broad Street frontage that achieves a mature height of no less than 1.5 metre that screens the on-site car parking area and vehicles parked as the refueling forecourt.
  - ii. Large trees that are to be the same height as the acoustic fence when mature, are to be planted in the landscaping strip between the acoustic fence and the eastern boundary adjacent to Dwelling Houses.
  - iii. Landscape specification of sufficient detail so that landscape works are to be carried out:
  - iv. Plant schedule detailing number of plants, species, pot size and height at planting;
  - v. Details of soil and mulch types, including depths, areas of turf, garden edges and paving finishes;
  - vi. The details of the irrigation system needed at least for establishment and backflow prevention device.
- b) All of the landscaping work shown on the approved plan must be completed prior to the commencement of use and be maintained at all times.

**24. Acoustic Attenuation**

- a) Provide the acoustic attenuation measures as specified in the approved Environmental Noise Assessment Report, including the following:
  - i. An acoustic barrier ranging in height from 3m to 3.5m as identified in Figure 6 of the report and to be constructed as follows:
    - A. On the alignment as generally shown on the approved plans, being a setback ranging between 3m and 4m from the eastern boundary and incorporate recesses;
    - B. Include trellis mesh to sections of the acoustic fence immediately adjacent to the internal driveway. These sections are to incorporate landscaping for screening purposes;
    - C. An opaque material to a height of either 1.8m or 2m;
    - D. The remainder of the barrier to be constructed of a transparent material;
    - E. Include anti-graffiti measures; and
    - F. No loading to impact existing sewer main.
  - ii. A fence around the refuse/services area to an acoustic barrier standard as identified in Figure

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6 of the report. The fence is to have a minimum surface density of 12 kg/m<sup>2</sup> and be continuous, with the height of the fence to exceed the height of the plant by at least 1m.

- iii. The air compressor is to be in the location generally as shown on the approved plans and is to be fitted with tonal audible alarms where the alarm volume can be adjusted and the alarm disabled during the evening and night.

- b) Provide certification from a suitably qualified person that the above attenuation measures have been installed/implemented in accordance with the Environmental Noise Assessment Report.

25. Hours of Operation

- a) Hours of operation can occur 24 hours, seven days per week (excluding waste collection and deliveries).
- b) Waste collection and deliveries (including fuel deliveries) are limited to between 7am and 6pm daily.

26. General Amenity Provision

The use and or development must be managed so that the amenity of the area is not detrimentally affected through the following:

- a) Transport of materials, goods or commodities to or from the subject site;
- b) Appearance of any building, works or materials; and
- c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.

27. Aesthetic Screening

The outdoor storage of any service facilities such as equipment, materials, service areas and service facilities such as rainwater tanks and break tanks must be aesthetically screened, to the satisfaction of Council, from road frontages and adjoining properties.

28. Refuse Storage Area

The refuse storage area on the site must be screened so as not to be visible from the road frontages and adjoining properties.

29. External Lighting

External lighting must be installed in accordance with *AS4282-1997 – Control of the Obtrusive Effects of Outdoor Lighting*, or as amended.

30. Electrical Pad Mount Transformer

Ensure that the existing electrical pad mount transformer located on Phillip Street is painted or film wrapped with a mural on all sides that integrates the infrastructure into the location. Concepts for the mural are to be agreed to in writing by Council and are to reflect the Sarina area.

31. Colours, Materials and Finishes

Utilise the colours, materials and finishes as generally shown on the approved plans, unless otherwise agreed to in writing by Council.

32. Building Design

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Ensure all glazing along the Broad Street frontage remains uncovered and free of signage, stickers, frosting, curtains, blinds and the like, unless otherwise approved by Council in writing, to provide overlooking and casual surveillance of the road frontage.

**33. Stormwater Drainage**

Stormwater from the site (including roofwater) shall be collected within the property boundaries and discharged via an underground system to Council's stormwater system. The stormwater discharge point/s is/are:

- a) Council's underground stormwater pit MISABROAD046 and MISABROAD047 located on Bruce Highway (Broad Street)
- b) In the stormwater gully pit SAR363 located in the at Bruce Highway (Broad Street)/ Phillip Street intersection.

**34. Ponding and Diversion of Stormwater**

Ponding of stormwater resulting from the development must not occur on adjacent sites and stormwater formerly flowing onto the site must not be diverted onto other sites. The site shall be graded so that it is free draining.

**35. On-Site Detention**

A detailed design of the on-site detention system must be submitted as part of the Operational Works application generally in accordance with the approved Stormwater Management Plan. Peak post-development runoff must not exceed pre-development runoff for the development site.

A note with regards to the OSD maintenance requirements of the development will be placed on Council's Rates Database.

**36. Site Based Stormwater Management Plan**

Site based stormwater management must be completed generally in accordance with the approved Stormwater Management Plan.

Design and construction drawings of the proposed Stormwater Quality Improvement Devices and an electronic copy of the MUSIC model must be included with an Operational Works Development Application. Council's Planning Scheme Policy – Healthy Waters and MUSIC Guidelines must also be used in preparation of the documentation.

Stormwater Quality Improvement Devices must be designed to achieve Mackay Regional Council design objectives (TSS 75%, TP 60% TN 35% and Gross Pollutants 90%) as shown in Table B of Appendix 2 of the State Planning Policy July 2017.

SQIDs must be located within the site and must be of a private nature.

Alternatively, the developer may submit an application under Council's Policy 087 'Voluntary Mechanism for Stormwater Quality Management'. The developer must submit the application as part of further Operational Works application. The voluntary contribution must be paid prior to the commencement of use. As a minimum, a GPT must be installed in accordance with Council's Best Practice Management, per the Mackay Engineering design Guidelines.

**37. Direct Pumping from Reticulation System (Break Tanks)**

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Pumping direct from Council water mains for potable or fire fighting supply is not permitted and, if required break tanks must be installed in accordance with Council's Water and Waste Services Department and Fire Authority requirements.

## 38. Existing Services - Water and Sewer

The proposal must connect to the existing reticulated water and sewer services provided to the subject site in accordance with Council's Planning scheme policy – water and sewerage (CTM Water Alliance). Appropriate engineering details for water and sewer connection for the proposal site must be provided as part of operational work application.

## 39. Live Connections

Council's Water and Waste Services Department is to carry out all water connection and live sewer work at the developer's expense.

## 40. Sewer Easement

Sewer easements must be provided generally in accordance with Council's Planning scheme policy – water and sewerage (CTM Water Alliance). Any proposed landscaping within the easement is to be a non-invasive species and measures included to protect the existing sewer infrastructure.

**ASSESSMENT MANAGER'S ADVICE**

## 1. Infrastructure Charges Notice

Pursuant to the *Planning Act 2016* an Infrastructure Charges Notice relates to this Development Permit, and accompanies this notice.

## 2. Advertising Sign Approval

No advertising sign and/or advertising device must be erected without separate Council approval. An application to Council under *Subordinate Local Law 1.4 (Installation of Advertising Devices) 2011* must be made and approved prior to any such sign or device being erected.

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## 4. Environmentally Relevant Activity

It is the responsibility of the Applicant or future owner/operator/tenant of any of the tenancies to ensure any Environmentally Relevant Activities to take place on the subject site have the appropriate approvals and associated permits before any such activities commence/are performed on site.

## 5. Food Business Licence and Trade Waste Approvals

The approved Service Station may require further approvals for a Food Business Licence from Council's Health & Regulatory Services section and Trade Waste approval (for waste discharge to sewer) from Water & Waste Services. These sections should be contacted to determine if an approval will be required and their requirements for obtaining the relevant approvals.

The requirements for Trade Waste (i.e. installation of grease traps) should be ascertained prior to Building

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and Plumbing approvals as these requirements may have impact on some design matters and could be difficult to retrofit after the building is constructed.

## 6. Local Laws

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

## 7. Hours of Work

It is the Applicant/owner's responsibility to ensure compliance with Section 440R of the *Environmental Protection Act 1994*, which prohibits any construction, building and earthworks activities likely to cause audible noise (including the entry and departure of heavy vehicles) between the hours of 6:30pm and 6:30am from Monday to Saturday and at all times on Sundays or Public Holidays.

## 8. Dust Control

It is the Applicant/owner's responsibility to ensure compliance with Section 319 General Environmental Duty of the *Environmental Protection Act 1994*, which prohibits unlawful environmental nuisance caused by dust, ash, fumes, light, odour or smoke beyond the boundaries of the property during all stages of the development including earthworks and construction.

## 9. Sedimentation Control

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## 10. Noise During Construction and Noise in General

It is the Applicant/owner's responsibility to ensure compliance with Chapter 8, Part 3B of the *Environmental Protection Act 1994*.

## 11. General Safety of Public During Construction

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

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

## 12. Contaminated Land

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

In accordance with Chapter 5B of the Local Government Act 2009, Cr Fran Mann, informed the meeting that she had a Declared conflict of interest in Agenda Item 11.2.5 DA-2021-159 Material Change of Use (Development Permit) for Service Station – 62-64 and 66 Broad Street, Sarina QLD 4737.



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**Cr Mann advised that the nature of her interest is as follows:**

**My husband, David Mann, works for VIVA Energy who owns Liberty Oil Convenience Pty Ltd who Are one of the Submitters to the application**

**The particulars:**

**The name of the related party is: David Mann**

**The nature of my relationship with the related party is: Husband**

**That nature of the related party's interest in this matter is: David Mann, works for VIVA Energy who owns Liberty Oil Convenience Pty Ltd who are one of the Submitters to the application.**

**Cr Mann left the chambers at 10:35 am.**

The Director provided an overview of the report.

#### **Council Resolution ORD-2022-91**

**THAT Council approves the Development Application for a Development Permit for Material Change of Use for a Service Station at 62-64 and 66 Broad Street, Sarina, more formally described as Lot 2 on RP710541 and Lot 92 on S53631, subject to the following conditions and Assessment Manager's Advice:**

#### **1. Plan of Development**

**The approved Service Station must be completed and maintained generally in accordance with the Plans of**

**Development (identified in the table below) and supporting documentation which forms part of this application, except as otherwise specified by any condition of this approval.**

<b>Plan/Document Name</b>	<b>Drawing Number</b>	<b>Prepared by</b>	<b>Date</b>
Proposed Site Plan	20218-DA01 Rev. C	Verve	10 Nov. 2021
Proposed Floor Plan	20218-DA02 Rev. D	Verve	10 Nov. 2021
Building Elevations & Perspectives	20218 DA03 Rev. C	Verve	10 Nov. 2021
Building Elevations & Perspectives	20218 DA04 Rev. C	Verve	10 Nov. 2021
Landscape Works – Site Plan and Legend	LA-WD-01	Madden	Nov. 2021
Landscape Works – Set Out & Surface Finishes Plan	LA-WD-02	Madden	Nov. 2021
Landscape Works – Set Out & Surface Finishes Plan	LA-WD-03	Madden	Nov. 2021
Landscape Works – Planting Plan	LA-WD-04	Madden	Nov. 2021
Landscape Works – Planting Plan and Plant Schedule	LA-WD-05	Madden	Nov. 2021
Landscape Works – Details and Specifications	LA-WD-06	Madden	Nov. 2021
Environmental Noise Assessment	1332R1-R1	Road Pro Acoustics	30 Nov. 2021
Stormwater Management Plan	101-20-21 Rev. A	McMurtie Consulting Engineers	27 Aug. 2021

#### **2. Compliance with Conditions**

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**All conditions must be complied with prior to the occupancy of the building for the approved use, unless specified in an individual condition.**

**3. Conflict between plans and written conditions**

**Where a discrepancy or conflict exists between the written conditions of the approval and the approved plans, the requirements of the written conditions will prevail.**

**4. Notice of Intention to Commence the Use**

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

**5. Damage**

**The developer is responsible for the repair of any damage that is caused to Council's infrastructure as a result of the construction works associated with the proposal. The developer must make any damage safe and then notify Council immediately. Council will make the decision as to who will carry out the rectification works and the timing for the completion of those works.**

**6. Maintenance of Development**

**The approved development (including landscaping, car parking, driveways and other external spaces) must be maintained in accordance with the approved plans and/or documents, and any relevant Council engineering or other approval required by the conditions.**

**7. Compliance with Council Standards**

**All design and construction for the development must be in accordance with Council's Policies, Engineering Design Guidelines, Standard Drawings and Standard Construction Specifications.**

**8. Amalgamation of Allotments**

**Lot 92 on S53631 and Lot 2 on RP710541 must be amalgamated into one allotment prior to commencement of the use.**

**9. Electricity and Telecommunications Services** The approved development must be provided with electricity and telecommunications infrastructure.

**10. Minimum Building Floor Level**

**The minimum habitable floor level of the proposal must be the higher of:**

- a) 300mm above the 1% AEP flood level (1% AEP flood level = 17.01mAHD); or**
- b) 300mm above the top of kerb; or**
- c) 300mm above the crown of the road; or**
- d) 225mm above ground level; or**
- e) a level which allows the connection of all sanitary fixtures to the designated sewer connection point by means of sanitary drainage which complies with AS/NZS3500.1:2021 Plumbing and Drainage Water Services.**

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#### **11. Site Filling**

- a) Filling on site must be restricted to the building footprint and car park areas only.
- b) Filling of other parts of the site must be limited to the minimum amount necessary to enable the site to be free draining.

#### **12. Invert Crossing**

A commercial invert crossing and concrete driveway for access to Phillip Street must be constructed to the profile shown on Council's Standard Drawing A3-773. The concrete pavement must be designed to suit the site conditions and the proposed use.

#### **13. External Roadworks**

Kerb and channel and associated drainage must be provided along the Johnston Street frontage of the site.

Stormwater runoff from Johnston Street must be diverted towards Broad Street or incorporated into site stormwater management and not impact surrounding properties.

#### **14. Car Parking Spaces**

The car parking area must be constructed, sealed, line marked and drained for a minimum of fourteen car parking spaces including car parking spaces for people with disabilities.

The car parking must be designed in accordance with AS/NZS2890.1:2004 Parking facilities Part 1: Off-street car parking and AS/NZS2890.6:2009 Parking facilities Part 6: Off-street parking for people with disabilities.

Any car park lighting and other outdoor lighting must comply with AS 4282-1997 Control of the obtrusive effects of outdoor lighting.

#### **15. Bicycle Parking Facilities**

Install secure bicycle parking facilities for a minimum of two bicycles. The bicycle parking facilities are to be located within view of staff, customers or passing foot traffic.

#### **16. Car Park Kerbing**

- a) A 125mm high vertical concrete kerb must be provided adjacent to the car parking areas.
- b) Car parking bays abutting walls, footpaths and landscaping must be provided with wheel stops.

#### **17. Vehicle Manoeuvring**

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

#### **18. Parking Signs and Pavement Markings**

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- a) Signs and pavement markings must be provided directing drivers to the on-site car parking and delivery/refuse bay.
- b) Signage is to be erected preventing B double size vehicle combinations from entering the site.

#### **19. Speed Control in Car Parking Area**

- a) The Broad Street and Phillip Street driveways serving the car parking area located within the site must feature a physical means of speed control at the exit point near the front alignment.
- b) Signage alerting motorists of pedestrians are to be placed at both access points and must be visible when both entering and exiting the site.

#### **20. Loading/Unloading**

The loading and unloading of vehicles and the delivery of goods and fuel to and from the premises must at all times be undertaken entirely within the site and be so conducted as to cause minimum interference with other vehicular traffic.

#### **21. Use of Car Parking areas**

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

#### **22. Pedestrian Footpath and Street Planting**

A full verge width footpath must be constructed for the full frontage of the site along Broad Street. The footpath must be designed and constructed generally in accordance with Council's standard drawing A3- 00848 Standard Footpath Treatment to CBD Periphery Zones.

#### **23. Landscaping Plan**

- a) A detailed site landscaping plan, prepared by a qualified Landscape Designer, must be submitted as part of an Operational Works application. The plan is to be prepared generally in accordance with the approved plans and Planning Scheme Policy – Landscape and must show for all landscaped areas the following, unless otherwise agreed to in writing by Council:
  - i. Dense landscaping along the Broad Street frontage that achieves a mature height of no less than 1.5 metre that screens the on-site car parking area and vehicles parked as the refueling forecourt.
  - ii. Large trees that are to be the same height as the acoustic fence when mature, are to be planted in the landscaping strip between the acoustic fence and the eastern boundary adjacent to Dwelling Houses.
  - iii. Landscape specification of sufficient detail so that landscape works are to be carried out:
  - iv. Plant schedule detailing number of plants, species, pot size and height at planting;
  - v. Details of soil and mulch types, including depths, areas of turf, garden edges and paving finishes;
  - vi. The details of the irrigation system needed at least for establishment and backflow prevention device.
- b) All of the landscaping work shown on the approved plan must be completed prior to the commencement of use and be maintained at all times.

#### **24. Acoustic Attenuation**

- a) Provide the acoustic attenuation measures as specified in the approved Environmental Noise Assessment Report, including the following:

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i. An acoustic barrier ranging in height from 3m to 3.5m as identified in Figure 6 of the report and to be constructed as follows:

- A. On the alignment as generally shown on the approved plans, being a setback ranging between 3m and 4m from the eastern boundary and incorporate recesses;
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iii. The air compressor is to be in the location generally as shown on the approved plans and is to be fitted with tonal audible alarms where the alarm volume can be adjusted and the alarm disabled during the evening and night.

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**External lighting must be installed in accordance with AS4282-1997 – Control of the Obtrusive Effects of Outdoor Lighting, or as amended.**

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**Ensure that the existing electrical pad mount transformer located on Phillip Street is painted or film wrapped with a mural on all sides that integrates the infrastructure into the location. Concepts for the mural are to be agreed to in writing by Council and are to reflect the Sarina area.**

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**The requirements for Trade Waste (i.e. installation of grease traps) should be ascertained prior to Building and Plumbing approvals as these requirements may have impact on some design matters and could be difficult to retrofit after the building is constructed.**

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

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**It is the Applicant/owner's responsibility to ensure compliance with Chapter 8, Part 3B of the Environmental Protection Act 1994.**

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

**Moved Cr May**

**Seconded Cr Hassan**

Cr May spoke to the report and highlighted that this application is a material change of use for the development of a service station which saw five properly made submissions and ten not properly made submissions, giving us a total of fifteen. The applicant has supported their application with the economic needs and impact assessment, environmental notice assessment and traffic impact assessment as well as a storm water management plan. It is further noted that the situation on the main road has been referred to the relevant state agencies and that has been approved along with the provisions of a turning lane into the service station. Cr May noted that the strategic framework is a vitally important part of this assessment and there are several areas outlined in the report where the officers have made that assessment against the strategic plan. She believed it was important to highlight those concerns that were put forward by the residents and reading through the report the applicant has answered how they are going to mitigate those concerns.

Cr Bella spoke against the motion, and he believes it is going to create problems in an area that is already problematic in Sarina in particular the intersection and he observed how badly that intersection functions and noted TMR comments on the application and for anyone that lives in the Northern Beaches can appreciate how poorly TMR often assess situations. There is a lot of children that cross that intersection, and it is a link between the local high school and Brewers Park. He further believed it will also affect the people attending St Luke's Church of whom many are elderly and with the increase of traffic and activity it will be very detrimental. Further he believed it will force traffic down Dawson Street which will be used as a rat run. He advised the regulations of these conditions shouldn't be up to the residents to report any wrong doings and believed if Council is regulating something than we need to have a regular assessment of whether those regulations are being complied with.

Cr Englert spoke for the motion and whilst agreed with Cr Bella's assessment on the intersection in regard to the school children and the elderly, however as a matter of planning grounds there is no reason to deny this application taking into consideration Cr Bella's concerns and I also would like to see this Council take a serious attitude towards the potential unintended consequences of this development and closely monitor the impacts on the children and elderly. Further Council lobbying TMR with regard to that intersection as problems will undoubtedly arise.

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Cr Bonaventura spoke for the motion and whilst agreed with Cr Bella's assessment, it has met our strategic framework, and this is outlined in the report. He believed it is a very good development for that area.

**CARRIED**

**Cr Bella recorded his vote against the Motion.**

**11.2.6. CLOSURE OF VEHICLE ACCESS WITHIN LOT 70 ON SP315437, RESERVE FOR ENVIRONMENTAL PURPOSES, EAST POINT**

**Author** Director Development Services (Aletta Nugent)  
**Responsible Officer** Director Development Services (Aletta Nugent)  
**File Number**

**Attachments** Attachment A – Locality Plan  
 Attachment B – Survey Plan of East Point freehold land  
 Attachment C – Suggested Temporary Access

**Purpose**

To seek endorsement for implementing measures to prevent vehicle access within Lot 70 on SP315437, a Reserve for Environmental Purposes managed by Mackay Regional Council as trustees at East Point.

**Related Parties**

- Eastpoint Mackay Pty Ltd
- Veris Mackay (planning consultant)
- Empower Engineers & Project Managers (engineering consultant)
- Urbex (developer)
- BMD (contractor)
- Yuwi People
- Mackay and District Turtle Management Group
- Pioneer Catchment Landcare Group
- Reef Catchments
- North Queensland Bulk Ports
- Mackay Regional Fishers Alliance
- Mackay Game Fishing Club
- Mackay Tournament Anglers
- Mackay Area Fish Stock Fishing Association
- Mackay Land Rover Club
- Department of Environment & Science
- Department of Natural Resources
- Mackay Junior Motor Cross
- Mackay Conservation Group
- Birdlife Mackay
- Mackay 4WD Club
- Department of Transport & Main Roads
- Sustainability and Environment Advisory Committee
- Pioneer Valley Enduro Club Inc
- Mackay Trail Riding Group
- Greg Clarke
- Angela Pietzer
- Gavin Pendergast

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### Corporate Plan Linkage

Priority: Environment

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

Priority: Environment

*Strategy: Natural Environment* – Work in partnership with the community to protect and enhance the Mackay region's natural assets and its biodiversity.

### Background/Discussion

East Point is a popular location for the Mackay community to recreate. It is regularly used by the community as a location for land based fishing and enjoying the coastal location.

Historically, vehicle access to the mouth of the river has been through Mulherin Park, and then along a Reserve for Environment described as Lot 70 on SP315437 and managed by Council (Foreshore Reserve). Over time, this vehicle access has caused significant damage to the foredune, impacting on coastal flora and fauna, turtle nesting sites and the ecological integrity of this area.

After many years of planning, the Dunes Estate development at East Point has commenced construction, with Stages 1A and 1R1 of the development complete and Stage 1C under construction. The land subject to the development was previously held under a development lease with the State. As part of the development of the site, the land was converted to freehold on 26 March 2021, with the freehold site including a designated road reserve along Dunes Boulevard though to the Point (see Attachment B). This road reserve to the southern end of the freehold land was created to ultimately provide public access to the river mouth, where the Department of Transport & Main Roads had previously foreshadowed a boat ramp would be constructed. No timing has been established for the construction of the boat ramp. The land to the south of the freehold land is currently a Reserve for Environmental purposes (Southern Reserve) and is subject to exclusive Native Title. This would need to be addressed before a road and boat ramp could be constructed within the Southern Reserve.

The State has conditioned that the developer revegetate the Foreshore Reserve, that runs adjacent to the development site. To do this, the use of this area for vehicle traffic must cease. As a result, and in response to complaints about the vehicle use within the Foreshore Reserve by Dunes Estate residents, the developer has formally requested that Council close the Foreshore Reserve to vehicle traffic. Due to ongoing environmental impacts from the vehicle use, this request was strongly supported by other local stakeholder groups, in particular the Mackay and District Turtle Management Group.

Several options have been considered for addressing this issue. The option of doing nothing is not considered appropriate as it will result in the continuing and worsening degradation of the foredune, with associated environmental impacts. This will also prevent the developer from complying with their obligations to revegetate this area and lead to ongoing impacts from noise and dust on the residents of the Dunes Estate.

A second option was to establish a temporary access through the development site, such as that shown in Attachment C. This would result in only the northern portion of the Foreshore Reserve being closed at this time, with the balance of the Reserve to be closed at a later stage. This option is not considered desirable, as this would involve diverting public vehicle traffic through a private freehold site, which would then need to be closed for extended periods (up to 12 months) while development of the Dunes Estate continues. It also would not prevent the ongoing degradation to the southern section of the Foreshore Reserve, which is having a significant detrimental impact on turtle nesting sites as well as the stability of the remaining foreshore dunal system.

The third option is to close the entire Foreshore Reserve to vehicle traffic now, so that revegetation can occur in the northern portion of the Reserve and the balance can be allowed to recover and accommodate turtle nesting sites and other ecological functions. This means that there will be no vehicle access to the river mouth until

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such time as the development is fully completed and the formalisation of access occurs within the Southern Reserve. It is noted that the third option will impact on persons who use the Foreshore Reserve to access the river mouth by vehicle. However, this is recommended as the most desirable option given the current status of the development of the freehold land and to prevent the worsening condition of the foredune.

It should be noted that the tenure of the Foreshore Reserve does not support its use as a vehicle access track. Therefore, as Trustees of the Foreshore Reserve, Council should be taking steps to prevent its use in this way. This further supports the implementation of the third option.

This does not prevent ongoing public pedestrian access to the beach and East Point. The Dunes Estate already incorporates a pedestrian beach access point and more will be constructed as the development progresses, along with a pedestrian footpath along the foreshore. Pedestrian access along the beach will be uninterrupted by the closure to vehicle access along the Foreshore Reserve. There are already reports of safety concerns arising from interactions between pedestrians using this area and vehicles travelling through the Foreshore Reserve, and the proposed closure of the Reserve to vehicle traffic will address this issue.

**Consultation and Communication**

To obtain feedback on this issue and the options available to address it, Council held a stakeholder meeting on 18 March 2022. At this stakeholder meeting, Council's intention to close vehicle access along the Foreshore Reserve was discussed, and attendees of the meeting were given the opportunity to provide feedback. Despite there being discussion regarding the impact on the activities of some community members by preventing vehicle access along the Foreshore Reserve, there was also broad support and understanding that Council needs to prevent vehicles from continuing to damage this environmentally sensitive area.

There have been two Council briefings held in relation to this issue, on 2 February 2022 and 23 March 2022.

There have been ongoing discussions with the developer's representatives in relation to this issue and how vehicle access to the Foreshore Reserve can be prevented.

A community engagement plan has been developed to support the distribution of information on the proposed closure to affected persons, including the general public. In accordance with this plan, information on the proposed closure will be distributed broadly following this Council meeting.

**Resource Implications**

There are resource implications associated with restriction of vehicle access along the Foreshore Reserve. It will be necessary to install road closed barrier across the access track at an approximate cost of \$12,603. It may be necessary to move or reinstate this should other methods of securing vehicle access to the Foreshore Reserve be pursued by members of the public.

Signage will be installed at the edge of the Foreshore Reserve advising that it is closed to vehicles. This signage will initially be temporary and will then be replaced with permanent signage at an approximate cost of \$750.

Once the restriction of vehicle access along the Foreshore Reserve has been achieved, improvements will be made to fencing including the installation of a gate for maintenance vehicles at the northern edge of the Foreshore Reserve. The total cost of these works is estimated at \$28,510.

**Risk Management Implications**

There is a risk that some community members will be aggrieved by the closure of the Foreshore Reserve to vehicle traffic, and that it will be seen by local residents as the taking away of public access to East Point. To mitigate this risk, information will be provided on the reasons why vehicles cannot travel through the Foreshore Reserve. Information will also be provided on the ability to continue to access East Point on foot.

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There is a risk that people may seek to create new unlawful tracks to bypass the closure, including through damaging Council infrastructure installed to implement the closure of vehicle access to the Foreshore Reserve. To mitigate this risk, Council will need to invest in appropriately designed and constructed barriers and be responsive to moving or repairing infrastructure to prevent unlawful accesses being created. Queensland Police will also be advised so they can increase patrols in this area.

### **Conclusion**

The community's historical connection and practices relating to driving along the Foreshore Reserve to access East Point and the river mouth are acknowledged. However, this practice can no longer be supported given the significant environmental damage that is being caused by this practice, increased risk arising from higher numbers of pedestrians accessing the beach as the development progresses and the inconsistency of vehicle access with the purpose of the Reserve. The closure and revegetation of this area will be of long-term benefit to the amenity of the area, shoreline stability and the natural environment.

Pedestrian access to East Point will remain and will be enhanced as the adjacent development continues. Formal vehicle access that does not have this same level of environmental impact will be established at a point in the future.

It is therefore recommended that Council endorse the implementation of measures to prevent vehicle access within the Foreshore Reserve.

### **Officer's Recommendation**

THAT Council implements measures to prevent vehicle access within Lot 70 on SP315437, Reserve for Environmental Purposes.

**In accordance with Chapter 5B of the Local Government Act 2009, Cr Fran Mann, informed the meeting that she had a Declared conflict of interest in Agenda Item 11.2.6 Closure of Vehicle Access within Lot 70 on SP315437, Reserve for Environmental Purposes, East Point.**

**Cr Mann advised that the nature of her interest is as follows:**

**My cousin, David Argent, is the Development Manager for the East Point Development (Eastpoint Mackay Pty Ltd)**

**The particulars:**

**The name of the related party is: David Argent**

**The nature of my relationship with the related party is: Cousin**

**That nature of the related party's interest in this matter is: David Argent, is the Development Manager for the East Point Development (Eastpoint Mackay Pty Ltd).**

### **Council Resolution ORD-2022-92**

**THAT Council implements measures to prevent vehicle access within Lot 70 on SP315437, Reserve for Environmental Purposes.**

**Moved Cr May**

**Seconded Cr Bella**

Cr May spoke to the report and highlighted there had been a number of briefings on this matter and we had community consultation and Council tried to identify the users of that particular area of East Point. Unfortunately, from those briefings, Council was aware there is no alternate access and this is a

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requirement that needs to happen. Other options have been explored and analysed by officers and there is no feasible alternate access at this site.

Cr Englert advised that he would like to move a procedural motion and see this motion laid on the table.

## **PROCEDURAL MOTION**

**THAT the motion be laid on the table.**

**CARRIED**

**Mayor Williamson, Cr May, Cr Bella and Cr Green recorded their vote against the Motion.**

**Cr Mann returned to the chambers at 10:46 am.**

## **11.3. ENGINEERING AND COMMERCIAL INFRASTRUCTURE**

### **11.3.1. ENGINEERING & COMMERCIAL INFRASTRUCTURE - TRANSPORT & DRAINAGE MONTHLY REVIEW - MARCH 2022**

<b>Author</b>	Executive Assistant (Robyn Smith)
<b>Responsible Officer</b>	Director Engineering & Commercial Infrastructure (Jason Devitt)
<b>File Reference</b>	MONTHLY REVIEW
<b>Attachments</b>	1. Transport & Drainage Monthly Review - March 2022 [ <b>11.3.1.1</b> - 17 pages]

## **Purpose**

Attached is a copy of Engineering & Commercial Infrastructure – Transport & Drainage Monthly Review for March 2022.

## **Related Parties**

N/A

## **Officer's Recommendation**

That the Engineering & Commercial Infrastructure – Transport & Drainage Monthly Review for March 2022 be received.

The Director ECI, Jason Devitt provided an overview highlight of the report.

Cr Mann had a query around the 20 pavement sweeping requests and is enquiring if this on top of business as usual and what type of extra requests would these be.

The Director respond that this would be above our normal scheduled works, and we would only be getting to the outer areas to undertake such works when requests come through. The Director will provide a further analysis on this.

Cr Mann further queried on Page 874 around the herbicide spray by contractors and if the contractors are engaging with our pest management team to see what they are doing in controlling invasive plants.

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The Director will take this on notice and provide a response back to Cr Mann.

Cr Bonaventura had a query around the roadside sweeping and where there are crossovers into properties, the sweeper will often go around the crossovers and this creates blockages under the crossovers. He asked if the Director could look at what options are available in these areas and whether Council does occasionally clean out these crossovers.

The Director respond that these types of requests are more a complaint basis in that if the sweeper operator doesn't pick up something they will report it. It is not something that Council is actively inspecting and rely on residents to report any blockages.

**Council Resolution ORD-2022-93**

**That the Engineering & Commercial Infrastructure – Transport & Drainage Monthly Review for March 2022 be received.**

**Moved Cr Mann**

**Seconded Cr Jones**

Cr Mann highlighted several items from the report including minimal incidents in high risk area and not LTIs; absenteeism has impacted work teams and the planned maintenance activities have continued and also additional resources allocated to address the cleaning and mowing of 119 bus shelters. Further 181 work orders for repairs associated with rain completed during March and a four star rating achieved for customer service surveys which is important to highlight and know this feedback is hitting the mark and further congratulate the team on these positive surveys results. The asset management team has had ongoing disruption with existing vacancies, the impact of COVID and further queried if the recruitment process may need some reform if Council is taking a while to fill vacancies as it puts pressure on the remainder of the team. Cr Mann noted the work of the asset management team as it is vital in getting the process right.

Cr Jones spoke to the motion and agreed with Cr Mann comments and wish to highlight Council's open drains and the mowing maintenance that has been a priority.

**CARRIED**

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**11.3.2. ENGINEERING & COMMERCIAL INFRASTRUCTURE - WASTE SERVICES MONTHLY REVIEW - MARCH 2022**

<b>Author</b>	Executive Assistant (Robyn Smith)
<b>Responsible Officer</b>	Director Engineering & Commercial Infrastructure (Jason Devitt)
<b>File Reference</b>	MONTHLY REVIEW
<b>Attachments</b>	1. Waste Services Monthly Review - March 2022 [11.3.2.1 - 15 pages]

**Purpose**

Attached is a copy of the Engineering & Commercial Infrastructure – Waste Services Monthly Review for March 2022.

**Related Parties**

N/A

**Officer's Recommendation**

THAT the Engineering & Commercial Infrastructure – Waste Services Monthly for March 2022 be received.

The Director (ECI) Jason Devitt provided an overview and highlights of the report.

**Council Resolution ORD-2022-94**

**THAT the Engineering & Commercial Infrastructure – Waste Services Monthly for March 2022 be received.**

**Moved Cr Hassan**

**Seconded Cr Jones**

Cr Hassan highlighted several items from the report including the outstanding services provided by our staff and contractors in Waste Services and the innovative projects including the Koumala Rural Transfer Station in the use of recycled plastic and concrete that was recognised at a National level. It demonstrates how regional areas are leading the way in resource recovery. She further spoke about the food waste program and thanked staff involved with this project and also the worm farm workshops being held and encouraged the community to book early as these workshops are very popular. Cr Hassan also highlighted the regional waste plans which are expected in March 2023 and is looking forward to the implementation of the plans.

Cr Bonaventura spoke to the motion and highlighted that the dump vouchers were down and further the recycled materials numbers were also pleasing to see.

**CARRIED**



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**11.3.3. ENGINEERING & COMMERCIAL INFRASTRUCTURE - WATER SERVICES MONTHLY REVIEW - MARCH 2022**

<b>Author</b>	Executive Assistant (Robyn Smith)
<b>Responsible Officer</b>	Director Engineering & Commercial Infrastructure (Jason Devitt)
<b>File Reference</b>	MONTHLY REVIEW
<b>Attachments</b>	1. Water Services Monthly Review - March 2022 [11.3.3.1 - 22 pages]

**Purpose**

Attached is a copy of the Engineering & Commercial Infrastructure – Water Services Monthly Review for March 2022.

**Related Parties**

N/A

**Officer's Recommendation**

That the Engineering & Commercial Infrastructure – Water Services Monthly Review for March 2022 be received.

The Director (ECI) Mr Jason Devitt provided an overview and highlights of the report.

Cr Jones queried why the information requests for plumbing applications were high, however noted the Director's comment in the report overview and looks forward to the feedback in this area.

Cr Seymour queried when a property is sold, does it come off Myh20.

The Director will advise further in relation to this query.

**Council Resolution ORD-2022-95**

**That the Engineering & Commercial Infrastructure – Water Services Monthly Review for March 2022 be received.**

**Moved Cr Hassan**

**Seconded Cr Green**

Cr Hassan highlighted several items including that the water services team consistently perform in the area of safety with noted no LTIs in two years and again no LTIs this month. She reminded staff and contractors to continue to be vigilant in the area of safety. March also saw an increase in plumbing applications and noted the approval time of one day which is a fantastic result for the team in their customer service delivery.

Cr Townsend spoke for the motion and encouraged our ratepayers to sign up for MYH20 and this will assist residents to not only track their water usage, but it has the potential to save water and money as leaks can be expensive.

**CARRIED**

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**11.4. ORGANISATIONAL SERVICES****11.4.1. ORGANISATIONAL SERVICES MONTHLY REVIEW REPORT - MARCH 2022**

<b>Author</b>	Director Organisational Services (Kylie Lamb)
<b>Responsible Officer</b>	Director Organisational Services (Kylie Lamb)
<b>File Reference</b>	Departmental Reports

<b>Attachments</b>	1. Organisational Services - Monthly Review Report - March 2022 [11.4.1.1 - 28 pages]
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**Purpose**

To provide Council with the Organisational Services Monthly Review Report for the month of March 2022.

**Related Parties**

Nil.

**Officer's Recommendation**

THAT the Organisational Services Monthly Review Report for the month of March 2022 be received.  
The Director (Organisational Services) Kylie Lamb provided an overview and highlights of the report.

Cr Mann noted that more emails are being received than the same time last year and queried if more staff are being allocated to deal with those and has there been a decline in the amount of paper based mail received.

The Director responded that Council has noticed a decline in the amount of paper based mail and confirmed that Council is re-directing resources to deal with the increase in emails and has noted it is the preferred method for residents to correspond with Council.

Cr Mann further queried the exit surveys that are offered when a staff member leaves and where there is a commentary around culture and values, who sees these comments and are they escalated to the CEO for noting.

The Director advised that any results from the exit surveys are given to the Manager People & Culture, who looks at any trends or comments that need to be addressed.

Cr May had a query around the current 137 vacancies in this month report and what is Council's strategy to try and fill these positions.

The Director will provide feedback on Council's strategy in filling these vacancies, however noted it is a challenge not just for Council, but the country in general. The A/CEO also made comment that Council has some challenging technical roles that require a higher level of education and we are competing against the private sector in these roles.

Cr Englert also queried if Council is also looking at how we can be more competitive in the market.

The A/CEO responded that it is challenging and Council does have an award structure that we have to work within and a certified agreement as well and sometimes Council is unable to potentially offer the same as the private sector. However we are able to offer other mechanisms that may not be available in the private sector.

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**Council Resolution ORD-2022-96****THAT the Organisational Services Monthly Review Report for the month of March 2022 be received.****Moved Cr Mann****Seconded Cr Townsend**

Cr Mann highlighted several items from the report including there were no LTI's recorded, however there were a number of incidents and near misses reported and all factors have been assessed and corrective actions implemented where possible. She congratulated the Shared Services team on the outstanding results in customer satisfaction and noted this is the front line of Council and our staff would deal with many different calls each day and further thanked all of Council's front-line staff who are the face of council for their exceptional service standard regardless of the department they work in. It was pleasing to note the exceptional services of IT Support and another busy month for Procurement Services with the number of purchase orders delivered and 3687 invoices processed, and Property Services also had a very busy month. Cr Mann also recognised the Financial Services team and the amount of work they are delivering.

Cr Jones also spoke for the motion and reiterated Cr Mann's comments including the exceptional results of our Customer Service team and the surveys shows our customers are happy.

**CARRIED****11.4.2. INTERIM MANAGEMENT REPORT**

<b>Author</b>	Director Organisational Services (Kylie Lamb)
<b>Responsible Officer</b>	Acting Chief Executive Officer (Angela Hays)
<b>File Number</b>	External Audit

<b>Attachments</b>	1. MRC 2022 Interim Report - signed [11.4.2.1 - 5 pages]
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**Purpose**

The purpose of this report is to table, for Council's information, the 2022 Interim Report to the Mayor completed by Council's external auditors on behalf of the Queensland Audit Office.

**Related Parties**

Nil.

**Corporate Plan Linkage**

Priority: Organisational Performance

Strategy: *Financial sustainability and efficiencies* - Maintain the financial sustainability of the council by implementing rigorous financial management practices across all council programs.

**Background/Discussion**

The interim audit for the 2021/22 financial year has now concluded. As part of this process the audit team assessed the design and implementation of internal controls and whether they are operating effectively. The attached report provides details of audit matters and other information relating to the audit of Council's financial statements.

Audit processes completed to 23 March 2022 did not identify any significant deficiencies in the MRC control environment.

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### **Consultation and Communication**

In accordance with section 213 of the *Local Government Regulation 2012*, an auditor-general's observation report must be presented to the next ordinary meeting of the local government.

### **Resource Implications**

Nil

### **Risk Management Implications**

Interim audit processes did not identify any significant deficiencies in the MRC control environment. Remedial action by Management to resolve one prior year internal control deficiency, reported in the 2021 Closing Report remains underway. The issue relates to capital work in progress and the ageing of completed projects and is on track for resolution by the agreed date.

### **Conclusion**

It is recommended that Council receive the report.

### **Officer's Recommendation**

THAT Council receives the 2021/22 Interim Report for Mackay Regional Council, for the financial year ending 30 June 2022.

### **Council Resolution ORD-2022-97**

**THAT Council receives the 2021/22 Interim Report for Mackay Regional Council, for the financial year ending 30 June 2022.**

**Moved Cr May**

**Seconded Cr Hassan**

Cr May spoke to the report and it was pleasing to see green lights in all areas of the report and congratulations to the staff in ensuring Council is meeting its requirement.

Cr Williamson also spoke to the report and noted it is always good to have an external audit report that has green lights and also passed on his congratulations to the Financial Services team.

**CARRIED**

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**11.4.3. FEES AND CHARGES 2022-2023**

**Author** Director Organisational Services (Kylie Lamb)  
**Responsible Officer** Director Organisational Services (Kylie Lamb)  
**File Reference** Fees and Charges 2022/23

**Attachments** 1. 2022/23 - Public Fees and Charges [11.4.3.1 - 58 pages]

**Purpose**

To seek Council's endorsement of the reviewed fees and charges schedule.

**Related Parties**

Nil.

**Corporate Plan Linkage**

Priority: Organisational Performance

Strategy: Financial sustainability and efficiencies - Maintain the financial sustainability of the council by implementing rigorous financial management practices across all council programs.

**Background/Discussion**

In accordance with the Local Government Act 2009 (the Act), Council has charging powers to establish user pay charges. These user pay charges are in relation to the use of Mackay Regional Council (MRC) facilities and for the provision of identified services.

The fees and charges being tabled in this report are either cost recovery or commercial in nature, and management have reviewed all charges to ensure they address appropriate cost drivers or industry standards.

Approximately 57% of fees and charges have increased by an average of 2.5%. This was the standard increase applied however some variations to this have been experienced due to rounding.

In addition, some fees have remained unchanged for a variety of reasons including:

- a) rounding of fees negated the percentage increase,
- b) remained the same to promote increased attendance,
- c) industry standard fees or in the case of cost recovery fees the cost of delivery is equal to the fee charged.

Where cost recovery fees and charges have increased by more than 2.5%, a cost recovery calculation was performed, and benchmarking of the service undertaken.

Some fees have been removed either:

- a) where they have been incorporated into another fee
- b) are a duplication of an existing fee, or
- c) the service is no longer provided.

Some new fees have been created:

- a) for new activities that have been introduced, or
- b) to recover some administrative costs in processing documentation.

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### **Consultation and Communication**

The schedule of proposed fees and charges has been reviewed by relevant Directors and Managers and discussed with the Executive Leadership Team. Fees that have changed have been further reviewed by the relevant Director to provide justification.

### **Resource Implications**

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

### **Risk Management Implications**

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

### **Conclusion**

It is recommended that the proposed schedule of MRC fees and charges be adopted as tabled.

### **Officer's Recommendation**

THAT in accordance with the Local Government Act 2009, Council adopts the Fees and Charges Schedule as attached, to take effect from 1 July 2022.

### **Council Resolution ORD-2022-104**

**THAT in accordance with the Local Government Act 2009, Council adopts the Fees and Charges Schedule as attached, to take effect from 1 July 2022.**

### **Moved Cr Green**

### **Seconded Cr Hassan**

Cr Green highlighted several items from the report including some queries she had around the fees and charges including the increase in fees at our swim centres and Council needs to keep these affordable. She advised that a very comprehensive response was provided by Financial Services.

**CARRIED**

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**12. RECEIPT OF PETITIONS**

Nil

**13. TENDERS**

Nil

**14. CONSIDERATION OF NOTIFIED MOTIONS**

Nil

**15. PUBLIC PARTICIPATION**

Nil

**16. LATE BUSINESS**

Cr Mann discussed in her role as Chair of Regional Arts Development Fund (RADF), she had the privilege of attending the building and installation of a glass firing kiln at Azure Glass located at Marian. It was certainly a process to watch the kiln being built from the ground up and it was a great day. This project was funded by RADF.

Cr Mann also noted she had been attending the planning meetings of the Pioneer Valley Theatrical Players 50th reunion for past and present players as her mother was in the first ever cast and she has been asked to represent her. There is a whole program of events planned for the day. Cr Mann also highlighted the Alpha Rho handover dinner which was attended by fellow Cr Bonaventura and Cr Jones and noted the work this committee does within the community and the amount of funds raised by this group.

Cr Bella discussed Anzac Day and it was pleasing to see these events well attended, however noted the setup around power to the event in Sarina. Cr Bella asked if some consideration could be given to having power access at our Cenotaphs in the Region to assist our staff in their preparations for this event.

A/CEO will address this matter with Parks.

Cr Jones discussed her attendance at the Older Women's Network along with her fellow female Councillors to talk about why they decided to run for Council and their roles as a Councillor.

Cr Englert discussed the attendance of Cr Hassan and himself at the 40th anniversary dinner of the CSIRO production society which was hosted by Rob Denman, President and noted this organisation has had significant impact in their industry and the economy in the last 40 years and provided Council with their yearbook on their history.

Cr May discussed the 25 Anzac Day services across the region with our Councillors represented at the majority of these services, along with Council's A/CEO and directors also in attendance. It was pleasing to see record crowds in attendance and also wished to highlight the work of our Council officers in the preparation of these parades and services, as it is an enormous amount of work. With some services conducted in horrendous conditions, our staff were still able to ensure the services ran smoothly and I wish to pass on my congratulations to our team of workers that help with these events each year.

Cr Bonaventura discussed the North QLD Games to be held this weekend in Townsville and thanked his fellow Councillors for attending this event and wished all competitors the best of luck in their events.

## ORDINARY MEETING - 27 APRIL 2022

Cr Green discussed the cenotaph and if Council could also consider the accessibility to them as well, when also looking at Cr Bella's request, as she noted the access to the Northern Beaches on the weekend was a concern in particular with the inclement weather and the undulating surface for our veterans.

A/CEO will address this matter with Parks.

Cr Green also discussed her attendance at the second meeting of Northern Beaches community which was convened by local resident Doug Petersen whom has been actively involved with the community. Cr Green believes there is a need for a voice to be established and it was clear this was community driven and further to be invited along with council staff to talk about several topics including the road, traffic and maintenance of our parks. It is hoped that a progress association may be formed from these meetings and Doug has indicated he will be stepping back to focus on his next book.

**17. CONFIDENTIAL REPORTS**

THAT the meeting be closed to the public in accordance with the *Local Government Act 2009 (Section 275 (1) of the Local Government Regulation 2012)* to discuss matters relating to:-

Confidential Item	Reason for Meeting Closure
Item 17.1 Legal Services Monthly Report – March 2022	(e) legal proceedings that may be taken by or against the Council (g) negotiations relating to a commercial matter for which a public discussion would be likely to prejudice the interests of the local government (h) the taking of land by the Council under the Acquisition of Land Act 1967.
Item 17.2 Approved Sponsorship under the Invest Mackay Events and Conference Attraction Program – 31 March 2022	(c) the Council's budget
Item 17.3 Draft Minutes – Invest Mackay Events and Conference Attraction Program Advisory Committee Meeting – 11 April 2022	(c) the Council's budget
Item 17.4 Approved Concessions under Facilitating Development in the Mackay Region Policy – March 2022	(c) the Council's budget
Item 17.5 Commercial Fees and Charges 2022/23	(c) the Council's budget

**Moved Cr Englert**

**Seconded Cr Green**

**CARRIED**

11:15 am - The meeting be closed to the public.

THAT the meeting be reopened to the public.

**Moved Cr Englert**

**Seconded Cr Hassan**



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ORDINARY MEETING - 27 APRIL 2022

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**CARRIED**

11:40 am - The meeting was reopened to the public

**17.1. LEGAL SERVICES MONTHLY REPORT - MARCH 2022****Confidential**

*Confidential Report to be forwarded separately.*

This report is **CONFIDENTIAL** in accordance with the Section 254J (3) (e) of the *Local Government Regulation 2012* which permits the meeting to be closed to the public to discuss a matter relating to **legal advice obtained by Council or legal proceedings involving Council including for example, legal proceedings that may be taken by or against Council.**

This report is **CONFIDENTIAL** in accordance with the Section 254J (3) (g) of the *Local Government Regulation 2012* which permits the meeting to be closed to the public to discuss a matter relating to **negotiations relating to a commercial matter involving the Council for which a public discussion would be likely to prejudice the interests of the Council.**

This report is **CONFIDENTIAL** in accordance with the Section 254J (3) (h) of the *Local Government Regulation 2012* which permits the meeting to be closed to the public to discuss a matter **relating to negotiations relating to the taking of land by the Council under the *Acquisition of Land Act 1967*.**

**Council Resolution ORD-2022-99**

**THAT the Legal Services Monthly Report for March 2022 be accepted.**

**Moved Cr Bonaventura**

**Seconded Cr Jones**

**CARRIED****17.2. APPROVED SPONSORSHIP UNDER THE INVEST MACKAY EVENTS AND CONFERENCE ATTRACTION PROGRAM - 31 MARCH 2022****Confidential**

*Confidential Report to be forwarded separately.*

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

**Council Resolution ORD-2022-100**

**THAT the sponsorship approved under the Invest Mackay Events and Conference Attractions Program are noted.**

**Moved Cr May**

**Seconded Cr Green**

**CARRIED**

ORDINARY MEETING - 27 APRIL 2022

---

**17.3. DRAFT MINUTES - INVEST MACKAY EVENTS AND CONFERENCE ATTRACTION PROGRAM  
ADVISORY COMMITTEE MEETING - 11 APRIL 2022**

**Confidential**

*Confidential Report to be forwarded separately.*

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

**Council Resolution ORD-2022-101**

**THAT the draft minutes of the Invest Mackay Events and Conference Attraction Program Advisory Committee meeting dated 11 April 2022 be received.**

Moved Cr Hassan

Seconded Cr May

**CARRIED**

**17.4. APPROVED CONCESSIONS UNDER FACILITATING DEVELOPMENT IN THE MACKAY REGION  
POLICY - MARCH 2022**

**Confidential**

*Confidential Report to be forwarded separately.*

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

**Council Resolution ORD-2022-102**

**THAT the concessions approved under the Facilitating Development in the Mackay region are noted.**

Moved Cr Green

Seconded Cr Mann

**CARRIED**

**17.5. COMMERCIAL FEES AND CHARGES 2022/23**

**Confidential**

*Confidential Report to be forwarded separately.*

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

ORDINARY MEETING - 27 APRIL 2022

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**Council Resolution ORD-2022-103**

**THAT** in accordance with the *Local Government Act 2009*, Council adopts the Commercial Fees and Charges Schedule for the MECC, Mackay Stadium and the Sugar Shed Group Tour as attached, to take effect from the 1 July 2022.

Moved Cr Green

Seconded Cr Mann

**CARRIED**

**18. MEETING CLOSURE**

Meeting closed at 11:44 am.

**19. FOR INFORMATION ONLY**

**19.1. BUILDING STATISTICS - MARCH 2022**

**19.2. DEVELOPMENT APPLICATIONS - MARCH 2022**

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

**UPDATE ON QUESTIONS ARISING FROM COUNCIL MEETING – 27 APRIL 2022**

<b>AGENDA ITEM</b>	<b>MATTER</b>	<b>RESPONSE</b>
11.3.1 ECI – Transport & Drainage – Monthly Review Report – April 2022	<b>Controlling Invasive Plants</b> Cr Mann queried if contractors who undertake pest management engage with Council’s pest management team.	Information Pending
11.3.3 ECI – Water Services – Monthly Review Report – April 2022	<b>Myh20</b> Cr Seymour queries if a property once sold, is removed from Myh20.	Information Pending

## 9. MAYORAL MINUTES

Nil

## 10. CONSIDERATION OF COMMITTEE REPORTS & RECOMMENDATIONS

### 10.1. DRAFT MEETING MINUTES - TRAFFIC ADVISORY COMMITTEE MEETING - 22 APRIL 2022

<b>Author</b>	Executive Assistant (Robyn Smith)
<b>Responsible Officer</b>	Director Engineering & Commercial Infrastructure (Jason Devitt)
<b>File Reference</b>	TRAFFIC ADVISORY COMMITTEE
<b>Attachments</b>	1. 220422 - TRAFFIC ADVISORY MINUTES - 22 April 2022 [ <b>10.1.1</b> - 4 pages]

#### Purpose

Attached is a copy of the Draft Meeting Minutes of the Traffic Advisory Committee Meeting held on 22 April 2022.

#### Related Parties

- Queensland Police Service (QPS)
- Transport & Main Roads (TMR)
- Translink
- Mackay Regional Council

#### Corporate Plan Linkage

##### Priority: Infrastructure and Transport

Strategy: Infrastructure assets - Maintain and improve council's sealed and unsealed road network, drainage network, water and sewerage networks and waste facilities, by adopting more efficient service delivery mechanisms, prioritisation and improved practices in consultation with the community.

*Strategy: Asset management* - Ensure that asset management aligns to the council's strategic direction and that effective asset management practices are in place to optimise the use of council's assets required to deliver services to the community.

#### Officer's Recommendation

THAT That the Meeting Minutes of the Traffic Advisory Committee Meeting of 22 April 2022 be received.

Mayor Williamson noted that the draft minutes have been presented to Council in a different format and include a number of recommendations which are subject to Council approval. Whilst this motion is to receive the draft minutes, previous reports to Council included motions to firstly receive the minutes and then a list of all items which needed to be endorsed by Council. Mayor Williamson suggested that Councillors may appreciate the opportunity to challenge or speak to each of the motions.

Mayor Williamson noted that this was not a comment on the workings of the Committee, but more on providing a format to allow Councillors to comment.

Mayor Williamson would like to see a return to the original format and would like the report to include the minutes to be received and then recommendations for Council to approve, and asked for the report be brought back to the table in that way.

Cr Bonaventura advised that as Chair of the Traffic Advisory Committee, he is happy to revert to this format, noting that there are a considerable number of agenda items, such as speed reductions, and it is important for Councillors to see each item and believes that the change in format would be better.

Cr May queried if a mover and seconder was needed to lay this matter on the table.

Mayor Williamson noted that there needed to be a motion before this could be laid on the table.

### **Council Resolution ORD-2022-113**

**THAT That the Meeting Minutes of the Traffic Advisory Committee Meeting of 22 April 2022 be received.**

**Moved Cr Bonaventura**

**Seconded Cr Hassan**

**CARRIED**

### **PROCEDURAL MOTION**

**That this item be laid on the table until the next meeting and be brought back in the amended format.**

**Moved Cr May**

**CARRIED**

**Mackay Regional Council  
Traffic Advisory Committee**

**MINUTES OF MEETING**

*Friday, 22 April 2022*

*Venue: Engineering Conference Room*

**Attendance:** Cr. Fran Mann (MRC), Cr. Laurence Bonaventura (MRC); Jason Devitt (MRC);; Kingo Gan (TMR); Graeme Hawes (MRC); Andrew Burbridge (TMR Safer Roads); Jason ? (TMR Safer Roads)

**Apologies:** Simon Robinson (QPS); Trevor Neumann (TMR); Colin Edmonston (TMR); Michelle D McLean (Translink); Wayne Amos (MRC); Jacob Williams (MRC); Karen L Cantoni (TMR)

**Meeting Opened:** 9:00am

ITEMS	COMMENTS	ACTION / RECOMENDATION	DATE TO BE COMPLETED
<b>Confirmation of minutes</b>	Minutes of 26 November 2021	Endorsed	N/A
<b>Matters Arising from TAC Meeting on 26 November 2021</b>	<p>All matters actioned with exception of :</p> <ul style="list-style-type: none"> <li>Mackay Bucasia Road – Speeding Concerns _ Traffic Counts and Speed Review – TC and Intersection counts underway with Strategic planning report commencing August 2022. General discussion on impact of morning peaks and school based traffic. Study to include Northern Beaches traffic report from MRC</li> </ul>	<p>Further advice as SP investigation proceeds to be provided</p> <p>Confirmation of installation to be provided</p>	N/A



ITEMS	COMMENTS	ACTION / RECOMENDATION	DATE TO BE COMPLETED
	<ul style="list-style-type: none"> <li>Kinchant Dam Rd – Installation of 80 kph zone for Segment 2 starting at CH 6080. Completion to be confirmed</li> </ul>		
<b><u>Agenda Items</u></b>			
<b>Bally Keel Road – Criteria Based Speed Assessment.</b>	Based on customer complaints that the speed limit on the sealed section of Bally Keel Road (CH 0 -2520) be reduced to 80km/h while the unsealed section remains at the default rural speed limit of 100km/h..	<b>Action:</b> That the Traffic Advisory Committee supports the installation of 80 km/h speed limit signage on Bally Keel Rd from Chn 0 to 2520.	Subject to Council approval
<b>Barrow Hill Road – Criteria Based Speed Assessment.</b>	Based on customer complaints that the speed limit on the sealed section of Barrow Hill Road from CH 240 - 2700 be reduced to 60km/h while the unsealed section remains at the default rural speed limit of 100km/h	<b>Action:</b> That the Traffic Advisory Committee supports the installation of 60 km/h speed limit signage on Barrow Hill Rd from Chn 240 to 2700.	Subject to Council approval
<b>Eversleigh Road – Criteria Based Speed Assessment.</b>	Following customer complaints based on an assessment of the Infrastructure Risk Rating and the Crash Risk Rating, a Risk Assessed Speed Limit of 100km/h was suggested for the sealed section of Eversleigh Road. Analysis of recent traffic counts showed that a Speed Data Speed Limit of 100km/h is appropriate for Eversleigh Road. By following the current Speed Limit Review process, the recommended speed limit for Eversleigh Road is 100km/h which reflects the current posted speed limit no no speed limit modifications is proposed.	<b>Action:</b> That the Traffic Advisory Committee following review of the data provided supports the existing posted default rural speed limit at Eversleigh Road noting no modification is required.	No action required

ITEMS	COMMENTS	ACTION / RECOMENDATION	DATE TO BE COMPLETED
<b>Westlake Drive– Criteria Based Speed Assessment.</b>	Based on customer complaints that the recommended speed limit based on a comparison of the RASL and SDSL is 60km/h, however it is proposed that the speed limit is reduced to 80km/h.	<b>Action:</b> That the Traffic Advisory Committee supports the installation of 80 km/h speed limit signage on Westlake Drive.	Subject to Council approval
<b>Woodwards Road – Criteria Based Speed Assessment.</b>	Council has received an internal request based on development consent conditions applied that the speed limit on the sealed section of Woodward's Road be reduced to 80km/h while the unsealed section remains at the default rural speed limit of 100km/h.	<b>Action:</b> That the Traffic Advisory Committee supports the installation of 80 km/h speed limit on the sealed section of Woodward's while the unsealed section remains at the default rural speed limit of 100km/h.	Subject to Council approval
<b>General Business</b>	<ul style="list-style-type: none"> <li>Swept path issues Rocky Waterholes/ Mackay Eungella Intersection</li> <li>Victoria Plains Rd, Victoria Plains – advice provided that SLR is being undertaken at this location based on DECI direction following residents complaint. Assessment to be undertaken but assed that current speed limits will not be reduced</li> <li>Investigation of reported speed issues on Emperor Drive occurring. Previous investigation undertaken in 2020. Further review of speed being undertaken</li> <li>General discussion on TAC SLR process – Suggested that information be distributed on the process and background particularly the fact a community consultation process is not part of the process. Discussed as to whether information to be issued to impacted local</li> </ul>	<p><b>TMR to review and provide advice on upgrades required</b></p> <p><b>Information</b></p> <p><b>Information</b></p> <p><b>Corporate communications to be engaged to discuss a social media release for such changes to inform the wider community</b></p> <p><b>Information to be released to local residents when speed changes are approved which may have local impacts</b></p>	Information

ITEMS	COMMENTS	ACTION / RECOMENDATION	DATE TO BE COMPLETED
	residents when a change is proposed noting that for through roads direct consultation will not be available. Discussion to engage with QPS based on discussions as to whether a different consultation process on speed changes is required	<b>QPS to be engaged to advise if different consultation method required with QPS on speed changes as appears advise not being advised at local QPS level</b>	
<b>Police Enforcement requests:</b>	MRC to request QPS to undertake enforcement action at a range of high exceedance sites	<b>QPS Enforcement action ongoing</b>	<b>Ongoing</b>
<b>Next meeting</b>	TBA – As required		
Meeting closed: 10:00 am			

## 11. CORRESPONDENCE AND OFFICER'S REPORTS

### 11.1. OFFICE OF THE MAYOR AND CEO

#### 11.1.1. THE OFFICE OF THE MAYOR AND CEO MONTHLY REVIEW REPORT - APRIL 2022

<b>Author</b>	Acting Chief Executive Officer (Angela Hays)
<b>Responsible Officer</b>	Acting Chief Executive Officer (Angela Hays)
<b>File Reference</b>	DMRR
<b>Attachments</b>	1. FINAL - Report for Office of Mayor CE Os - Monthly Review - April 2022 [11.1.1.1 - 22 pages]

#### **Purpose**

To provide Council with the Office of the Mayor and Chief Executive Officer's Monthly Report for the month of April 2022.

#### **Related Parties**

Nil

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

THAT the Office of the Mayor and Chief Executive Officers Monthly Report for April 2022 be received.

The Acting CEO David McKendry, provided an overview and highlights of the Office of the Mayor and CEO Monthly Review Report for April 2022 noting there is a correction in LTI summary of one lost time injury in April of two days. Overall statistics provided will remain this same at a total of 10 LTI's. .

Cr Bella referred to the points listed under the Regional Queensland Council of Mayors section of the report and queried if this was a full list of areas of strategic direction, as it is quite alarming that there is no mention of mining, agriculture and environmental maintenance of private land and national parks, all of which feed into tourism. Cr Bella noted that there are a number of industries mentioned however he felt that some have been ignored.

Mayor Williamson that the list was not exclusive and the items Cr Bella mentioned had not come across the table so far.

Cr Bella suggested that Mayor Williamson raise these items.

Mayor Williamson advised that he would do this.

Cr Bonaventura referred to the 2021/22 Internal Audit Plan, specifically the asset management and COVID fraud impact assessment audits and queried if Council had any fears in these areas.

The Acting CEO advised that there were no issues in these areas.

#### **Council Resolution ORD-2022-106**

**THAT the Office of the Mayor and Chief Executive Officers Monthly Report for April 2022 be received.**

**Moved Cr May**

**Seconded Cr Green**

Cr May highlighted several items from the report including receipt of external grant funding, safety, the recent Council in Community day, Council's Business Improvement Program, Emergency Management Program and the SES.

Cr Bella referred to the Council of Mayors section of the report and advised of the flying fox problem in Sarina, noting the importance of the creatures to the natural environment but having a large and increasingly larger colony over tourist and recreational infrastructure poses a massive health risk to our population of visitors and the stench can be quite disconcerting. Cr Bella noted that a Council publication had mentioned grants that were available for relocation of flying foxes and requested Mayor Williamson speak to other Mayors and present a united front to the Government, noting that while the animals are important so are our people and there are many other suitable areas for the flying foxes.

Mayor Williamson noted that it was the intent of the Regional Queensland Council of Mayors to combine forces to make approaches to Government as there are other Councils in the same boat, and thanked Cr Bella noting that he was not aware that there was funding available.

Cr Bonaventura referred to Councillors inspection of the Glenella-Richmond Road on the recent Council in Community day, noting that everyone was aware that there had been some issues with that roadwork and it had been a good opportunity for Councillors to view this first-hand. Cr Bonaventura advised that he was looking forward to the report from the Director as to the best way to rectify the issues.

**CARRIED**



# Office of Mayor and CEO

Monthly Review

Period – April 2022

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## OVERVIEW

This report is for the Office of the Mayor and CEO for April 2022.

- There were no Lost Time Injuries (LTI's) during April, however, some of the earlier ones resulted in continued lost time with a total of 10 LTI's and now 132 lost days for the year to date.
- More than \$6,000,000 in external grant funding was received during the month, including the Department of State Development, Infrastructure, Local Government and Planning – Financial Assistance Grant 2022-23 Prepayment of \$4,873,795.
- The Mackay Local Disaster Management Group (LDMG) have moved to Stand Down its response efforts in line with the District and the State Disaster Management Group activation status, after more than 2 years of activation supporting COVID-19 pandemic response.
- Third quarter Operational Plan reporting was finalised, along with significant effort dedicated across the organisation to the development of corporate performance planning and reporting documents for next financial year.



Angela Hays  
*Acting Chief Executive Officer*



## SAFETY

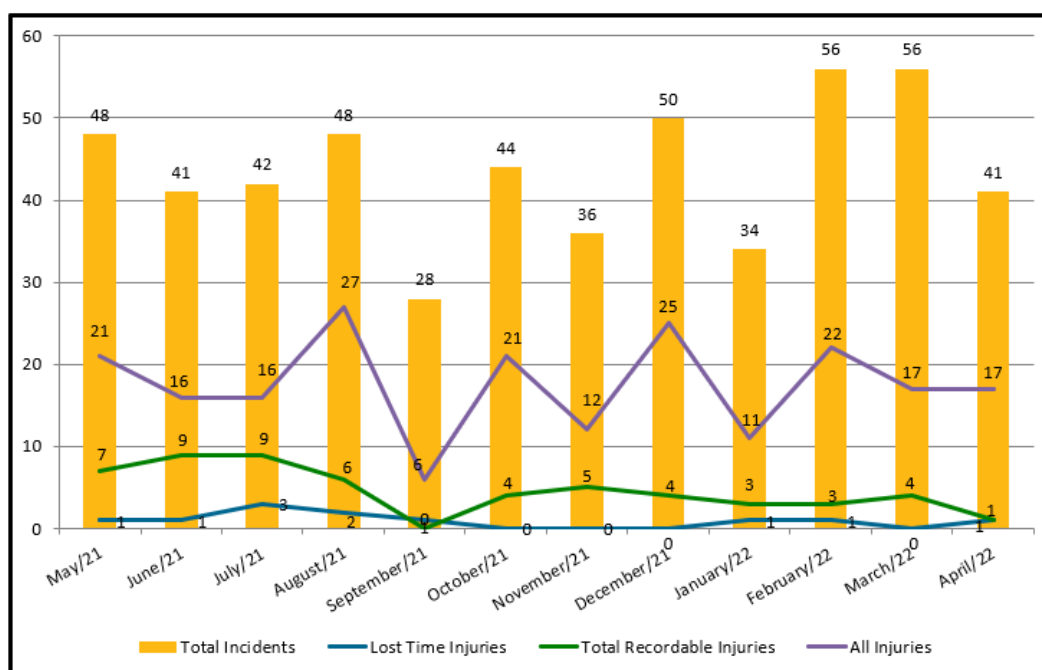
### 1.1. Overview

In April 2022:

- Seventy-seven safety interactions were undertaken.
- Twenty-two site safety inspections were undertaken.
- 93% of monthly action plan activities were carried out.

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

### Incidents and Injuries



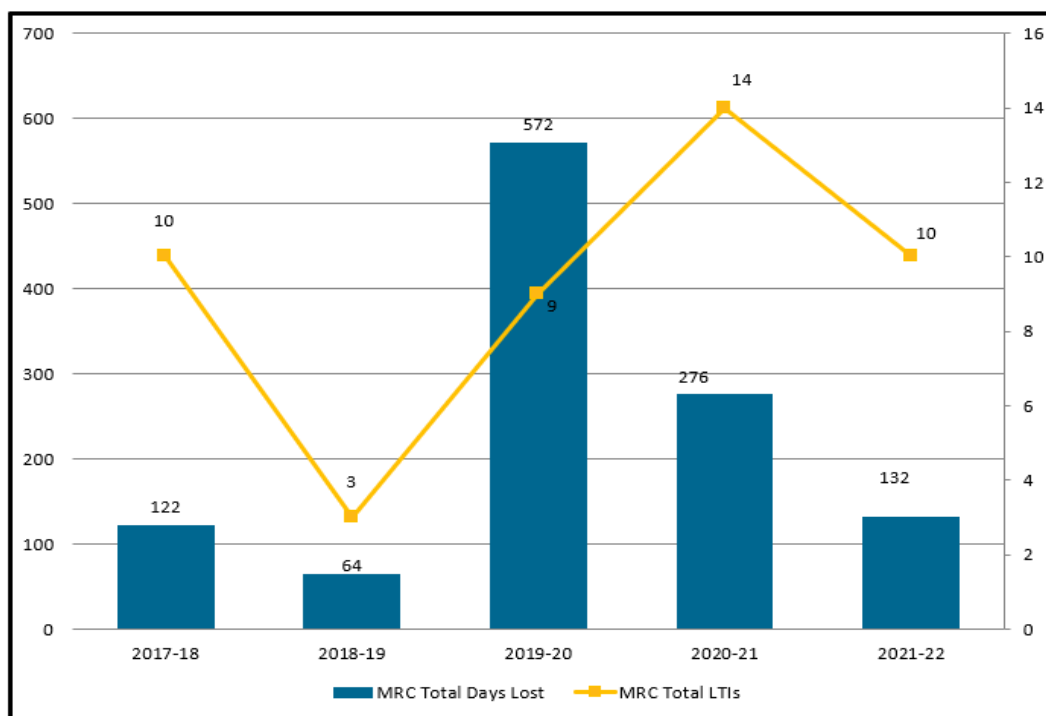
The following injuries to MRC employees were reported in April:

- Lost Time Injury, Suitable duties, and medical treatment injuries:
  - LTI – While servicing mower felt pain in back
- First aid and non-treatment injuries:
  - FAI – shallow slice to thumb, while preparing food.
  - NTI – Felt strain in elbow, after repetitive use of vacuum and fogging machine.
  - NTI – Moving chairs and felt pain in back when lowering chairs from chair trolley.
  - FAI – While whipper snipping worker had a reaction to the grass, causing a skin rash.
  - NTI – Felt minor muscle pain in back after work
  - NTI – While mowing felt pain in shoulder, changed tasks and rested shoulder.
  - NTI – Eye irritation from unknown origin causing minor swelling.
  - NTI – During site inspection, wasps stung multiple people
  - FAI – While setting up, sign has slipped and cut thumb.

- NTI – While returning to truck, stepped on palm nut and twisted back.
- NTI – While drilling, drill jammed and felt pain in wrist.
- NTI – While cutting poly pipe, it has recoiled and struck head.
- NTI – While lifting valve pit lids, felt pain in back.
- NTI – Received suspected insect bite while repairing services, area has swollen overnight.
- FAI – Warmed coffee in microwave, chrome handle of cup burnt fingers.
- NTI – Pre-existing back injury aggravated while moving desks.

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

#### Lost Time Injuries and Days Lost

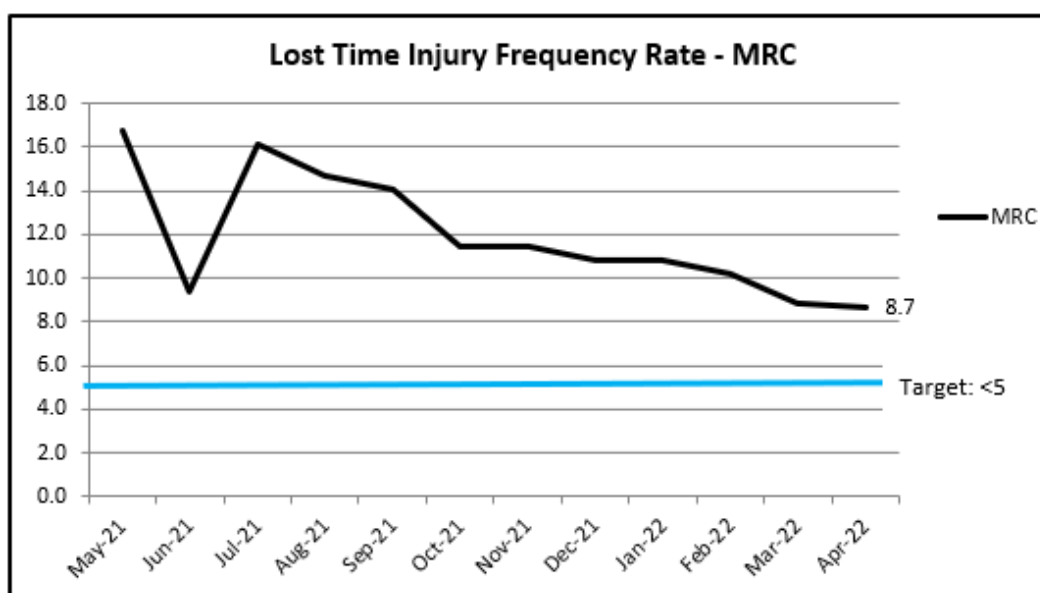


Department	2017-18		2018-19		2019-20		2020-21		2021-22	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Capital Works							1	10		
Community & Client Services	1	1	1	18	1	3	2	14	1	10
Organisational Services	2	25							2	39
Development Services	1	13	1	33	4	154	6	104	4	16
Engineering & Commercial Infrastructure	6	83	1	13	4	415	5	148	3	67
<b>Mackay Regional Council</b>	<b>10</b>	<b>122</b>	<b>3</b>	<b>64</b>	<b>9</b>	<b>572</b>	<b>14</b>	<b>276</b>	<b>10</b>	<b>132</b>

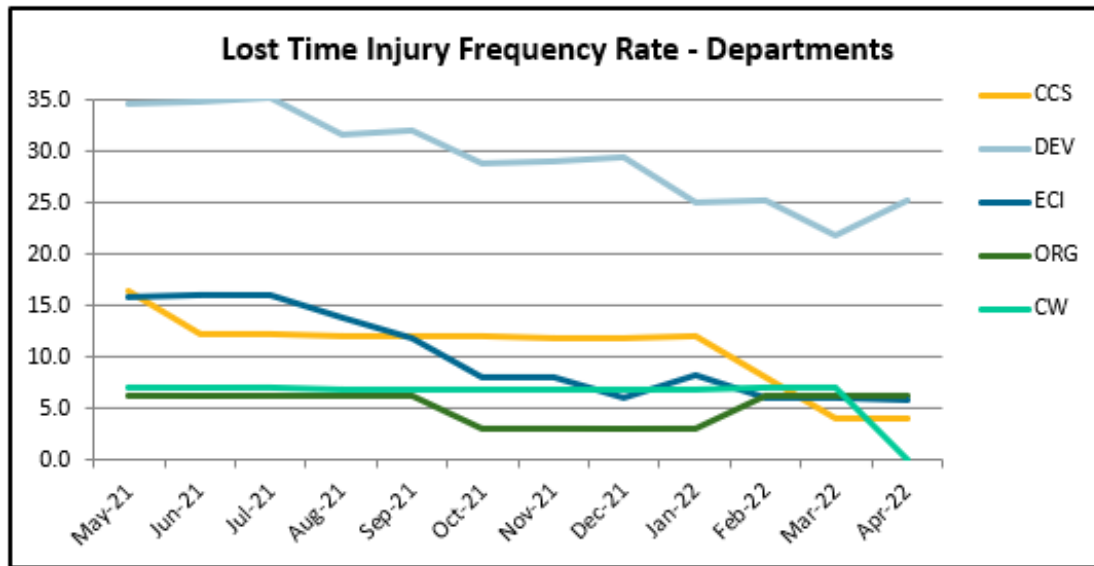
For the 2021-22-year, ten lost time injuries have been recorded:

1. In July 2021, a person suffered a finger laceration after coming into contact with the blades of a sand spreader. Following minor surgery, ten days were lost whilst the person recovered.
2. In July 2021, a person had an allergic reaction to a tick bite on the head. One day was lost.
3. In July 2021, a person suffered a knee injury while raking sand in a playground, resulting in minor surgery. Eleven days have been lost while the person recovered.
4. In August 2021, a person injured their knee while rising from their chair. Three days were lost.
5. In August 2021, a person fell while latching truck tailgate, striking back of head. This resulted in 22 days lost as they recovered.
6. In September 2021, a person fell while exiting a vehicle, grazing their hands and face. Two days were lost as they recovered.
7. In November 2021, a worker injured their stomach leaning over the edge of a bin, resulting in 21 days lost as they recover.
8. In January 2022, a worker twisted their knee while grinding a post, resulting in 24 days lost as they recovered.
9. In February, a worker sustained injuries after a workplace altercation, resulting in 36 days lost as they recovered.
10. In April 2022, a worker felt pain in their back while servicing a mower, resulting in 2 days lost as they recovered.

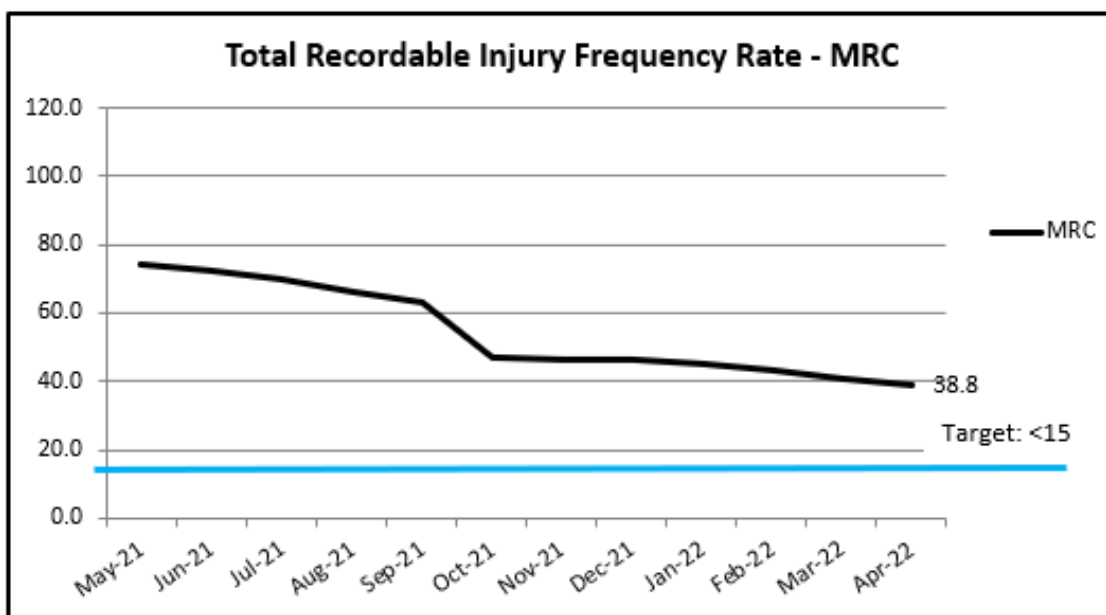
#### **Injury Frequency Rates 12 month rolling average**

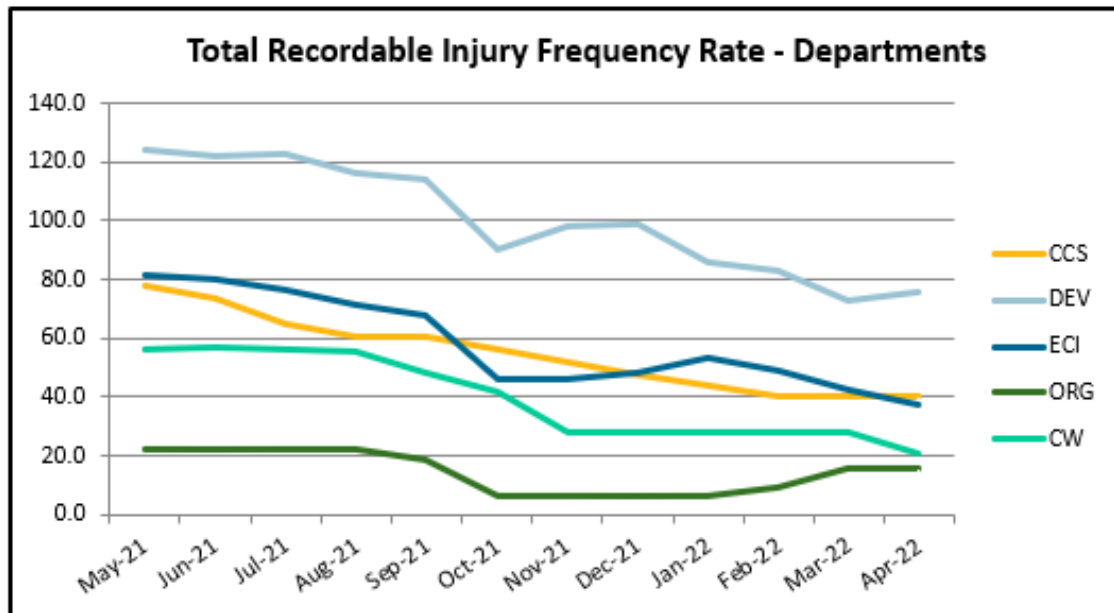


Ten lost time injuries have been recorded in the 2021-22 year.

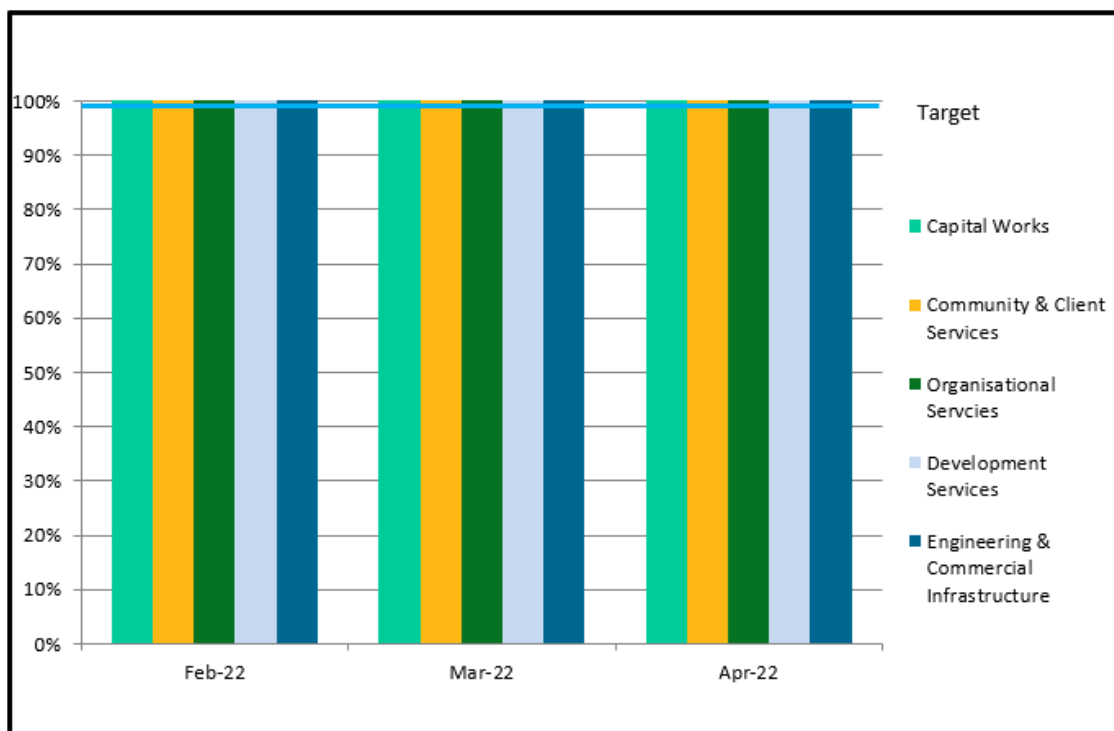


**Total Recordable Injury Frequency Rates 12 month rolling average**



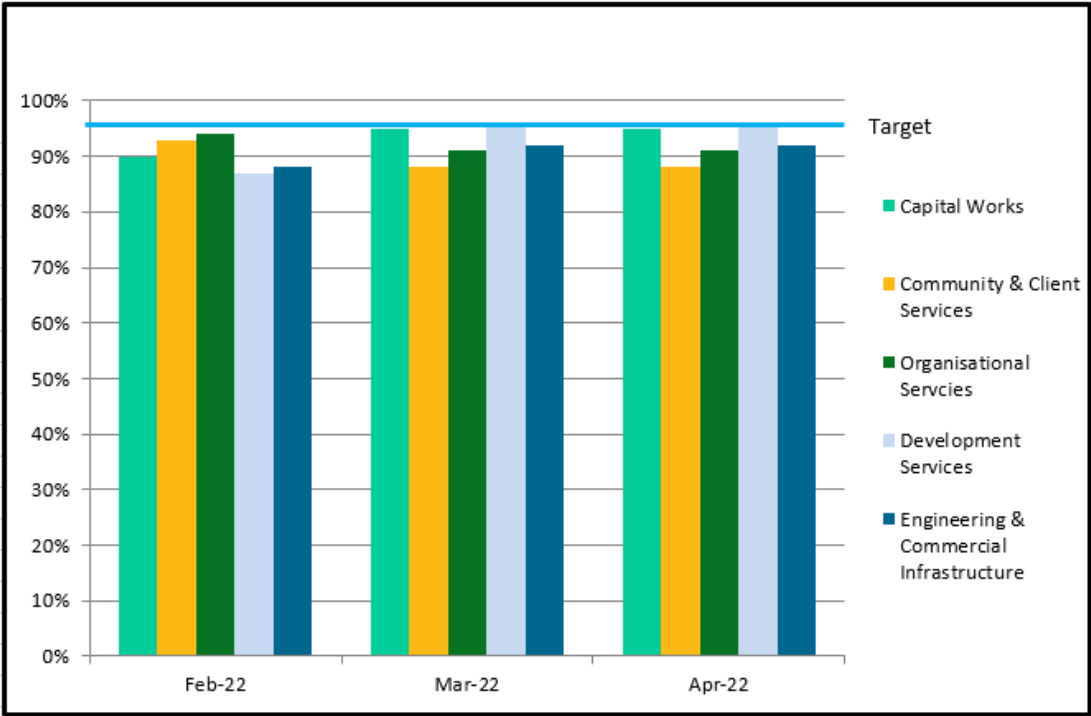


#### Site Safety Inspection Checklists



All inspections were completed on time.

**Monthly Action Plans**



Monthly Action Plans (MAP) are planned safety-related actions allocated to work groups over a 12-month schedule and are developed in response to identified risks.

**Glossary**

Group E	Councils with wages greater than \$50 million
Incident	Any unplanned event resulting in or having a potential for injury or ill health.
Lost Time Injury (LTI)	Incidents that resulted in a fatality, permanent disability or time lost from work of one day / part of a day or more
Lost time incident frequency rate (LTIFR)	The number of lost-time injuries per million hours worked. Calculated as follows: $\frac{\text{No of LTI} \times 1,000,000}{\text{total hours worked during period}}$
Total Recordable Injuries (TRI)	Incidents that result in a Lost Time Injury (LTI), Suitable Duties Injury (SDI) and Medical Treatment Injury (MTI)
NTI	Non-Treatment Injury
FAI	First Aid Injury
MTI	Medical Treatment Injury
SDI	Suitable Duties Injury
LTI	Lost Time Injury

## KEY INITIATIVES

### 2.1. Summary of key projects and initiatives

This section provides a summary of key initiatives linked directly to the Office of the Mayor and CEO for 2021/22.

#### **Councillor Activities**

##### Council in Community Day

Planning for the May Council in Community Day was undertaken, with the visit including Council's new Animal Management Facility and the Glenella, Eimeo, Shoal Point and Black Beach areas, undertaken on Wednesday 4 April 2022.

The following were included in site visits –

- ✓ Glenella/Richmond Road
- ✓ Eimeo Creek Boat Ramp
- ✓ Pappy's Beach Estate Development
- ✓ Eimeo and Blacks Beach Road Shared Pathway
- ✓ Eimeo Beach

##### Meetings/Briefings

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

- Ordinary Council Meetings – 13 and 27 April 2022
- Briefings – 13, 20 and 27 April 2022

Details of Council Meeting minutes, and recorded live streaming, are all available on Council's website.

**Legal Services**

Legal Services is currently working on 225 Matters spread across all Directorates as follows:

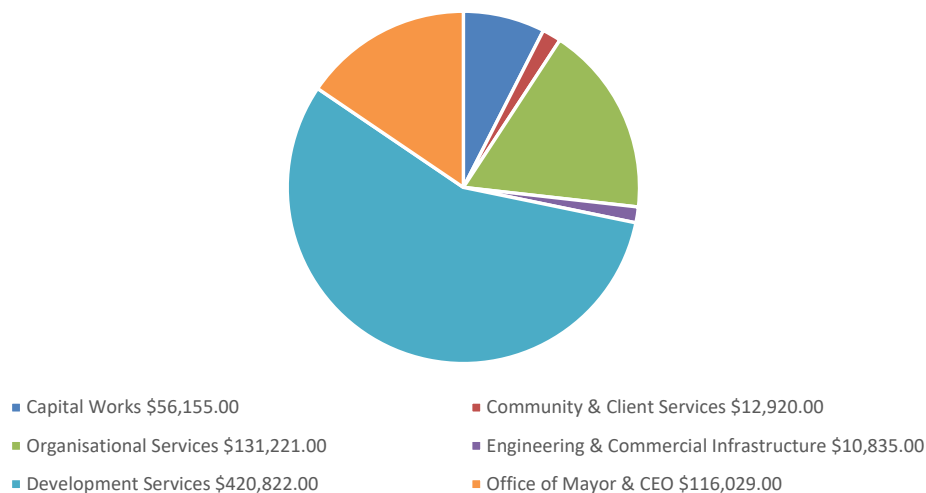
Directorate	Matter Type	No.	No.
Capital Works	Aboriginal/Cultural Heritage	2	13
	Disputes/Litigation	1	
	General Advice	2	
	Land Acquisition	5	
	Leasing/Licencing	2	
	Native Title	1	
CCS	Aboriginal/Cultural Heritage	1	29
	Disputes/Litigation	1	
	Drafting/Reviewing	8	
	Regulatory Compliance & Enforcement ( <i>particularly Warrants for overgrown properties and dangerous dogs</i> )	13	
	General Advice	6	
Development Services	Aboriginal/ATSI Cultural Heritage	1	30
	Disputes/Litigation	4	
	Disputes/Litigation	1	
	Infrastructure Agreements		
	General Advice	14	
	Land Acquisition/Disposal	2	
	Drafting/Reviewing	4	
	Land Tenure	1	
	Native Title	2	
	P&E Appeals	1	
ECI	Land Acquisition	18	64
	Disputes/Litigation	8	
	General Advice	18	
	Infrastructure Agreements	1	
	Drafting/Reviewing	16	
	Land Tenure	1	
	Native Title	1	
	Regulatory Compliance & Enforcement	1	
OM&CEO	Land Acquisition/Conveyancing	3	24
	Disputes/Litigation	5	
	Drafting/Reviewing	4	
	General Advice	12	
Organisational Services	Disputes/Litigation	7	65
	General Advice	20	
	Drafting/Reviewing	9	
	Investigation	1	
	Land Acquisition/Disposal	1	
	Leasing/Licensing	25	
	Native Title	1	
	Land Tenure	1	
<b>TOTAL CURRENT MATTERS</b>			<b>225</b>



### External Fees Paid

Total external legal fees and outlays paid for the financial year to date are **\$747,982.00** broken down by Directorate as follows:

Fees Paid Financial Year to Date



### External Grant Funding

2021/22 external funding monies for 2021/22 year to date to 30 April 2022 being actually received by payments to Council is \$25,506,869.24.

The major components received in April being:

- Department of State Development, Infrastructure, Local Government and Planning – Financial Assistance Grant 2022-23 Prepayment \$4,873,795.
- Department of Environment & Science – Waste Levy Funding \$941,445.
- State Library of Queensland – Quarterly Library Funding \$142,924.
- Queensland Reconstruction Authority – REPA Gravel Roads \$82,767.34.

Funding applications successful during April include:

- Queensland Reconstruction Authority – South Mackay Levee Expression of Interest – Application submitted
- Queensland Reconstruction Authority – Petrie Street Expression of Interest – Application Submitted
- Department of Industry, Science, Energy & Resources – Pioneer River Levee Valetta Gardens / Rivers Edge - \$3,315,093.
- Dalrymple Bay Coal Terminal – Japanese Speech Contest - \$1,050.00

## GOVERNANCE

### 3.1 Workplace Health & Safety

- Several incident investigations undertaken.
- First Aid Risk assessments undertaken.
- Procedural changes (PPE) communicated to staff through Health and Safety Committee Meetings.

### 3.2 Corporate Performance Planning & Reporting

This month third quarter performance reporting was finalised – specifically, reporting against progress of the Operational Plan and Business Plans for 2021/2022.

The refresh of the Corporate Performance Planning and Reporting Framework remains a focus, with the Corporate Plan 2022-2027 now finalised and adopted by Council this month. Drafting of the materials that will inform the remaining layers of the refreshed Corporate Performance Planning and Reporting Framework are now in the final stages of development across each of the Departments and Programs.

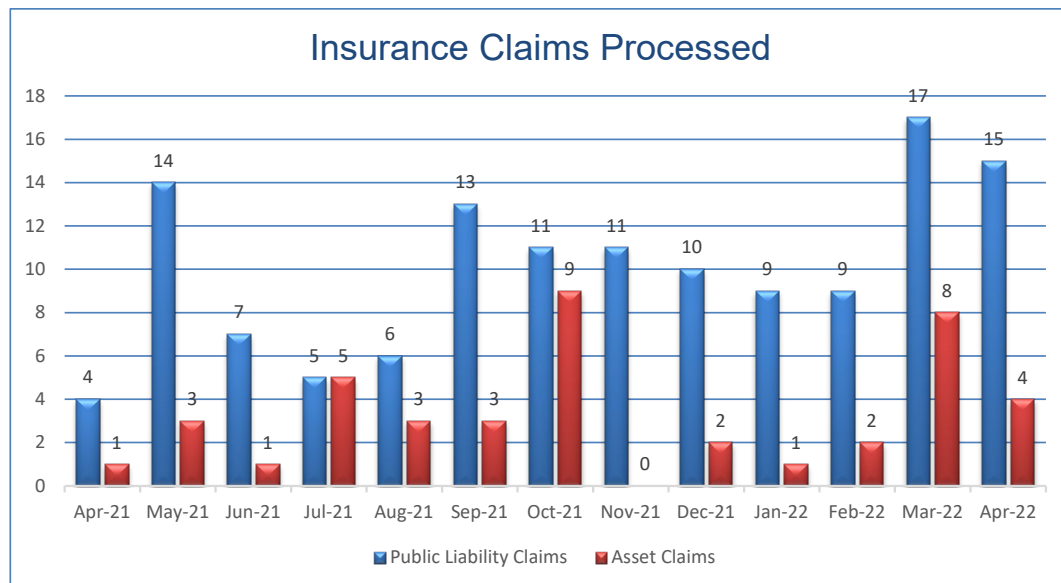
A key outcome ahead is the preparation of the 2022/2023 Operational Plan, in line with the annual budget process.

### 3.3 Enterprise Risk Management

Enterprise Risk Management has been a focus across MRC this month through the annual risk review process. The outcomes have been tabled and endorsed by the Executive Leadership Team in preparation for presentation to the Audit Committee next month.

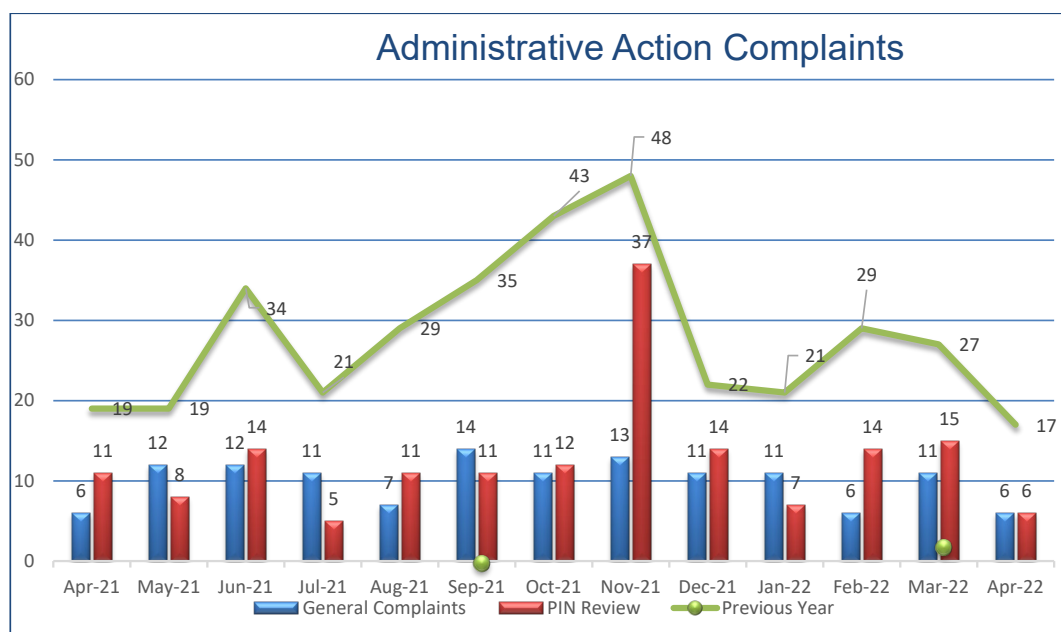
Of note, a new look Risk Register that is more appropriately informed and creates improved avenues for greater monitoring of controls and risk treatments is now available. This will ensure MRC is appropriately informed of the risks that exist in achieving corporate objectives, so that they are managed accordingly.



### 3.4 Corporate Governance





*Public Liability Claims (include Personal Injury, Public Liability Plant, Public Liability & Professional Indemnity.*


*Asset Claims (include Motor Vehicle, Water Damage, Theft, Malicious Damage, Other)*





Right to Information (RTI) Applications Processed in April 2022	Documents Requested	Status
12 of 21/22	Copies of correspondence between Council and Surf Lifesaving Queensland	
13 of 21/22	Information on requests/reports about dogs at property in South Mackay.	










 In Progress	 Complete
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### 3.5 Fraud & Corruption Prevention

2021/22 Fraud and Corruption Prevention Plan Actions for April 2022		
Action No.	Action Description	Status
2.4	Fraud Risk Assessment developed for Motor Vehicles and has been delayed until Manager returned from leave. Scheduled for late May.	

 In Progress	 Complete
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### 3.6 Internal Audit

2021/22 Internal Audit Plan – Progress Update			
Sundry Debtor Management		Information & Communications Technology (ICT)	
Asset Accounting		Infrastructure Assets – Condition Assessment, Operations and Maintenance	
Asset Management		COVID Fraud impact Assessment	
Design Services Operations		Human Resources – Employee Investigations	
Business Process Documentation			
A draft of the IA Plan for 2022/23 has been developed and is being submitted to ELT and the Audit Committee for review in May. The next Audit Committee is 12 May 2022			

 Review has commenced and is in progress.	 Review is awaiting commencement.	 Review has been completed and has been / to be presented to the Audit Committee
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## BUSINESS IMPROVEMENT

### 4.1 Overview

This month the Business Improvement working group progressed its understanding of business initiatives, outcomes of last month's focus groups and opportunities for improvement.

April saw the completion of several pieces of work including:

- A comprehensive list of "as-is" initiatives developed in collaboration with the Senior Leadership Team (SLT), this data will be presented to ELT informing strategic priorities of resources.
- Analysis of data from the focus groups held last month, briefing paper summarising findings and proposing recommendations presented to CEO and DOS for review and consideration.
- Action plan to address opportunities for improvement within the HR functions commenced.

## EMERGENCY MANAGEMENT

### 5.1 Key Updates

#### COVID-19 Pandemic response

The Local Disaster Management Group (LDMG) was activated in March 2020 to support Queensland Health response efforts to the COVID-19 pandemic. Now, after more than two years of activation, the Mackay LDMG have moved to Stand Down its response efforts in line with the District and the State Disaster Management Group activation status.

The Mackay LGA has the potential of impacts from a number of natural and non-natural hazards. A biological hazard, such as COVID-19 which caused disruption to the lives of residents of not just Mackay, but Queensland, the country and indeed, the rest of the world, was a first in the history of the Mackay LDMG activation. It saw the development of the Pandemic Sub Plan and introduced further considerations in planning for evacuations. A number of learnings have evolved from the response efforts and relationships between responding agencies have strengthened.

The Emergency Management Team would like to thank all persons and agencies involved in the response efforts and their continued support in the navigation of all things pandemic to now – and into the future.

#### Eungella Community Resilience Planning

Under a community-led approach and guided by our QRRRF Project Officers, the Eungella Community Resilience Subcommittee was formed with interest community groups. The subcommittee is part of Eungella Community Development Association and is Chaired by its President. The 1<sup>st</sup> meeting held in April was attended by 10 community members. An open discussion was conducted on challenges and gaps during a disaster. Information obtained will aid in the development of a Community Risk Profiles.

The Community members proactively and collaboratively worked as a team to identify and develop an inventory list through surveys which includes community skillsets, assets list, and vulnerable

persons identification in the region. This inventory would further lead to the development of the Community Risk Profiles. The Community also proactively developed their communication methods through social media to be connected to each other discuss and share resilience ideas for the community.



*Photo 1: Eungella Resilience Subcommittee initial meeting*

### **Emergency Preparedness and education**

Emergency Preparedness education and awareness session was held with Seniors Group at The Neighbourhood Hub – “Emergency Preparedness Bingo” 22<sup>nd</sup> April 2022. The session was well attended by 14 members with participants downloading the Emergency Dashboard and presenting networking opportunities



*Photo 2: Emergency Preparedness Bingo – The Neighbourhood Hub*

A meet and greet session was held with YIRS to discuss potential development of youth resilience workshops in preparing for disasters.

Discussions were held with Feros Care to identify and evaluate the success of PCEP education to NDIS Participants.



A disaster preparedness session was held with the Whitsunday, Isaac, Mackay, Housing, Homelessness, Association (WIMHHAN) to aid in educating government housing and housing providers on emergency preparedness for vulnerable people.

Discussions were held with a representative of the NRRA with the aim of identifying the impact of emerging disaster and events on vulnerable communities, identifying community grants and sponsorship in building community resilience and education and awareness on government led recovery projects.

Work is being undertaken in partnership with the MRC Libraries team to:

- Discuss possible resilience programs and upcoming Library programs and opportunities for workshops.
- Collaboration in the "Welcome to Mackay Program". Program would be delivered to new residents of the region involving information on risk, hazards and resilience.
- Participation in the Be Connected Program. The program would educate individuals on data warehousing their relevant information online in case of an emergency. The site is designed for those 55 years of age and over to learn the basic fundamentals of being online.

Discussions were held with Australian Street Aid (Chances) around understanding the challenges faced by the establishment during a disaster.

### **SES Operations**

Mackay SES Unit has had time over the past month to get some needed competency maintenance done over a range of functions. It has also given trainers the opportunity to spend more time training our new recruits so they can be ready for activation in storm related activities.



*Photos 3 & 4: New recruits learning about casualty handling and improvised stretchers.*



*Photos 5 & 6: Flood Boat Operator training*

The Mackay SES Unit held its final assessments on 11 new flood boat operators in the pioneer river. After 8 months of training, these new operators will now increase the operational capacity of the SES flood boat crew in assisting with water rescue and search.

Mackay SES Group was proud to attend the 2022 Anzac Day march and celebration.

### **SES Operational Capability**

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

Function	Members / teams available	Notes
Flood boat	15 Teams	1 team = 2 members
Storm damage	121 Members	Teams usually 2-4 members
Chainsaw	23 Teams	1 team = 2 members
Working at heights Roof	30 Teams	1 team = 4 members
Working at heights ground	29 Teams	1 team = 4 members
Vertical rescue	10 Members	Team size varies on task parameters. Operational performance target is 10 members per team
Land search	74 Members	Team size varies on task parameters
Traffic control	45 Members	Team size varies on task parameters, but usually 2-4 members
Incident management	45 Members	Team size varies on task parameters
ATV & 4X4	20 Members	10 Teams = 2 Members



### Mackay Regional SES Unit Hours

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

Group	Operational	Training	Maintenance	Admin	Community Engagement
Calen		12	2	1	nil
Mackay	163.30	145.30	44.00	14.30	nil
Mirani	64.30	28.30	1	1.30	nil
Sarina					nil
Armstrong Beach	14.0	10.0	5.0	8.0	nil
Midge Point			1	1	nil
DLC North				51.30	
DLC South				20.5	
DLC Central				20.0	

### Current SES Membership

- 167 Active members
- 22 Reserves
- 22 New Members
- Recruitment campaigns are ongoing in Midge point and Calen.
- 6 New applications

## REGIONAL REPRESENTATIVE GROUPS

### 6.1 Greater Whitsunday Council of Mayors (GWCoM)

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

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

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

The last CEO's Group meeting was held on 12 November 2021 as a precursor to the GWCoM's meeting with discussion on key agenda items.



The latest GWCoM's meeting was held on Thursday 31 March 2022 and attended by the Mayors of Mackay, Isaac (by video conference) and Whitsunday, the CEO's of Isaac and Whitsunday and the Acting CEO of Mackay.

GW3 and Greater Whitsunday Communities also attended the meeting, in order to provide an activity update.

A representative of the LGAQ attended the meeting via video conference and provided their briefing report including key topics of –

1. Policy Executive meeting update
2. Upcoming Federal Election Advocacy and Budget Update
3. Housing Advocacy and Campaign Update
4. Crime and Corruption Commission Inquiry
5. Advocacy Action Plan and Conference Motions
6. Inquiry into the Office of the Independent Assessor
7. 2022 ROC Assembly
8. Queensland Resource Industry Development Plan
9. Regional Telecommunications Review
10. Waste Update
11. Rural & Remote Councils Compact
12. Goondiwindi Regional Council v Tait
13. Water and Wastewater Update
14. Natural Resources and Environment Update
15. COVID – Workforce Update
16. Industrial Relations Act Review
17. LGAQ Submissions Update

Board Members of the Mackay Hospital and Health Service and Professor Sarah Larkins, Dean of Medicine JCU (via Teams), addressed the meeting to discuss medical student recruitment and training endeavours.

The meetings for 2022 have been set with the next GWCoM's meeting scheduled for Thursday, 26 May in Mackay.

## **6.2 Regional Queensland Council of Mayors (RQCoM's)**

The Regional Queensland Council of Mayors Inc (RQCoM's) is transforming from the previous entity of Northern Alliance of Council's, with a focus on representing and ensuring the powerhouse of the whole of Regional Queensland is heard, and receives its fair share of recognition.

The following have been adopted by the executive –

***Purpose – A Council of Mayors representing Regional Queensland***

***Mission – Influence Government policy to promote growth in Regional Queensland through investment in infrastructure and social development***



Areas of strategic direction include –

- City Deals
- Energy
- Water
- Tourism
- Roads
- Ports
- Communication
- Social Infrastructure
- Olympics

Mackay Regional Council Mayor, Greg Williamson, is the Chair, with other current executive committee members including Mayor Jenny Hill (Townsville) Vice Chair, Mayor Andrew Willcox (Whitsunday), Mayor Bob Manning (Cairns), Mayor Michael Kerr (Douglas), Mayor Peter Scott (Cook), Mayor Frank Beveridge (Charters Towers).

The last meeting was held on Thursday, 21 April 2022 in Brisbane.

### **11.1.2. ADOPTION OF COUNCIL POLICIES**

<b>Author</b>	Senior Governance Officer (Pam Currell)
<b>Responsible Officer</b>	Executive Officer (David McKendry)
<b>File Number</b>	090 Naming of Infrastructure Assets / 024 Driveways and Property Accesses Crossing Road Reserves

<b>Attachments</b>	1. 090 Naming of Infrastructure Assets [11.1.2.1 - 10 pages] 2. 024 Driveways and Property Accesses Crossing Road Reserves [11.1.2.2 - 6 pages]
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#### **Purpose**

To present the following Council Policies for consideration and adoption:

- 090 Naming of Infrastructure Assets
- 024 Driveways and Property Accesses Crossing Road Reserves

#### **Related Parties**

There are no identified related parties.

#### **Corporate Plan Linkage**

Priority: Organisational Performance

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

#### **Background/Discussion**

Following the endorsement by ELT on 21 March 2022 Corporate Governance has recommenced its policy review process utilising the new document hierarchy, templates and definitions which include:

- **Council Policies** - High level with a strategic approach providing direction and control over significant areas of operation or legislative compliance and are outcome focussed.
- **Operational Policies** – (currently known as ‘Administrative Policies’) - Internal focus on Mackay Regional Council operations that affect the whole or majority of MRC. They should provide direction for internal management of MRC’s strategic objective, actions and/or employees. These are also outcome focussed.
- **Corporate Standards** - (replaces procedures that are currently attached to a Policy, eg: Fraud and Corruption Procedure) - Support either Council or Operational Policies. They set out the mandatory processes, practices or actions required to implement and comply with a policy. These documents should affect the whole or a majority of MRC.

Corporate Governance will maintain responsibility in facilitating Policy reviews that will also incorporate review of Corporate Standards with the relevant Policy Owner.

The process of reviewing policies ensures they are relevant and up to date involves a review by the responsible program manager, circulation to the Senior Leadership Team (SLT) for consultation and final submission to the Executive Leadership Team (ELT) for endorsement, prior to presenting to Council for adoption.

### 090 Naming of Infrastructure Assets

This policy applies to the naming of infrastructure assets under MRC control including but not limited to roads, bridges, parks, open spaces, reserves and public facilities and now includes new 090.1 Corporate Standard Commemorative Street Blades.

It has been reviewed in accordance with the 3-year review process including consultation with the SLT.

### 024 Driveways and Property Accesses Crossing Road Reserves

This policy defines applications for the construction of driveways and property accesses crossing road reserves such that a uniform standard is achieved and safe access to roads is maintained.

It has been reviewed in accordance with the 3-year review process including consultation with the SLT.

### **Consultation and Communication**

As part of the renew process consultation has been undertaken with relevant stakeholders including the responsible Program Manager, Director and ELT.

### **Resource Implications**

The implementation and rescinding of the policies will not require additional resources beyond those currently budgeted.

### **Risk Management Implications**

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

### **Conclusion**

It is recommended that Council adopt the following policies:

1. 090 – Naming of Infrastructure Assets
2. 024 – Driveways and Property Accesses Crossing Road Reserves

### **Officer's Recommendation**

THAT Council adopt the following policies:

1. 090 – Naming of Infrastructure Assets
2. 024 – Driveways and Property Accesses Crossing Road Reserves

### **Council Resolution ORD-2022-107**

**THAT Council adopt the following policies:**

1. **090 – Naming of Infrastructure Assets**
2. **024 – Driveways and Property Accesses Crossing Road Reserves**

**Moved Cr May**

**Seconded Cr Bonaventura**

Cr May noted that these policies had been in existence for some time and now clearly set out Council's intent, noting that the naming of assets can still come to Council for consideration.

**CARRIED**

**COUNCIL POLICY****NAMING OF INFRASTRUCTURE ASSETS**

**Program:** Executive Office  
**Date of Adoption:**  
**Resolution Number:**  
**Review Date:**

**Scope**

This Policy applies to the naming of infrastructure assets under Mackay Regional Council's (MRC's) control including but not limited to - roads, bridges, parks, open spaces, reserves, public facilities, footpaths, recreation paths and car parks.

**Objective**

This Policy provides a consistent and transparent approach to the naming of MRC's infrastructure assets to ensure that:

- Public consultation is undertaken where necessary and nominations received from the public are assessed against pre-determined criteria to ensure transparency;
- Any new names do not conflict with names presently in use;
- Any new names are not racist, derogatory, demeaning or likely to give offence;
- MRC's road network has an easily recognisable system of road names that assist both pedestrians and motorists and provides a safe traffic environment; and
- MRC's parks and reserves can be easily identified.

**Policy Statement**

The naming of infrastructure assets provides an opportunity to honour individuals of the community for their contributions and achievements that deserve recognition, as well as emphasising important landmarks, geographical features or history.

\*\*\*\*\*

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

## COUNCIL POLICY

## NAMING OF INFRASTRUCTURE ASSETS

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## COUNCIL POLICY

### NAMING OF INFRASTRUCTURE ASSETS

#### 1.0 Principles

The naming of infrastructure assets may be instigated by the following circumstances:

- A request from a member of the community;
- As a result of new infrastructure assets being constructed as part of MRC works or new development.

MRC has no obligation to accept any name proposed by any group, entity, developer or individual. MRC reserves the right to allocate names in accordance with this Policy.

This policy must be read in conjunction with Corporate Standard 90.1 Commemorative Street Blades.

#### 1.1 Request for naming or Renaming of an Infrastructure Asset

Renaming is discouraged however an infrastructure asset may be renamed upon request if:

- The person or body or entity after which the infrastructure asset was named has been discredited or dishonoured;
- There is strong community desire (receipt of petition with over 100 submissions) for the name change;
- The name is duplicated elsewhere in the MRC area;
- It is found that the information submitted regarding the naming of the infrastructure asset is factually incorrect; or
- The name does not comply with AS/NZS 4819.2011 Rural and Urban Addressing.

#### 1.2 Commemorative Street Blades

Commemorative Street Blades will be considered as an opportunity to honour the region's citizens that made the ultimate sacrifice in service of the community or provided a historical or leading service for a prolonged period of 25 years or more to the local community. This includes ANZAC soldiers that served and gave their lives or persons associated with the region that provided a distinguished service and commitment to the local community.

Requests for Commemorative Street Blades including information provided as part of the request will be vetted by the Character and Heritage Advisory Committee (CHAC) before final approval by Council resolution.

Requests for Commemorative Street Blades must be accompanied by research and credible supporting material as detailed in the Corporate Standard 90.1 Commemorative Street Blades.

#### 1.3 Naming of New Parks, Reserves, Open Spaces

Parks will be named after the major street or road in which they are situated. Should the street name be inappropriate through reason of duplication or lack

## COUNCIL POLICY

### NAMING OF INFRASTRUCTURE ASSETS

of a major street frontage to the park or similarity with another existing named park, then a locality name should be adopted.

The locality name should be that of the suburb, locality, township, etc. in which the park is situated. Should the locality name be unsuitable through the existence of similarly named parks, then the park should be named from a list of significant historical events or historical personages.

The criteria for selection of a park name should include:

- (a) That the name identifies the area in which the park is situated; or
- (b) That the name relates to a significant person or historical event for which recognition in perpetuity should occur.

A register of significant historical events or persons will be maintained.

Members of the public will be able to suggest additions to the Register of Significant Historical Persons or Events and the register shall be maintained by Parks, Environment and Sustainability Program.

#### 1.4 Naming within New Development

The naming of new assets created as part of a new development (i.e., road networks, parks or reserves) are to be included in the lodgement of the associated operational works application.

Infrastructure asset names will be approved as part of the application process and the sealing of the Survey Plan.

Approval of infrastructure asset names will be as per planning delegations for the approval of operational work applications.

#### 1.5 Naming Rights for Sponsorship Purposes

Council will consider Naming rights (for sponsorship purposes) on a case-by-case basis. Naming rights are not considered permanent.

Any sponsor messages displayed at or on an MRC owned asset must be in accordance with MRC's requirements. MRC reserves the right to prohibit any requests if it deems the message to be offensive or discriminatory.

All requests for naming rights will be put to Council for resolution.

#### 1.6 Nominations

Members of the public may submit at any time, naming ideas, for consideration. Submission for naming or renaming of an infrastructure asset (except for New Development which will be approved by delegated authority) must be made in writing and should include the following information:

- Name/s selected;

## COUNCIL POLICY

### NAMING OF INFRASTRUCTURE ASSETS

- Exact location and/or locality of the infrastructure asset; and

Any other relevant information pertaining to the suggested name/s in order to support the application.

#### 1.7 Community Consultation

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

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

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

#### 1.8 Approving Nominations

Nominations will be considered by MRC and after public consultation put to Council for resolution. The naming of infrastructure assets will be at the discretion of the Council.

Council may adopt, alter or reject any recommendation presented.

Unsuccessful recommended names and suitable unsolicited suggestions will be included in the "Approved Names Register" list of names that may be used in the future. This Register will be maintained by MRC's Geographic Information Program (GIS) in Shared Services.

#### 1.9 Process After Approval

Following approval by Council, MRC shall as soon as practicable:

- Details updated in MRC records (i.e. Pathways).
- Erect appropriate signage; and
- Correspond with affected external organisations or individuals advising of the new or renamed asset.

### 2.0 Complaints

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

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

Complaints may be made as following:  
In writing to

## COUNCIL POLICY

## NAMING OF INFRASTRUCTURE ASSETS

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

Via Email - [complaints@mackay.qld.gov.au](mailto:complaints@mackay.qld.gov.au)

In person at the following Council Client Services Centres:

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

### 3.0 Definitions

To assist in interpretation the following definitions shall apply:

**Character and Heritage Advisory Committee** shall mean a group of community members comprised of heritage agencies, local heritage organisation representatives and Council staff who lead and advise Council on historical and cultural heritage matters for the Mackay region appointed Council.

**Commemorative Street Blades** shall mean street name signages distinguishable disguisable to Council's typical street sign as per Council approved standard.

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

**Infrastructure Asset** shall mean an asset owned or under the control of Mackay Regional Council which includes but not limited to roads, bridges, parks, reserves, public facilities, footpaths, bicycle paths, and car parks.

**MRC** shall mean Mackay Regional Council.

**New Development** shall mean a development which has been approved by MRC through the development assessment process.

**Park** means an area primarily used for recreational and managed by Council.

**Public Facility** shall mean any facility/building owned by or entrusted to MRC for use by the community for recreation, sport, cultural or community purposes, on a non-commercial or non-profit making basis.

**Reserve** shall mean land dedicated as a reserve as per the *Land Act 1994*.

**Road** is described as per section 59(2) of the *Local Government Act 2009*:

- (a) An area of land that is dedicated to public use as a road; or
- (b) An area of land that:
  - (i) is developed for, or has as one of its main uses, the driving or riding of motor vehicles; and
  - (ii) is open to, or used by the public; or

## COUNCIL POLICY

### NAMING OF INFRASTRUCTURE ASSETS

- (c) A footpath or bicycle path; or
- (d) a bridge, culvert, ford, tunnel or viaduct.

However, a **road** does not include –

- (a) a state-controlled road; or
- (b) a public thoroughfare easement.
- (c) a private road - Section 60(4) of the *Local Government Act 2009* states that a private road is a road over land which is owned by a person who may lawfully exclude other persons from using the road.

**Road Name History** means a register of all road names currently in use or where they have been approved for proposed developments. Information is also recorded where a road name has significant historical events or persons relevant to the Mackay region.

#### 4.0 Review of Policy

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

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

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

#### 5.0 Reference

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Place Names Act 1994*
- *AS/NZS 4819:2011 – Rural and Urban Addressing*
- *AS 1742.5-1997 Manual of Uniform Traffic Control Devices - Part 5 Street Name and Community Facility Name Signs*
- Corporate Standard 090.1 - Commemorative Street Name Blades Corporate Standard

#### 6.0 Attachments

1. Corporate Standard 090.1 – Commemorative Street Name Blades

## CORPORATE STANDARD

## COMMEMORATIVE STREET NAME BLADES

<b>Department</b>	Development Services
<b>Business Unit</b>	Strategic Planning
<b>Date of Endorsement</b>	New
<b>Version</b>	
<b>Review Date</b>	

### 1.0 Scope

This Corporate Standard applies to the approval of the use of Commemorative Street Blades within the Mackay Regional Council area.

### 2.0 Objective

To provide a framework and a consistent assessment process on the use of Commemorative Street Blades which honour fallen ANZAC soldiers within the Mackay Regional Council area.

### 3.0 Reference

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Place Names Act 1994*
- Australian/New Zealand Addressing Standards – AS/NZS 4819:2011
- *090 - Naming of Infrastructure Assets Policy*

### 4.0 Definitions

To assist in interpretation the following definitions shall apply:

**Character and Heritage Advisory Committee** shall mean a group of community members comprised of heritage agencies, local heritage organisation representatives and Council staff who lead and advise Council on historical and cultural heritage matters for the Mackay region appointed Council.

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

**Commemorative Street Blades** shall mean street name signages distinguishable to Council's typical street sign as per Council approved standard.

**New Development** shall mean a development which has been approved by Council through the development assessment process.

**Road** is described as per section 59(2) of the Local Government Act 2009:

- (a) An area of land that is dedicated to public use as a road; or
- (b) An area of land that:

## CORPORATE STANDARD

### COMMEMORATIVE STREET NAME BLADES

- (i) is developed for, or has as one of its main uses, the driving or riding of motor vehicles; and
- (ii) is open to, or used by the public; or
- (c) A footpath or bicycle path; or
- (d) a bridge, culvert, ford, tunnel or viaduct.

However, a **road** does not include -

- (a) a state-controlled road; or
- (b) a public thoroughfare easement.
- (c) a private road - Section 60(2) of the *Local Government Act 2009* states that a private road is a road over land which is owned by a person who may lawfully exclude other persons from using the road.

#### 5.0 Standard Statement

This standard is intended to fulfil the following objectives:

Designation of Commemorative Street Blades may arise from approval of a replacement of a current street blade. A request from Council or the community for an existing unnamed Road; or a new road being constructed as part of Council works or New Development is managed by Council Policy 090 - Naming of Infrastructure Assets.

- 5.1** Request to designate a Commemorative Street Blade, either as new or to replace and existing regular street blade, are to be made formal application to Council.
- 5.2** Information and material to support a formal application to have a Commemorative Street Blade designated, where possible, should include details of:
  - Full Name, including Middle Name
  - Ranking and Battalion Number
  - Date and location of passing
  - Age
  - Location of burial or memorial
  - Family relations/ties in the Mackay Region
  - Information to address the assessment criteria in 5.5
  - Information must include references and copies from reputable sources to validate the history of the surname and linkage to the soldier identified.
- 5.3** Based on the details and research available/provided, the CHAC will conduct an assessment and evaluation process providing a recommendation to Council to accept or refuse the use of Commemorative Street Blades.
- 5.4** Requests for Commemorative Street Blades will need to be itemised as an agenda item to the CHAC's next scheduled meeting (arranged quarterly).

Prior to the committee meeting, all members of the committee must have access to the material and a suitable amount of time prior to consider the material.



**CORPORATE  
STANDARD****COMMEMORATIVE STREET NAME BLADES**

CHAC will deliberate on a decision, in accordance with this policy, and will make a recommendation as a record within the minutes of the CHAC meeting. CHAC minutes will be endorsed by Full Council in the next scheduled Ordinary Meeting.

Applicant will be notified of the Decision from Council's Ordinary Meeting.

Applicant will be instructed on the next steps and actions to proceed forward.

**5.5 Criteria for assessment**

An application to replace an existing street blade with a Commemorative Street Blade will be subject to a set of criteria. The application is required to provide a response to each criterion in order to justify the use of Commemorative Street Blades.

- Provide a biography of the commemorated Surname in accordance with section 6.2 of this Procedure;
- Demonstrate a connection to the Mackay region by providing information surrounding the history of the commemorated serviceman/woman. This may include nature of work, names of direct relatives, area of residence etc;
- Outline information detailing the commemorated serviceman/woman's accounts of their experiences during their enlistment; and
- Any other relevant information.

**6.0 Review of Standard**

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

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

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



**COUNCIL POLICY****Driveways and Property Accesses Crossing Road Reserves**

**Program:** Transport & Drainage Infrastructure Planning  
**Date of Adoption:**  
**Resolution Number:**  
**Review Date:**

**Scope**

To define applications for the construction of driveways and property accesses crossing road reserves such that a uniform standard is achieved and safe access to roads is maintained.

**Objective**

The objective of the Policy is to set design and construction standards for the construction of urban and rural accesses servicing private property.

The Policy sets out the location, size, number and standards for construction in relation to both urban and rural property accesses.

**Policy Statement**

MRC receives applications for the construction of property accesses at various stages of the development of urban and rural properties. These applications are processed in accordance with *Local Law 1* and *Subordinate Local Law 1.16 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011*.

These guidelines have been established to avoid instances of sub-standard construction affecting road safety and generating maintenance impacts.

\*\*\*\*\*

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

COUNCIL POLICY

Driveways and Property Accesses Crossing Road Reserves

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## COUNCIL POLICY

## Driveways and Property Accesses Crossing Road Reserves

## 1.0 Principles

1.1 General

No alteration or improvement to a road shall be constructed or obstructions placed on the road reserve unless an approval under *Local Law No. 1 & Subordinate Local Law No. 1.16* is obtained and the work is undertaken in accordance with MRC's standards and conditions.

The owner of the affected property will be responsible for the application for approval, design, construction, upgrading and ongoing maintenance of the property access.

1.2 Applications

Applications are to be made using Council's *Minor Works Permit Application* form and must:

- 1.2.1 Include a site plan indicating location details and dimensions of the proposed works, drawn to scale;
- 1.2.2 Be accompanied by those documents and materials stated in section 3 of Schedule 1 of *Local Law No. 1.16*;
- 1.2.3 Where the applicant considers that any of the conditions outlined in section 1.3 below are inapplicable to the proposed works, provide reasons justifying why the condition/s should not be imposed;
- 1.2.2 Be accompanied by payment of the applicable application fee as outlined in Council's *Cost Recovery Fees and Charges*.

1.3 Approval Conditions

Other than in exceptional circumstances, the conditions referred to in paragraphs 1.3.1 – 1.3.5 below will be imposed on approvals under *Local Law 1 and Subordinate Local Law No. 1.16* to construct driveways and accesses to urban and rural properties. These conditions will be in addition to any other conditions that would ordinarily be imposed on an approval under section 6 Schedule 1 of *Local Law No. 1.16*.

1.3.1 *Urban Driveways where Kerb and Channel Exists*

All driveways leaving kerb and channel shall be constructed in accordance with MRC's Standard Drawing A3-773. Approval to vary the standard detail must be sought from the Manager Transport and Drainage Infrastructure Planning.

- (1) The number and size of crossings to any lot shall not exceed the following: -

**COUNCIL POLICY****Driveways and Property Accesses Crossing Road Reserves**

- (i) Where the frontage of the Lot is fifteen and one-half (15.5) metres or less, one crossing only having a maximum width of 4.0 metres.
  - (ii) Where the frontage of the Lot exceeds fifteen and one-half (15.5) metres but is less than twenty (20) metres, one crossing having a maximum width of 8.0 metres or two (2) crossings each having a maximum width of 4.0 metres.
  - (iii) Where the width of the Lot exceeds twenty (20) metres in the urban areas, one additional crossing having a maximum width of 8.0 metres in respect of each twenty (20) metres of frontage in excess of the first twenty (20) metres.
  - (iv) Where the Lot has more than one frontage to dedicated and constructed roads, each frontage may be treated as a separate frontage.
- (2) Multiple crossings shall be separated by a clear space of not less than six and one half (6.5) metres, measured at the face of the kerb.
  - (3) Wherever practicable, the siting of crossings in relation to other crossings to the Lot, or to neighbouring Lots, shall be such as to preserve the maximum amount of kerbside parking space.
  - (4) Driveways shall be offset from property boundary lines by a minimum of one half (0.5) metre from the property boundary to the driveway flare.
  - (5) Where the site is a corner Lot, no crossing shall be situated closer than six (6) metres from the prolongation of the property boundary on the opposing street frontage, or in the case of a channelised intersection, such greater distance as may be determined by the Manager Transport and Drainage Infrastructure Planning or his representative. Distances may also be determined as beyond the influence of normal queue lengths for the intersection.
  - (6) No crossing shall be approved unless there exists a clear space of not less than six (6) metres within the property boundary on which a vehicle may park.
  - (7) Unless otherwise approved in the special circumstances of a particular case, all crossings shall be set square to the kerb line, and directly opposite the point of entry at the property boundary.

## COUNCIL POLICY

## Driveways and Property Accesses Crossing Road Reserves

- (8) For the purposes of determining the number, size and disposition of crossings, a number of adjoining Lots in the one ownership and used for a single purpose shall be regarded as being a single Lot.

### 1.3.2 *Urban Driveways where No Kerb and Channel Exists*

In this scenario all conditions in 1.3.1 shall apply however contact is to be made with the Manager Transport and Drainage Infrastructure Planning or his representative to determine future kerb alignments and verge levels and the driveway shall be constructed to match these future requirements.

### 1.3.3 *Industrial and Commercial Accesses*

The crossing shall not exceed the maximum width of nine (9) metres unless approval for such increase has been received.

### 1.3.4 *Property Accesses Outside of urban Areas where there is No Kerb and Channel*

Accesses outside of urban areas shall be constructed in accordance with MRC's Standard Drawing A3-8252 & A3-8323.

### 1.3.5 *Accesses and Driveways General*

- (i) The costs of construction of any access crossing or driveway shall be borne by the property owner.
- (ii) The cost of maintenance of any access crossing shall be borne by the property owner.
- (iii) The applicant is required to lodge a *Minor Works Permit Application* and an application fee for permission to construct in the road reserve. The value of the fee will be determined by Council from time to time and established in the annual fees and charges.
- (iv) The access or driveway must have minimum one (1) metre clearance to all existing infrastructure including but not limited to stormwater pits, sewer manholes, street trees, telecommunications pits and Electrical pillars/poles.

## 2.0 Definitions

To assist in interpretation the following definitions shall apply:

**MRC** shall mean Mackay Regional Council.

**COUNCIL POLICY****Driveways and Property Accesses Crossing  
Road Reserves****3.0 Review of Policy**

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

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

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

**4.0 Reference**

- Standard Drawings A3-773, A3-8252 & A3-8323 as Amended

### **11.1.3. DELEGATION AMENDMENT**

<b>Author</b>	Coordinator Corporate Governance (Kerri Verroen)
<b>Responsible Officer</b>	Senior Legal Counsel (Anthony Bigby)
<b>File Reference</b>	Governance - General

<b>Attachments</b>	Nil
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#### **Purpose**

For Council to clarify the Delegation to the Mayor for the power to appoint an Acting Chief Executive Officer in accordance with the agreed time period adopted by Council below.

#### **Related Parties**

No Related Parties

#### **Corporate Plan Linkage**

Priority: Organisational Performance

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

#### **Background/Discussion**

The current Delegation simply lists the timeframe as for a period of three(3) months. Upon using the Delegation it was identified that clarification was needed on the total period of such individual delegations.

Under Section 195 of the *Local Government Act 2009*, a local government may appoint a qualified person to act as the chief executive officer during:

- (a) Any vacancy, or any vacancies, in the position; or
- (b) Any period, or all periods, when the chief executive officer is absent from duty or cannot, for another reason, perform the chief executive officer's responsibilities.

In order for clarification, it is recommended that Council delegate to the Mayor, the power to appoint an Acting Chief Executive Officer during any vacancy in the position or any period when the Chief Executive Officer is absent, from the existing Executive Leadership Team until the Chief Executive Officer return under the following conditions:

- a. no single appointment shall be for a period of more than 3 months; and
- b. the maximum collective term of successive appointments be limited to 6 months.

In doing so will allow sufficient time for most required short term appointments, with permanent appointments or acting appoints in excess of six(6) months in total remaining for the approval of Council.

#### **Consultation and Communication**

Senior Legal Council provided advice and consultation was undertaken with Acting Chief Executive Officer, Executive Officer, Mayor and Councillors.

#### **Resource Implications**

There are no resource implications.

### **Risk Management Implications**

There are no risk management implications.

### **Conclusion**

It is recommended that the current Delegation be clarified regarding the maximum cumulative term of any appointments, and therefore that Mayor be delegated to appoint an Acting Chief Executive during any vacancy in the position or any period when the Chief Executive Officer is absent from duty in accordance with the following conditions:

- a. no single appointment shall be for a period of more than 3 months; and
- b. the maximum collective term of successive appointments be limited to 6 months.

### **Officer's Recommendation**

THAT pursuant to section 195 of the *Local Government Act 2009*, the Mayor be delegated the power to appoint a qualified person to act as the Chief Executive Officer during any vacancy in the position or any period when the chief executive officer is absent from duty, subject to the following conditions:

- a. no single appointment shall be for a period of more than 3 months; and
- b. the maximum collective term of successive appointments be limited to 6 months.

Mayor Williamson noted that due to Council's current situation in relation to our Chief Executive Officer, the Legal Department had highlighted an amendment for clarification.

### **Council Resolution ORD-2022-108**

THAT pursuant to section 195 of the *Local Government Act 2009*, the Mayor be delegated the power to appoint a qualified person to act as the Chief Executive Officer during any vacancy in the position or any period when the chief executive officer is absent from duty, subject to the following conditions:

- a. no single appointment shall be for a period of more than 3 months; and
- b. the maximum collective term of successive appointments be limited to 6 months.

**Moved Cr May**

**Seconded Cr Green**

**CARRIED**



## **11.2. CAPITAL WORKS**

### **11.2.1. CAPITAL WORKS MONTHLY REVIEW REPORT - APRIL 2022**

<b>Author</b>	Director Capital Works (Jim Carless)
<b>Responsible Officer</b>	Director Capital Works (Jim Carless)
<b>File Reference</b>	Departmental Monthly Review Reports
<b>Attachments</b>	1. Capital Works Monthly Review Report - April 2022 [11.2.1.1 - 36 pages]

#### **Purpose**

To provide Council with the Capital Works Monthly Review Report for the month of April 2022.

#### **Related Parties**

Nil.

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

THAT the Capital Works Monthly Review Report for the month of April 2022 be received.  
The Director for Capital Works Jim Carless, provided an overview and highlights of the Capital Works Monthly Review Report for April 2022.

Cr May referred to the Diane Street park play equipment which Council purchased and now does not seem to be compliant, and queried how this had happened.

The Director advised that it was not the equipment itself that had not met the Standards but when installed with all the other elements of the park, it was found that there was a disconnect between the supplier and the design of the park itself. The Director advised that the Department was moving forward on the necessary rectifications and had learnt a lot from this unfortunate experience.

Cr Seymour referred to the Pioneer Valley Mountain Bike trail and queried if Council had secured a lease on Lot 101.

The Director advised that Council was still in negotiations with the property owner, noting that a meeting had been held yesterday to continue the discussion.

Cr Hassan referred to the 2032 Olympics Taskforce Meeting held last night, noting that there was intention to possibly include sports that are Olympic sports and build facilities to Olympics standard, and queried if there was any potential for Council to consider this.

Mayor Williamson noted that this was outside the confines of this report but agreed that this was something that needed to be considered in terms of Council's future planning.

The Director advised that he would be happy to take these comments to the Project Control Group meeting.

Cr Bonaventura referred to the Seaforth Esplanade project and requested a comparison in square metres of the amount of shade provided in the new plan to that which currently exists, noting that he had received comments from people that there didn't appear to be a great deal of shade in the new plan.

The Director advised that he would supply this information.

Cr Bonaventura referred to the Warland Street drain and queried how this project was going budget wise.

The Director advise that Council was going well budget wise, noting that if it was a faxed lump sum contract.

**Council Resolution ORD-2022-109**

**THAT the Capital Works Monthly Review Report for the month of April 2022 be received.**

**Moved Cr Englert**

**Seconded Cr Green**

Cr Englert noted several items from the report including safety, capital project expenditure percentages, the Koumala water treatment plant, Pioneer River north bank, Councillors recent visit to the new Animal Management Facility, Seaforth Esplanade and work being undertaken on the Pioneer Valley Mountain Bike Trail.

Cr Bella referred to the Koumala Water Treatment Plant work, noting that it is ironic that the project to deliver quality water is being help up by the current surfeit of quality water. Cr Bella advised that he will be very happy to see it completed.

**CARRIED**



# Capital Works Monthly Review

April 2022

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## OVERVIEW

This report is for Capital Works Department activities during the month of April 2022. Significant items in this period include:

- No lost time injuries.
- The YTD capital project spend is \$77.3M which is approximately \$2.2M below the YTD forecast of \$79.5M (approximately 97.2%).
- Projects where construction was completed\* includes:
  - ✓ Various Community Halls, Replacement of Floors
  - ✓ Amenities Security Screens - Camilleri Park, Dolphin Heads
  - ✓ Resurfacing - Raymond Crt, Walkerston
  - ✓ Blacks Beach Rd Drainage - East of Pacific Dr, Blacks Beach
  - ✓ Citi Beach Volleyball Illawong - Renewal Damaged Roof Structure
  - ✓ Northview Park, Multisport Facility - Schapers Rd, Glenella
  - ✓ Re-Sealing Program - Mount Basset Cemetery Road, Mackay Harbour
  - ✓ Retic - Meter Replacement Planned - FY 20/21
  - ✓ Shakespeare St Drainage Upgrade - Stages 1-3, Hoey to Marsh and Pearce Streets, East Mackay
  - ✓ Stormwater Drain Repair - Brisbane St, Mackay
- Projects where construction is in progress includes:
  - Mackay South Water Recycling Facility, Air Manifold – Renewal
  - *Disability Discrimination Act* Audit - Augusta St, Mirani
  - Boat Ramp Unspecified Works Extra Lighting, CCTV etc
  - Mt Basset Sewer Pump Station renewals
  - Culvert Replacement - Dalrymple St, East Mackay
  - Paget SCADA Upgrade - Sewerage
  - Sarina Water Recycling Facility - SCADA Upgrade, Sewerage
  - Mirani Water Recycling Facility - SCADA Upgrade, Sewerage
  - Paget SCADA Upgrade - Water
  - Nebo Rd Water Treatment Plant - SCADA Upgrade, Water
  - Bloomsbury Bore and Disinfection Facility
  - Range Rd Sarina Water Main Renewal, Mt Blarney Rd to Leslie St
  - Traffic Signal Controller Upgrade - Bedford Road and Eaglemount Road, Andergrove
  - Various Locations, Replacement of Office Facilities
  - Sarina Library Children's Play Space
  - Mackay Entertainment & Convention Centre - Fire system design and install
  - Shelter Roof Replacements & Preventative Maintenance
  - Mackay North Water Recycling Facility - UPS Tower and Battery Bank replacement
  - Mackay South Water Recycling Facility - Site CCTV
  - Mackay South Water Recycling Facility - UPS Tower and Battery Bank Replacement

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



Jim Carless  
**Director Capital Works**

## SAFETY

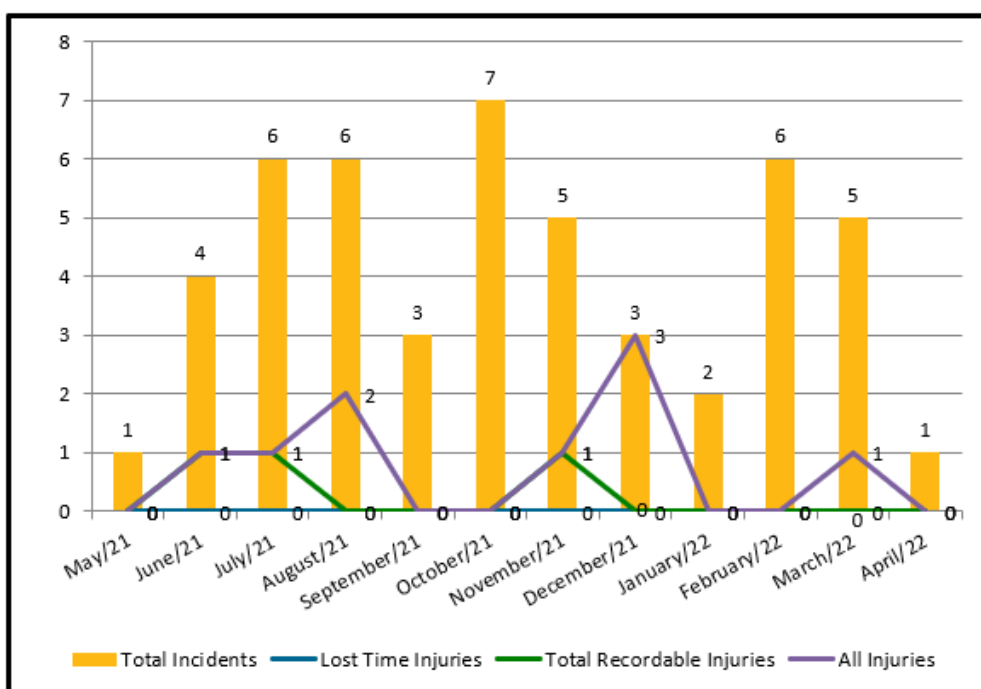
### 1.1. Summary

In April 2022:

- One safety interaction was completed.
- Two site safety inspections were completed.
- 95% of monthly action plan activities were carried out.

One incident was reported in April, involving MRC employees, members of the public, or contractors.

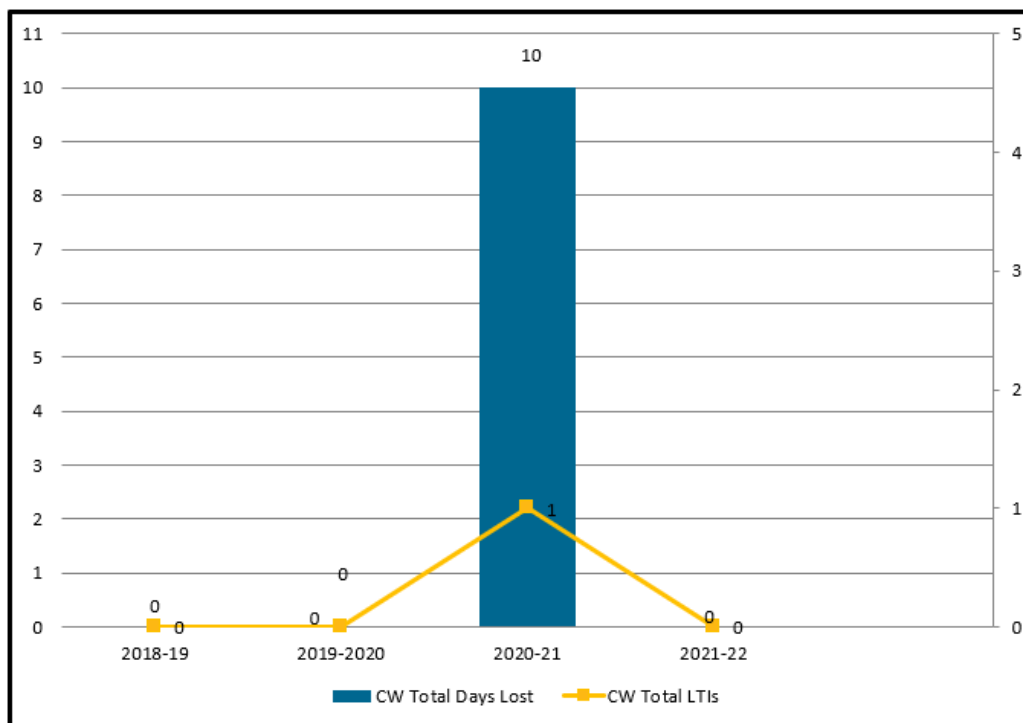
### 1.2. Incidents and Injuries



The following asset damage incident involving an MRC employee was reported in April:

- Unknown underground water service was damaged while driving truck on site

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

**1.3. Lost Time Injuries & Days Lost**


Department	2018-19		2019-20		2020-21		2021-22	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Major Projects					1	10		
Portfolio Management Office								
Field Services								
Contract Services								
Design Services								
<b>Capital Works Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>10</b>	<b>0</b>	<b>0</b>

For the 2021-22 year, there have been no lost time injuries recorded.

**Glossary**

Incident	Any unplanned event resulting in or having a potential for injury or ill health.
Lost Time Injury (LTI)	Incidents that resulted in a fatality, permanent disability or time lost from work of one day / part of a day or more
Total Recordable Injuries (TRI)	Incidents that result in a Lost Time Injury (LTI), Suitable Duties Injury (SDI) and Medical Treatment Injury (MTI)
Medical Treatment Injury (MTI)	
NTI	Non-Treatment Injury
FAI	First Aid Injury
MTI	Medical Treatment Injury
SDI	Suitable Duties Injury
LTI	Lost Time Injury

## CAPITAL PROJECT UPDATES

### 2.1. Capital Summary Report

Following is the capital financial summary for the YTD delivery to end of April 2022.

The current approved 2021/22 amended budget is \$111.5M. This value now includes the carryover of incomplete projects from the prior financial year.

The YTD capital project spend is \$77.3M which is approximately \$2.2M below the YTD forecast of \$79.5M (approximately 97.2%). The top five projects underspent account for \$1.0M of this variance. Context and comments on each variance can be found on page 7 of this the report.

The project spend to the end of April is \$77.3M, approximately \$34.2M below the 21/22 Amended Budget of \$111.5M (69.3% delivered against 21/22 Amended Budget).

### 2.2. Financial Performance

The table below summarises the year to date financial summary for the 2021/22 Capital program at the end of April 2022.

#### Capital Projects Expenditure 2021/2022

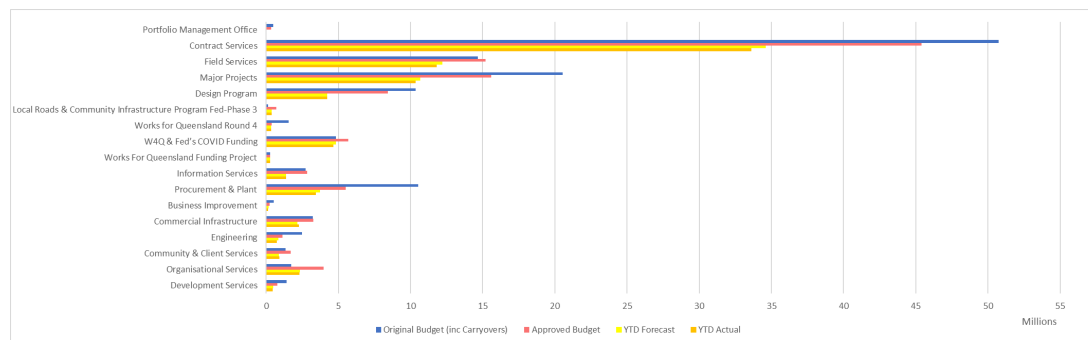
April 2022

Department	Original Budget (inc Carryovers)	Approved Budget	Current Forecast	YTD Forecast	YTD Actual	% Spent of YTD Forecast	% Spent of Approved Budget
<b>PLANT &amp; EQUIPMENT PURCHASES</b>							
Development Services	226,390	161,295	116,295	116,295	111,295	95.7%	69.0%
Organisational Services	14,975	79,345	72,201	36,601	64,201	175.4%	80.9%
Community & Client Services	965,801	939,676	792,346	584,882	639,047	109.3%	68.0%
Engineering	121,394	119,214	96,580	62,780	53,380	85.0%	44.8%
Commercial Infrastructure	431,999	291,845	300,479	179,352	179,902	100.3%	61.6%
Procurement & Plant	10,517,992	5,496,899	5,493,986	3,717,554	3,448,204	92.8%	62.7%
Information Services	2,737,371	2,851,856	2,847,941	1,365,834	1,369,571	100.3%	48.0%
W4Q & Fed's COVID Funding	31,650	13,661	13,661	13,661	13,661	100.0%	100.0%
Design Program	373,753	282,345	276,805	115,087	192,017	166.8%	68.0%
Field Services	50,000	59,000	58,000	42,000	58,935	140.3%	99.9%
Contract Services	66,455	70,841	69,840	28,120	27,120	96.4%	38.3%
	<b>15,537,779</b>	<b>10,365,976</b>	<b>10,138,134</b>	<b>6,262,165</b>	<b>6,157,332</b>	<b>98.3%</b>	<b>59.4%</b>
<b>CAPITAL PROJECTS (Excluding Plant &amp; Equipment)</b>							
Development Services	1,198,887	615,964	546,433	390,978	354,112	90.6%	57.5%
Organisational Services	1,851,405	4,631,228	4,246,504	2,692,841	2,627,601	97.6%	56.7%
Community & Client Services	366,921	751,985	624,568	289,188	276,867	95.7%	36.8%
Engineering	2,374,226	1,024,130	974,846	791,535	684,888	86.5%	66.9%
Commercial Infrastructure	2,792,311	2,988,207	2,940,736	1,969,065	2,084,207	105.8%	69.7%
Business Improvement	527,944	230,000	255,842	184,169	145,913	79.2%	63.4%
Works For Queensland Funding Project	293,094	278,562	278,562	278,562	278,562	100.0%	100.0%
W4Q & Fed's COVID Funding	4,809,336	5,667,490	5,577,280	4,818,090	4,659,813	96.7%	82.2%
Works for Queensland Round 4	1,550,000	394,500	394,500	331,259	345,221	104.2%	87.5%
Design Program	9,999,023	8,150,070	7,211,716	4,125,345	4,027,624	97.6%	49.4%
Major Projects	20,544,515	15,585,466	14,230,449	10,661,674	10,339,974	97.0%	66.3%
Field Services	14,615,886	15,135,613	14,812,883	12,166,481	11,739,213	96.5%	77.6%
Contract Services	50,668,366	45,333,519	44,545,386	34,581,525	33,574,113	97.1%	74.1%
Portfolio Management Office	500,000	345,724	345,724	0	0	0.0%	0.0%
	<b>112,091,914</b>	<b>101,132,459</b>	<b>96,985,429</b>	<b>73,280,712</b>	<b>71,138,109</b>	<b>97.1%</b>	<b>70.3%</b>
<b>Total</b>	<b>\$ 127,629,693</b>	<b>\$ 111,498,435</b>	<b>\$ 107,123,563</b>	<b>\$ 79,542,876</b>	<b>\$ 77,295,441</b>	<b>97.2%</b>	<b>69.3%</b>
Capital Expenditure	124,929,339	108,367,877	103,990,137	77,536,293	75,587,276	97.5%	69.8%
Operational Expenditure	2,700,354	3,130,559	3,133,425	2,006,584	1,708,165	85.1%	54.6%



### Capital Spend by Department for April 2022

The table below summarises the year to date financial summary for the 2021/22 Capital program at the end of April 2022.



### Capital Expenditure Forecast 2021/2022

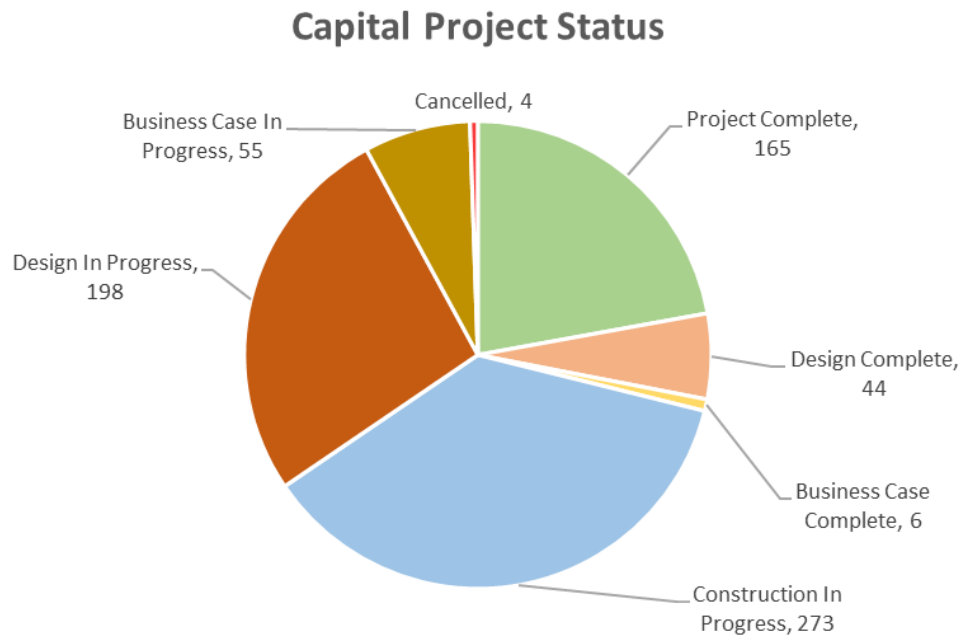
The top five variances (underspend) between actuals and forecast for the month of April 2022 are:

Project	Description	Comments	Variance	Forecast Spend Achieved (%)
10390	Plant & Equipment - Replacement Program	Delays in delivery frames of new mobile library trailer due to contract compliance issues.	(\$249,349)	93%
22013	Mackay Animal Pound New Facility	Works were delayed as Contractor progressed beyond a quality hold point without correct testing and inspections being undertaken. Additional testing and verification of works undertaken from structural engineer was required and delayed continuation works. Matter now resolved and works are progressing.	(\$183,864)	93%
56402	Seagull Street, Slade Point	Reduced spend due to a combination of inclement weather as well as internal and external resource availability for remaining car park aspects.	(\$201,683)	91%
62097	Koumala WTP Ground Level Water Storage Tanks & Pump Station	The current labour shortages and difficulty experienced by the contractor in securing contractors in the region has seen less works completed than originally forecasted. Further delays have been experienced due to inclement weather.	(\$154,262)	76%
73059	SLP-Manholes Renewals	Variance between forecast and actuals principally due to delayed commencement on site as supply of Maintenance hole relining product impacted by floods. Product delivery now expected early May.	(\$191,539)	48%

### 2.3. Capital Projects Phases at End of April 2022

Currently tracking 745 capital projects in the 2021/22 year.

The below graph shows the phases of capital projects at the end of April 2022.



### 2.4. Key Contracts Approved for April 2022

Contracts finalised and approved during April 2022 are valued at \$384,547.12

Below is a listing of the key contracts awarded during the same period.

Contract	Design / Construction	Amount Award (ex GST)	Contractor
Quote 2022-041 – Project Management – Mackay Waterfront	Construction	\$384,547.12	Ranbury Management Group Pty Ltd

## PORTFOLIO MANAGEMENT OFFICE

### 3.1 Monthly Achievements

The release of the draft 2022-2023 Capital Works program enabled discussions around the prioritisation of future works, along with early staging of effective resourcing towards the delivery of the program. The initial drafting of the Capital works program is underway and will continue to be refined as we work with all responsible programs. Meetings with Asset Owners will occur next month to further plan out the delivery of the proposed program, to ensure that all teams have a joint understanding of requirements to ensure timely delivery of the program.

Portfolio Management Office (PMO) has finally filled a very important role in our team, the Portfolio Governance and Scheduling Officer, which now means 80% of the roles in the PMO are filled which has not been the case in over two years. The successful candidate's prior knowledge from working in the Design Office has allowed them to hit the ground running.

The team participated in the Program Plan Workshop which involved defining the team's draft goals and KPI's to link in with the Corporate Plan's key pillars and priorities. It was a successful day with strong team collaboration, this was a good introduction for our new staff member to gain an understanding of the team goals and priorities and the path ahead to achieve them.

We held an information and training session for the Parks Planning team at Paget, topics covered included project submissions through The System Project Hub (Sharepoint Online) and the assessment and prioritisation processes that follow. There were new faces within the team for which the session was an introduction, and for others it was a refresher which generated robust conversation and valuable feedback on the process.

## DESIGN SERVICES

### 4.1 Design Summary Report

Design Services commenced and completed several notable design projects during this period.

The final land acquisition agreement was reached for the proposed flood levee along Fursden Ck bank. This completes the detailed design work for flood protection from the Pioneer River for the North Mackay residential areas and allows the project to progress into the public consultation phase.

Detailed design is underway for improvements to the intersection of Malcomson St and Norris St intersection. It consists of the improvements to the left-turn facility from Malcomson St into Norris Rd to allow trucks and buses to make this turn without conflicting with Norris Rd vehicles.

#### Designs Completed

- ✓ Goldsmith/Evan St roundabout upgrade
- ✓ Sweeney Court cul-de-sac construction
- ✓ Pioneer St rehabilitation
- ✓ Victor Ck carpark drainage improvements
- ✓ Scott St drainage upgrade
- ✓ Bedford Rd Bus Stop

#### Notable Designs in Progress:

- Sarina Youth Centre Expansion
- Pioneer Valley Finch Hatton Mountain Bike Trail Head
- Stages 1, 2 & 3 of Marwood/Sunnyside Road shoulder widening (nine kilometres)
- Continuation of the stormwater and road design of the Phillip Street extension through to Norris Road.
- Brewers Road Bank Stabilisation
- Design of four major culvert rehabilitation works to upgrade their bearing capacity throughout the region
- Design of Vine arbours and pathway within the Botanic Gardens
- Camilleri Park upgrade stage 3.
- Sarina Northern Drainage
- Woodlands Park drainage
- East Gordon St and Goldsmith St Watermain replacements
- Horse and Jockey Rd/ Lansdowne Rd upgrade
- Forbes Rd causeway upgrade
- Shoal Point reservoir upgrade
- Bassett St Sewerage Pump Station upgrade
- Hamilton St Sewerage Rising Main renewal

### 4.2 Survey Office Summary Report

#### Overview

The team delivered surveys for multiple footpath projects in April. Numerous surveys for service locations were also undertaken and the 11.3 km of water main survey between Bloomsbury and Midge Point is nearing completion. The recent wet weather has caused some frustrations, but the team has been able to continue work with only a couple of field days lost to rain.

#### Surveys were completed for:

- ✓ Langfords Park Eton, Playground Renewal, Peak Downs Hwy and Hill St
- ✓ Mackay Harbour Car Park *Disability Discrimination Act 1992* (DDA) Improvements
- ✓ Mansfield Dr Cluster Housing Footpath
- ✓ Marian State School Parking Extension, Stayts Road
- ✓ Paget Depot Biohazard Retention Pit
- ✓ Paget St Culvert Replacement at George Milton St
- ✓ Pratt Rd Bridge Rehabilitation

- ✓ River St CBD Footpath
- ✓ Shakespeare Street and Nebo Road Intersection Ecosol Trash Rack
- ✓ Rural Bikeway Eton, Sandy Creek Bridge to Barrier St
- ✓ Rural Bikeway Seaforth, George St to Elizabeth St
- ✓ Service Locations for:
  - ✓ Artspace, Facility Upgrade, Renewal
  - ✓ Christensen St Water Main Renewal
  - ✓ Hamilton St Drainage Upgrade - Canberra to Forgan
  - ✓ Main Street Bakers Creek Drainage Upgrade
  - ✓ Marwood Sunnyside Rd Shoulder Widening
  - ✓ Norris Rd Western Side Footpath, Carlyle Gardens Aged Care
  - ✓ Sarina Youth Centre Expansion
  - ✓ Shinn St North Mackay Water Main upgrade
  - ✓ Stevenson St, South Mackay, Water Main Renewal

**Surveys in Progress:**

- Midge Point Rd Water Main (Sections 5 and 6)



Figure 1: Surveying between showers at the intersection of Paget St and George Milton St

#### **4.3 Estimating and Specifications Summary Report**

**Overview**

The Capital Works Estimating & Specifications (CWES) team has completed a draft report of Australia's ongoing construction market trends and impacts due to Russia's invasion of Ukraine. Generally, construction materials prices have been escalating rapidly in recent months creating challenges for ongoing projects, and potentially threatening the viability of new projects. In addition, increasing labour costs due to shortages also contribute to the higher project cost, particularly for contract delivered works.

The unit rate build-up in Benchmark Estimating software is progressing further.

The CWES team have also completed reviews of the following estimates to identify any rates that are below current market conditions:

**Estimates:**

- 51710 – Webberley Street Shared Path
- 51778 – Goldsmith Evan Safety Improvement Works
- 53258 – Oak St Andergrove, Pavement Restoration & SWD Rehab
- 57240 – Seaforth Set Down Area
- 22234 – Sarina Youth Centre, Concept Estimate Review

## CONTRACT SERVICES

### 5.1 Koumala Water Quality Upgrade – Water Treatment Plant

#### Overview

This project comprises the design and construction of a new water treatment plant in Koumala located on Water Tower Road, Koumala. The proposed project works includes the direct treatment of raw water being softened with the use of an ion exchange softening process.

#### Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	Mid December 2020	October 2021  <b>Revised Date</b> Late May 2022	\$2,563,301	Works behind schedule. Now targeting late May 2022 completion. Contractor experiencing Covid-related impacts on resources and suppliers and is working with Council to resolve.

Funds have been obtained from 2019-21 Local Government Grants and Subsidies Program.

#### Recent Project Activities

- ✓ Civil Works - complete
- ✓ Structural works – water pump station building complete
- ✓ Mechanical works - epoxy coating complete, tank installation complete, off-site package plant container fit-out complete, package plant container shipped and installed on site, deliveries of equipment to site ongoing, agitator installation complete, ixom chlorine dosing shed installation complete, chemical storage partition installed, other mechanical works e.g., shed installation, water pump station fit out is ongoing
- ✓ Package plant external pipework, pumps and components - installation ongoing
- ✓ Electrical works – installation ongoing, electrical switchboard delivered to site and installed into container, mains power to switchboard connected by Ergon
- ✓ Communication works – HMI development complete, PLC and HMI testing complete, SCADA development complete, communication pole installed.





*Figure 2: package plant container - electrical cable trays and external equipment*



*Figure 3: Ground water storage tanks and external pipe work*

## 5.2 Sydney Street Water Main Replacement between River Street and Shakespeare Street

### Overview

This project includes the replacement of the DN200 PVC (Unlined) water main running along the eastern side of Sydney Street between the extents of River Street and Shakespeare Street.

The works will include open trenching within a barricaded area as well as horizontal directional drilling (HDD), under-boring installation, in highly trafficked sections of Sydney Street, Gordon Street and Alfred Street intersections. The works will be predominantly within the existing parking lane and road shoulder.

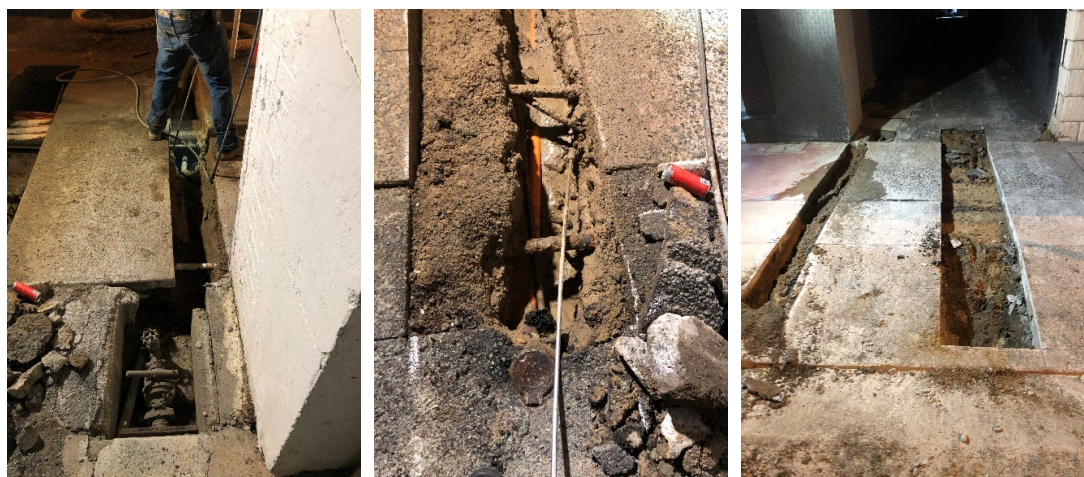
Construction works will include new connections to business and house services, connections to existing reticulation infrastructure, supply and installation of new valves and hydrants, decommissioning of the existing water main, road restoration and rehabilitation works to all disturbed work areas including footpaths and grassed areas to pre-existing condition.

### Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	Early September 2021	February 2022  <b>Revised Date</b> Early June 2022	\$3,881,616	Wet weather and service clashes impacting works progress, currently completion expected early June 2022.

### Recent Project Activities

- ✓ Stage 1 works complete from Shakespeare Street end through to Alfred St
- ✓ Stage 2 works complete between Alfred St and Gordon St this including the under bore of Gordon Street
- ✓ Stage 4 works complete from Gordon St to Victoria St
- ✓ Stage 6 works close to complete Victoria St to River St
- ✓ Stage 5 works underway at Victoria St/Sydney St crossing



Figures 4, 5 & 6: Inground service identification for Sydney Street main replacement



### 5.3 Pioneer River North Bank Shared Path Stage 1

#### Overview

This project is the first stage of the Pioneer River North Bank Shared Path project which will link major residential areas, commercial precincts, parks/recreational areas, principal activity centres, Hospitals and the CBD and is staged to be constructed over a number of years. This first stage comprises delivering 0.5km of 3m wide (nominal) concrete shared path, 0.39km of boardwalk and various size connecting paths along the eastern and western sides of the Bruce Highway from the Sams Road intersection South to the Ron Camm Bridge, via a bridge underpass. Council was successful in obtaining 50% funding of the project estimated cost through the Cycle Network Local Government Grants Program 2019-2020.

The figure below shows the approximate location of works under this stage.

#### Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	Early August 2021	March 2022  <b>Revised Date</b> June 2022	\$2,997,510	Works have been significantly hampered by wet weather over the last two weeks, delays are expected to push the finish date out.

#### Recent Project Activities

- ✓ Boardwalk sections under Ron Camm Bridge substantially complete (balustrade sections remaining)
- ✓ Installation of decking on Composite boardwalk on western side of Bruce Highway in front of Car yards Completed.
- ✓ Works in front of Northpoint retail underway, culvert extensions complete, headwall and abutment works underway. Shaping of drain to accommodate the new drain liner has commenced however inclement weather has affect progress of these works significantly.



Figure 7: Headwall and abutment (stripped)



Figure 8: Balustrade installation

#### 5.4 Warland Street Drain Reconstruction Stage 1, 2 & 3

##### Overview

This project comprises reconstruction of the existing open channel trunk drain in South Mackay. The extent of the open drain runs in two sections Paradise Street to Warland Street and Warland Street to Milton Street running west to east within a freehold allotment behind residential properties. Approximate length in total is 530m.

Warland Street Drain has significant adjacent development since the drain was originally constructed causing increased flow in the open channel. There has been significant public complaints due to flood overtopping potential, bank erosion and slip circle failure. In addition, the drain has been difficult to maintain due to poor access and vegetation growth. Silting during minor events largely reduces the cross-sectional depth of the drain and erosion of banks on major events has raised safety concerns from the residents of adjoining properties.

##### Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	Early July 2021	December 2021  <b>Revised Date</b> June 2022	\$2,968,795	Works held up due to wet weather, this has impacted works progress. Stage 3 works have begun

##### Recent Project Activities

- ✓ Stage 2 Concrete base/batters and rat walls complete.
- ✓ Headwalls and wingwalls all installed in stage 2, ramps, fencing and landscaping remaining
- ✓ Stage 3 excavation and rock base installed. Concrete base, batters and rat walls all underway



Figure 9: Stage 3 Concrete Base



Figure 10: Stage 3 Concrete base and Rate Wall



Figure 11: Stage 3 impacted by wet weather

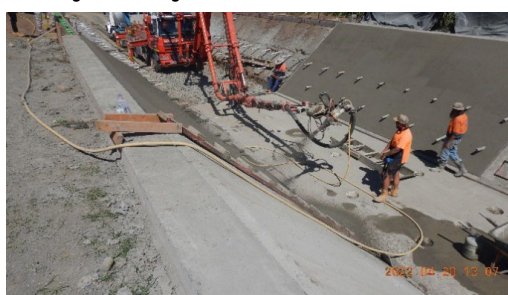


Figure 12: Stage 3 Concrete Batter

### 5.5 Shakespeare Street Drainage Upgrade Evan Street to Open Drain

#### Overview

This project comprises installation of new drainage infrastructure to the Shakespeare Street sub catchments extents from Dalrymple Street to Evan Street at East Mackay.

The Shakespeare Street sub-catchment extends from Dalrymple Street in the north to Evan Street in the south with east and west boundaries past Hoey Street and Rae Street respectively. There is currently no underground drainage system and stormwater flows are above ground and through shallow intersection box culverts which connect kerb and channel inverts under traffic lanes.

The existing overland flow paths are very flat with potential ponding throughout the stormwater catchment. To eliminate nuisance ponding and minor flooding the upgrade of the drainage infrastructure in this area of Shakespeare Street will eliminate this. The drainage upgrades are aimed at improving flood immunity to the surrounding properties and reduce flow widths in the road reserve.

#### Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	August 2021	November 2021	\$2,530,157	Works all complete
			<b>Revised Date</b> April 2022		

#### Recent Project Activities

- ✓ The installation all stormwater pipes along Shakespeare Street, Hoey Street, Marsh Street & Pearce Street including Stormwater Chambers complete
- ✓ All Streets asphalted and linemarked
- ✓ High water tables, tides, wet weather and services clashes have impacted the construction progress at different times.



Figures 13 & 14: Asphalt along Hoey St & Pearce St, East Mackay

## MAJOR PROJECTS

### 6.1 Animal Management Centre

#### Overview

The Animal Management Centre (AMC) is in construction phase, the new facility will cater for the growing needs of the Mackay Animal Management Services. The scope of works includes the construction of a new administration building and two new kennel buildings.

#### Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	<u>STAGE 1</u> December 2020	<u>STAGE 1</u> July 2021  <b>Actual</b> December 2021  <u>STAGE 2</u> November 2021  <b>Revised Date</b> July 2022	\$3.39M	Project delays due to COVID19 impacts on resources and wet weather.  Performance of contractor lacking ability to delivery to program.  Project is within budget.

#### Recent Project Activities

Stage 1 of the project is now complete and is now operational for Council's Health & Regulatory Services staff and the public.

The Contractor has completed the building slab and commenced installation of the roof sheeting for the new purpose-built enforcement kennel and cattery building (Stage 2). Solar has been installed on the roof on Building 3 and landscaping is being installed in Stage 1.

Upcoming planned works includes:

- Completion of landscaping in Stage 1
- Completion of roof sheeting
- Commencement of wall cladding
- Commencement of internal wall framing and services

The outcomes of the project will include increased capacity to house cats and dogs, increased wellbeing for the animal's housed and an increase in safety and risk reduction for both animals and staff.

The Health & Regulatory Services staff will continue to provide their current level of service during the entire construction process.





*Figures 15 & 16: Building Slab Complete and Structural Steel Erected - Stage 2*

## 6.2 Northern Beaches Community Hub

### Overview

The Northern Beaches Community Hub is a large multi-staged project that will ultimately provide a community facility for all of Mackay's resident's, visitors and businesses and is situated within the Northern Beaches area.

The project is currently broken into the following stages:

- Stage 1A, Multi-sports covered area including some pavement, services and landscaping components
- Stage 1B, Community Hub – Main Building consisting of the library, activity room and program rooms.
- Infrastructure including earthworks and stormwater construction
- Construction of J4 Road including intersections of Eimeo Road and Rosewood Drive.

The functional brief for detailed design of the multi-sports facility and Community Hub building is in the process of being finalised and will form part of the documentation that will go out to tender in May for these works.

Drainage and earthworks design is continuing, with the flood modelling still to be completed. Following completion of the design, Council will be able to proceed with the tender phase, with earthworks construction commencing shortly thereafter.

### Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Multi-sports covered area (Stage 1A)	Detailed Design	June 2022	October 2022	\$10.75M (\$6.5M funded)	Concept design submitted Mid-January. Functional Brief currently being finalised. This will allow the detailed design to commence.
Community Hub – Main Building (Stage 1B)	Detailed Design	June 2022	December 2022	\$37.25M	
Infrastructure Works (Earth Works)	Detailed Design	Detailed Design commencement February 2022	Design Completion June 2022	\$4.5M	The preliminary drainage & stormwater design has been completed. Flood modelling has commenced with completion expected May 2022, detailed design can then be finalised.
J4 Road and Intersections	Detailed Design	Design commencement February 2022	Design Completion June 2022	TBC	The preliminary J4 design has been completed. Flood modelling has commenced with completion expected May 2022, detailed design can then be finalised.

**Recent Project Activities**

- ✓ Building Concept adopted by council 8<sup>th</sup> December 2021.
- ✓ Negotiations with Federal Governments undertaken regarding funding works.
- ✓ Stormwater, Traffic including pedestrian, Earthworks and Road design all in progress.
- ✓ Functional Brief development being finalised for Building Works.
- ✓ Stakeholder engagement continuing.
- ✓ Flood modelling under design.
- ✓ Tender documents commenced for detailed design for the Multisport area and Community Hub building.



*Figure 17: Artist Impression of Northern Beaches Community Hub*

### 6.3 Mirani Community Precinct

#### Overview

Mirani is located on the Pioneer River and has historically been the most significant town of the Pioneer Valley in the hinterland west of Mackay city. Mirani is the location of the former Mirani Shire Council and contains the primary community infrastructure, services, and facilities for the region.

The Mirani 'main street' creates a strong sense of identity with its very generous width, central median park aligned with mango trees, the railway line track, dated station building and other landscape features. This is a unique central icon of the town; its value will be strengthened in parallel with tourism and community identity initiatives. The enhancement of the community and cultural facilities within the community precinct has great potential for the Pioneer Valley community. This upgrade will contribute to a stronger sense of place and identity for locals and visitors alike. The precinct will include a new library, a modern museum, administrative and customer services as well as a number of spaces for use by community groups.

Enhancing the relationship between the external spaces and the library and museum is of particular importance and will add to expanding the activities that each service can provide, greatly encourage interaction, and improve the visibility and appeal within the community. The landscape solution ties the community precinct to the adjacent land and improves its presence on Mackay-Eungella Road to the Mirani shops.

#### Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Detailed Design of Precinct	External	April 2021	December 2021	Project Estimate at \$8M	Detailed design 100% completed.
Detailed Design of Road and Parkland	External	December 2021	May 2022	\$170K (Design only)	Design commenced, now at 70%. Road and Park frontage including caravan dump point relocation in progress.

#### Recent Project Activities

- ✓ Detailed Design of Precinct 100%
- ✓ Electrical & mechanical design at 80% aligns with consultant design brief
- ✓ Detailed Design of Road and Park frontage currently 70%
- ✓ Contaminated Land register errors being resolved





*Figure 18: Proposed rendered layout of the Mirani Community Precinct*

#### 6.4 Seaforth Esplanade

##### Overview

The Seaforth Esplanade Master Plan sets a vision for the continued development of the Seaforth Esplanade and identifies the community's priorities for delivering additional recreational infrastructure aimed at increasing the liveability of Seaforth and attracting visitors to the Hibiscus Coast.

Project Deliverables will include:

- Children's playground.
- Waterplay feature to replace the aged wading pool.
- New public amenities with change room facilities and external beach showers.
- Accessible adult change facility.
- Extension of the existing car park.
- Replacement of the existing picnic /BBQ facilities (shelters and furniture).
- New fencing and/or bollards to control unauthorised vehicle access to the Recreational Hub.
- Expansion of the path network

Works for Queensland announced funding to the value of \$2.2M in conjunction with council's contribution of \$1.9M bring the total estimated project costs to \$4.1M.

##### Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Detailed Design	External	April 2021	April 2022  <b>Revised Date</b> Dec 2021  <b>Revised Date</b> April 2022	\$4.1M	Scope change adding additional stages delayed design.  Delay in consultant completing detail design and meeting MRC requirements. Design has now been completed and is currently being reviewed by Council.
Construction	External	May 2022  <b>Revised Date</b> July / August 2022	December 2022  <b>Revised Date</b> 2023		Tender document is in progress. Construction to commence July / August 2022

##### Recent Project Activities

- ✓ Stakeholder engagement
- ✓ Detailed Design under review
- ✓ Finalisation of Tender Documentation
- ✓ Construction commencement due for late July / August 2022.



*Figure 19: Overview of Seaforth Esplanade design*

## 6.5 Riverside Revitalisation

### Overview

The Mackay Waterfront Priority Development Area was declared on 25 May 2018 to kick start a visionary project that will improve the tourism aesthetic, liveability and economic activity in Mackay's CBD and wider region.

The Mackay Waterfront Revitalisation project is being development in three stages:

- Riverside Link
- Riverside Pontoon
- 8 River Street Improvements

The projects aim to enhance the public realm along the riverfront and allow the Mackay community to access and enjoy the amenity provided by the Pioneer River.

Project Deliverables include:

- Roadworks to convert the two-way section of River Street into a one-way street (west bound)
- General minor earthworks to support the roadworks
- Shared footpaths and surface treatments
- Significant landscaping improvements (numerous trees & other plantings, seating, irrigation)
- Bespoke pavilion shelters and furniture
- Public toilet facilities
- Bank stabilisation works (tidal works) along the rock wall opposite Burns Street
- Road lighting, feature lighting and other electrical works
- New water & sewer infrastructure works as required to service the area
- Refurbishment of 8 River Street
- New pontoon to encourage tourism and recreation activities

This project has received \$4.1M in funding from the Australian Government, Building Better Regions Fund.

### Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Riverside Link	Construction (External)	March 2022	Late 2022	\$7.3M	Woollam Constructions have commenced construction works on-site, site is established with the remediation of the seawall progressed. Filling of the site to final levels has commenced however it is currently impacted by wet weather
Riverside Pontoon	Design (External)	Design commenced			Design underway.
8 River Street Improvement	Design & Construction	Investigations commenced			Design review, investigations & stakeholder engagement ongoing.

**Recent Project Activiites**

- ✓ **Riverside Link**
  - Contract awarded
  - Environmental controls put in place
  - Service identification and controls put in place
  - Stakeholder Engagement ongoing
  - Marketing and Media documentation coordinated with Woollam Constructions and Australian Government Building Better Region Funding rep.
  - Works on site started
- ✓ **Riverside Pontoon**
  - Funding agreement executed
  - Stakeholder Engagement
  - Design & review
- ✓ **8 River Street Improvements**
  - Funding agreement executed
  - Stakeholder Engagement
  - Scope of works development
  - Construction method investigations



*Figure 20: Riverbank Remediation*

## 6.6 Woodlands District Park

### Overview

The Woodlands District Park project is being undertaken to address a critical shortage of district-level parks in the region. The park will cater to the recreational needs of residents living in the adjoining suburbs of Andergrove & Beaconsfield.

The 21-hectare Woodlands District Park will be created by the amalgamation of several existing parks including Broomdykes Drive Park, Schnappers Court Park, Woodlands Reserve, Domino Crescent Park and Council owned allotments.

In accordance with the Masterplan, the works to be included in the park have been broken into four stages. The first stage will include widening the drainage channel, new pathway connectivity, installation of BBQs and picnic settings, provision of amenities, lighting and landscaping improvements. Also, to be included is an accessible adult change facility (AACF) and an all-abilities playground.

This project has received \$2M funding from the State Government's Works for Queensland (W4Q) funding.

### Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Detailed Design of Stormwater, pathway and amenities	Internal / External	Commenced	January 2022  <b>Revised Date</b> May 2022	\$2M	Detailed design underway.
Design of the All abilities Playground and Adult Accessible Change Facility	External	July 2022	December 2022	\$1.5M	Tender documentation being compiled.

### Recent Project Activities

- ✓ Civil Design progressing
- ✓ Landscape design underway
- ✓ Playground and boardwalks design, procurement in progress
- ✓ Lighting design completed
- ✓ Finalisation of Tender documentation for initial construction works underway





Figure 21: Extract from Woodland District Park masterplan

## 6.7 Pioneer Valley Mountain Bike Trails

### Overview

The Pioneer Valley Mountain Bike Trail Project is currently in design phase with many components of the project currently in progress.

### Finch Hatton Trailhead

Detailed design of the trailhead was completed April 2022. Development Assessment approval is underway for the trailhead site and associated Council owned freehold land.

The concepts for the trailhead include a pump track, toilets, showers, bike racks, access to the site, trails, parking, event and camping space, and open recreational space. An integral part of the trailhead is a strong linkage to the Finch Hatton township, which has been incorporated into the overall design.

A community update session was held in Eungella on 20 March 2022 with 53 people in attendance to provide a progress report to the community.

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Design	External / Internal	December 2021	April 2022	\$250,000	Detailed Design complete

### Ground Truthing of Trails and Cultural Heritage Investigations

Ground truthing of trails commenced in December 2021. To date approx. 21km have been ground truthed. World Trail returned in April to continue ground truthing of trails for Stage 1 of the project. Stage 1 incorporates trails on Council owned freehold land as well as on adjoining land that Council is in negotiations with the neighbouring landowner. World Trail will continue with ground truthing of the remaining proposed trail network (approx. 80km worth) in the coming months.

Australian Heritage Specialists (AHS) and Yuwi are conducting cultural heritage investigation field work on the current ground truthed trail alignments.

AHS and Yuwi will coordinate their field investigations when World Trail return to complete the remaining ground truthing. Once trails have been ground truthed, the existing environmental assessment work will be overlaid on these trails to determine if there are any further investigations required.

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Ground truthing	External	December 2021	August 2022	\$200,000	World Trail conducting ground truthing of trail alignments, over a number of visits. AHS and Yuwi then completing cultural heritage survey.





Figure 22: Current Ground Truthing Alignments

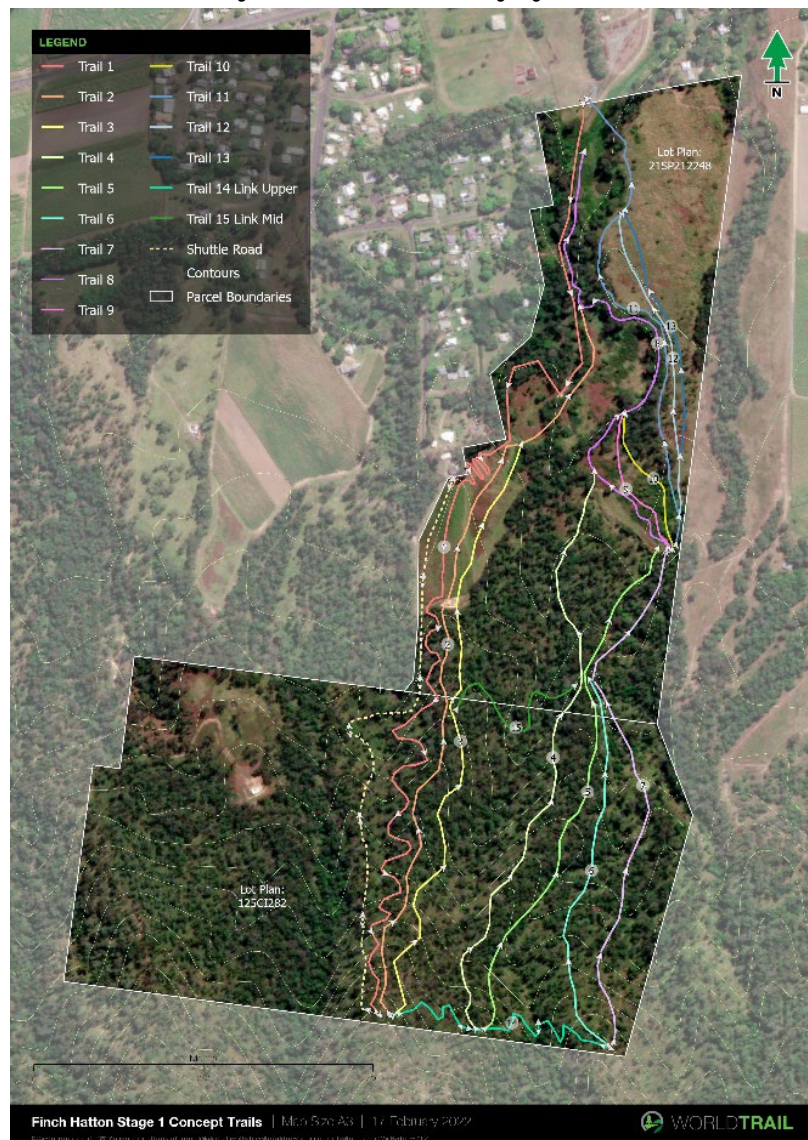


Figure 23: Proposed Stage 1 Trail Network

## 6.8 Milton Archibald Intersection Upgrade

### Overview

The construction of a single lane roundabout at the intersection of Milton Street and Archibald Street has commenced. The scope of works will include the construction of the roundabout and associated works including the relocation of telecommunication and electrical services, watermain relocation and the installation of new trunk drainage infrastructure.

The contractor, Bellwether Contractors, commenced onsite in mid-June 2021. The project has been impacted by issues around supply of materials, supply of labour including impacts from Covid, unsuitable subgrade material and inclement weather.

Care has been taken to ensure the neighbouring properties and the community are informed of the works and associated traffic impacts.

The project is expected to be completed in June 2022, however recent inclement weather may impact on this completion date.

This project is funded 50% by The Department of Transport and Main Roads, Transport Infrastructure Development Scheme (TIDS).

### Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	June 2021	December 2021  <b>Revised Date</b> June 2022	\$3.8M	Construction continuing with pavement construction in Archibald St to commence.



Figures 24 & 25: Works in progress



## 6.9 Park Improvement Projects

### Overview

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

### Northview Park

A full-sized basketball court is being installed at the popular park in Glenella, which will complement recent works to the playground completed last year.

The improvement works also include new lighting for the basketball court, footpaths, additional safety fencing and landscaping in the area adjacent the children's playground.

The project was originally scheduled to begin in December 2021, however, there has been some delays due to extended tender review, with the contract awarded on 2 December 2021 resulting commencement on site mid-January 2022.

### Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	January 2022	April 2022	\$372,930	Works completed and park opened to the public

### Recent Project Activities

Practical Completion was reached on 14<sup>th</sup> April 2022 and the park was opened to the public on 20<sup>th</sup> April 2022.

The basketball court luminaires have now been installed. The new turf and plants are establishing - the landscaping maintenance period by the contractor will run for 12 weeks (until 7<sup>th</sup> July 2022)



Figures 26 & 27: Completed works



### **Diane Street Park**

New play equipment installation with an emergency services theme, complete with police car and ambulance rocker, swings and other play options catering to toddlers and older children.

The existing roofed shade shelter remained in place, but to assist with the park's maintenance, new softfall edging has been installed and access to the play space improved for parents and caregivers with the construction of a new footpath.

### **Project Status**

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	November 2021	February 2022  <b>Revised Date</b> TBC	\$149,445	Works complete however compliance issues identified with play equipment. Working through third party inspector and supplier to resolve.

### **Recent Project Activities**

- ✓ A specialised playground inspector has been engaged by Council to investigate the noncompliance items further as a third-party review. The inspector has attended site early April 2022. Their report was made available, and a meeting was held on 27<sup>th</sup> April 2022 to discuss the actions moving forward. A revised report is expected on 4<sup>th</sup> May 2022 that will outline and identify the agreed items and steps put in place to rectify the matters raised to have the park opened to the public as soon as possible.
- ✓ Residents have been advised that the playground will remain closed to the public until compliance concerns are resolved.

## FIELD SERVICES

### 7.1 Creek & Lorne Road Stage 2

#### Overview

All road networks suffer pavement surface deterioration from traffic and environmental impact. Shoulder Widening are designed to improve road safety and longevity, surface correction and pavement strengthening. This treatment type has an expected treatment life of 20 years and will extend the life of the pavement by addressing minor pavements defects and providing a new waterproofing membrane. Stage 1 of this project focused on widening of a narrow bend and was completed in 20/21. Stage 2 incorporates the eastern end of the road, from Walkerston Homebush Rd to the culvert crossing (approx. 600m).

#### Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	Internal	Late Feb 2021	Late May 2022	\$1,500,000	Weather has delayed works in second half of April. Pavement works likely to be completed mid-June now.

#### Recent Project Activities

- ✓ Excavation for drainage is complete
- ✓ Subgrade replacement was nearing completion though delayed by weather
- ✓ Subgrade stabilisation was scheduled for late April though has been pushed back due to weather delays.



Figure 29: Looking East towards Walkerston Homebush Road

## 7.2 Seagull Street Boat Ramp

### Overview

This project is joint funded by Department of Transport and Main Roads (DTMR) and MRC. The project involves the construction of a new boat ramp in McCrearys Creek, off Seagull Street, Slade Point and new parking facilities on both sides of Seagull Street. The boat ramp is comprised of precast concrete planks for the lower portion and in situ concrete to be poured towards the top. The northern carpark has 6 boat and trailer parks including 2 derigging locations, the southern carpark has 9 car and trailer parks and 4 car parks including a disabled carpark.

### Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	Internal & Contractors	Early August 2021	Practical Completion May 2022	\$2,300,000	Delays in engaging local contractors for Concrete K&C works and bitumen sealing.  Weather delays as well as internal and external resource issues have further delayed progress.

### Recent Project Activities

- ✓ Southern carpark is now bitumen sealed, awaiting kerbing contractors
- ✓ MRC staff working on pavement rectification of the northern car park.
- ✓ Fencing contractor placed all posts and stainless steel wire in place



Figure 30: Boat Ramp complete looking South

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

#### **11.3.1. COMMUNITY & CLIENT SERVICES MONTHLY REVIEW APRIL 2022**

**Author** A/Director Community & Client Services (Stephen Bourke)  
**Responsible Officer** A/Director Community & Client Services (Stephen Bourke)  
**File Reference** DMRR

**Attachments** 1. CCS MONTHLY REVIEW APRIL 2022 (1) [11.3.1.1 - 47 pages]

#### **Purpose**

Attached is a copy of the Community and Client Services Monthly Review for the month of April 2022.

#### **Related Parties**

N/A

#### **Corporate Plan Linkage**

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

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

THAT the Community and Client Services Monthly Review for April 2022 be received.

The Acting Director for Community and Client Services Stephen Bourke, provided an overview and highlights of the Community and Client Services Monthly Review Report for April 2022.

Cr Seymour noted the decline in weed spraying over the last couple of months and queried the reason for this.

The Director advised that this has occurred primarily due to staffing issues, including vacancies and staff absences.

#### **Council Resolution ORD-2022-111**

**THAT the Community and Client Services Monthly Review for April 2022 be received.**

**Moved Cr Green**

**Seconded Cr Townsend**

Cr Green made mention of the Queensland Youth Week activities and the Youth Out Loud Program (YOL), noting that YOL had completed over 950 out of the target of 1,000 conversations with young people aged from 10 to 21 across the Region, which is providing comprehensive data on the wants and needs of youth in the Mackay Region.

Cr Townsend noted that there had been a large number of workshops, programs and events held during the month including the volunteers workshop, the Strategic Planning and Business Continuity Workshop facilitated by Greater Whitsunday Communities, the Libris Awards held at Artspace, ANZAC Day ceremonies and the the illegal dumping campaign. Cr Townsend extended her thanks to the Director and his team for their hard work during April.

Cr Bella highlighted items from the report including illegal dumping and its cost to Council, noting that landowners often clean up illegal dumping on their properties, and the incidents of fresh water mosquitoes, noting that these breed in household and other small containers that hold water.

Cr May congratulated the Mackay Entertainment and Convention Centre on the work they have been doing in recent times under very difficult circumstances, and congratulated them on securing the naming rights sponsor for the Wine and Food Day, to be named the Wisely Wine and Food Day.

**CARRIED**





Community and Client Services Monthly Review 1-30 April 2022



# Community and Client Services

## Monthly Review

### April 2022



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# 1. Highlights of the Month

Highlights from Community and Client Services during April include:

- Queensland Youth Week saw a host of activities on offer in celebration of our youth community, including well attended open-air movie nights at Marian and Sarina.
- Combining story time with interaction, Libraries added to their Strolling Stories across the region launching '*One Remarkable Reef*' at Sarina Beach.
- Artspace Mackay's biennial event, the *Libris Awards*, brought together works by artist book makers from across Australia in celebration of this artform and building on Artspace's significant artist's book collection through acquisitive prizes.
- A sell-out performance of *BRIEFS - Dirty Laundry* headlined a busy month of performances and conferences at the MECC.
- The 43rd Australian Society of Sugar Cane Technologists 3-day conference attracted almost 300 delegates as the premier technical and professional event for the Australian Sugar Industry.
- MACKAY Festival of Arts' iconic event, the Wine and Food Day, successfully gained a new naming rights sponsor for 2022. The annual event, being held on 16 July at Queen's Park, will be known as the 'Wisely Wine & Food Day'.
- ANZAC Day - residents turned out in big numbers at dawn services and parades despite inclement weather in a mark of community remembrance for the occasion.
- Heavy rainfall during the month resulted in a higher number of fresh-water mosquitoes originating from water-holding containers around properties, and is a timely reminder to residents to remove water-holding items from outside areas.



Stephen Bourke  
A/Director Community & Client Services.

## 2. Workplace Health & Safety

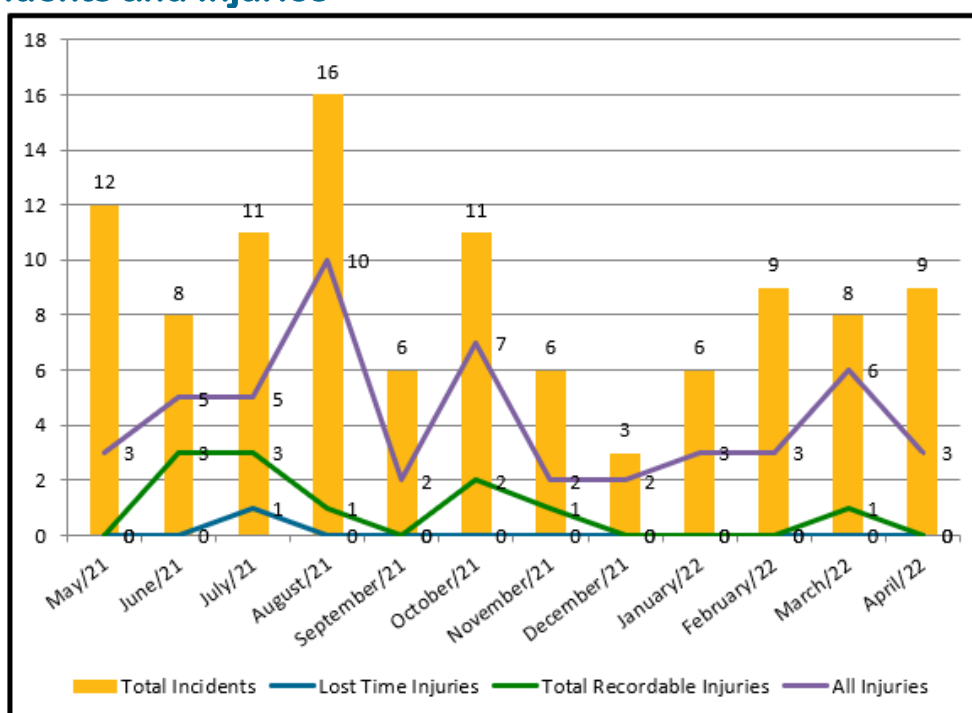
### Summary

In April 2022:

- Two safety interactions were undertaken.
- Three site safety inspections were undertaken.
- 88% of monthly action plans activities were carried out.

Nine incidents were reported in April, involving MRC employees, members of the public, or contractors.

### Incidents and Injuries



The following injuries to MRC employees were reported in April:

- FAI – shallow slice to thumb, while preparing food.
- NTI – Felt strain in elbow, after repetitive use of vacuum and fogging machine.
- NTI – Moving chairs and felt pain in back when lowering chairs from chair trolley.

The following incidents involving a contractor or member of the public were reported in April:

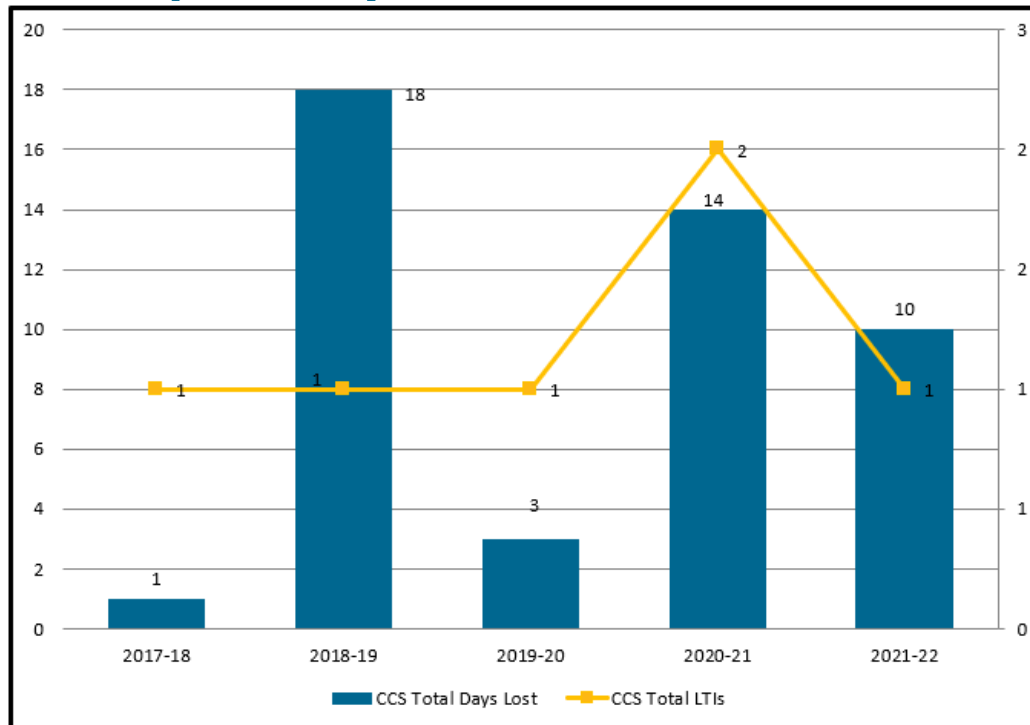
- Child leant forward on chair to reach across table, leaning back chair landed on toe.
- Provided assistance to customer who presented with distressed behaviour after locking her car keys in her boot.
- NSM fell while on escalator. NSM had turned back and was walking against the escalator direction of travel towards top to assist her companion. As she was moving back up the escalator, she has fallen to knees on the stair edge
- While operating JLG lifter, hit wall while driving down ramp.
- While moving through car park, walker wheel caught in concrete, causing a fall.

The following near miss incident involving an MRC employee was reported in April:

- Moved sandwich press and felt faint shock when plugging it back in. Item was sitting near sink and may have come into contact with water.

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

## Lost Time Injuries & Days Lost



Department	2017-18		2018-19		2019-20		2020-21		2020-21	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Corporate Communications										
Community Lifestyle					1	3	1	13		
MECC & Events			1	18			1	1		
Emergency Management										
Health & Regulatory Services	1	1							1	10
<b>Community &amp; Client Services</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>18</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>14</b>	<b>1</b>	<b>10</b>

For the 2021-22-year, one lost time injury has been recorded:

1. In July, a person suffered a finger laceration after coming into contact with the blades of a sand spreader. Following minor surgery, ten days were lost whilst the person recovered.

### Glossary

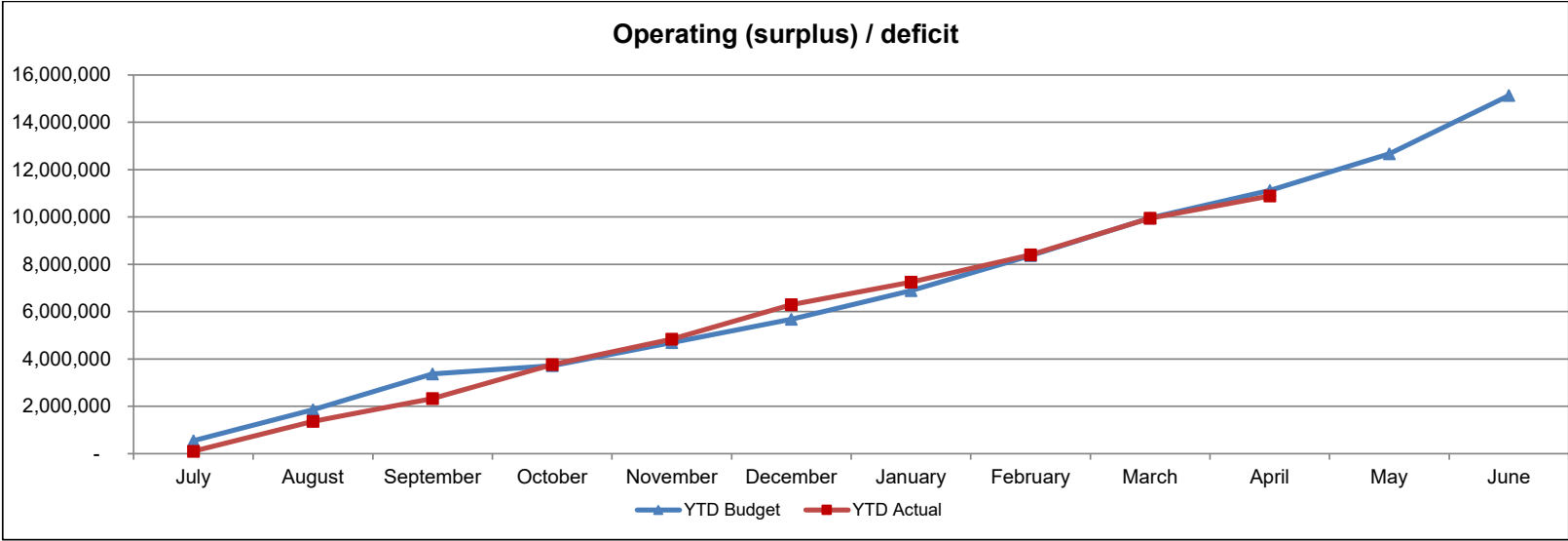
Incident	Any unplanned event resulting in or having a potential for injury or ill health.
Lost Time Injury (LTI)	Incidents that resulted in a fatality, permanent disability or time lost from work of one day / part of a day or more
Total Recordable Injuries (TRI)	Incidents that result in a Lost Time Injury (LTI), Suitable Duties Injury (SDI) and Medical Treatment Injury (MTI)
NTI	Non-Treatment Injury
FAI	First Aid Injury
MTI	Medical Treatment Injury
SDI	Suitable Duties Injury
LTI	Lost Time Injury

### 3. Financial Performance - April 2022

Financial Performance Report					% YTD Variance of YTD Budget
Period Covered: 1 July 2021 to 30 April 2022					
Community & Client Services					
	Revised Budget	YTD Budget	Actual	YTD Variance	Comments
4.01 - Community & Client Services Management	363,318	289,621	315,093	25,472	Staffing costs
4.03 - Community Lifestyle	7,902,589	6,043,977	6,077,849	33,872	Casual wages back pay
4.04 - MECC & Events	2,450,478	1,798,251	1,663,837	(134,413)	On track
4.05 - Corporate Communication & Marketing	1,694,481	1,332,297	1,311,777	(20,520)	On track
4.07 - Health & Regulatory Services	2,720,915	1,660,879	1,518,228	(142,651)	Increased income in licenses and registrations
<b>Operating (surplus) / deficit</b>	<b>15,131,781</b>	<b>11,125,024</b>	<b>10,886,784</b>	<b>(238,240)</b>	



Community and Client Services Monthly Review 1-30 April 2022



## 4. Community Lifestyle

### 4.1 Community Programs

Number of Community Enquiries: Community Building - 392

Lifelong Learning - 59

Civic Participation - 18

Number of Emergency Relief Assistance Packages provided – 25

Sarina Neighbourhood Centre meeting rooms utilisation – 12 services visited weekly, servicing 128 clients

Occasions of JP Services provided to community - 8


Number of external bookings in Jubilee Community Centre for the month – 46

Total Jubilee Community Centre usage (internal/external) – 248

Andergrove Community Hall: Regular Bookings - 43

Casual Bookings - 3

#### Community Development


Activity	Comments
<b>Youth Week</b>	<p>Queensland Youth Week, April 1-11, saw a host of activities on offer in celebration of our youth community this year. YOL1000 (Youth Out Loud) hosted two workshops, one for stakeholders and one for young people on April 4 and 5 respectively. The workshops were an opportunity to recognise and celebrate the achievements of the initiative to date and plan actions to support the next steps of YOL now the team is close to completing the goal of 1000 conversations (over 950 now completed).</p> 





In addition to YOL1000 activities, the youth development team hosted open-air movie nights across the region with *Space Jam: A New Legacy*, performances from Platform young people and a youth art exhibition were on offer at each event. The movie night in Marian on Wednesday, April 6 welcomed over 130 people and the movie night in Sarina on Thursday, April 7 attracted over 80 people. Unfortunately, due to bad weather, the planned movie night in Mackay on Friday, April 8 was cancelled.



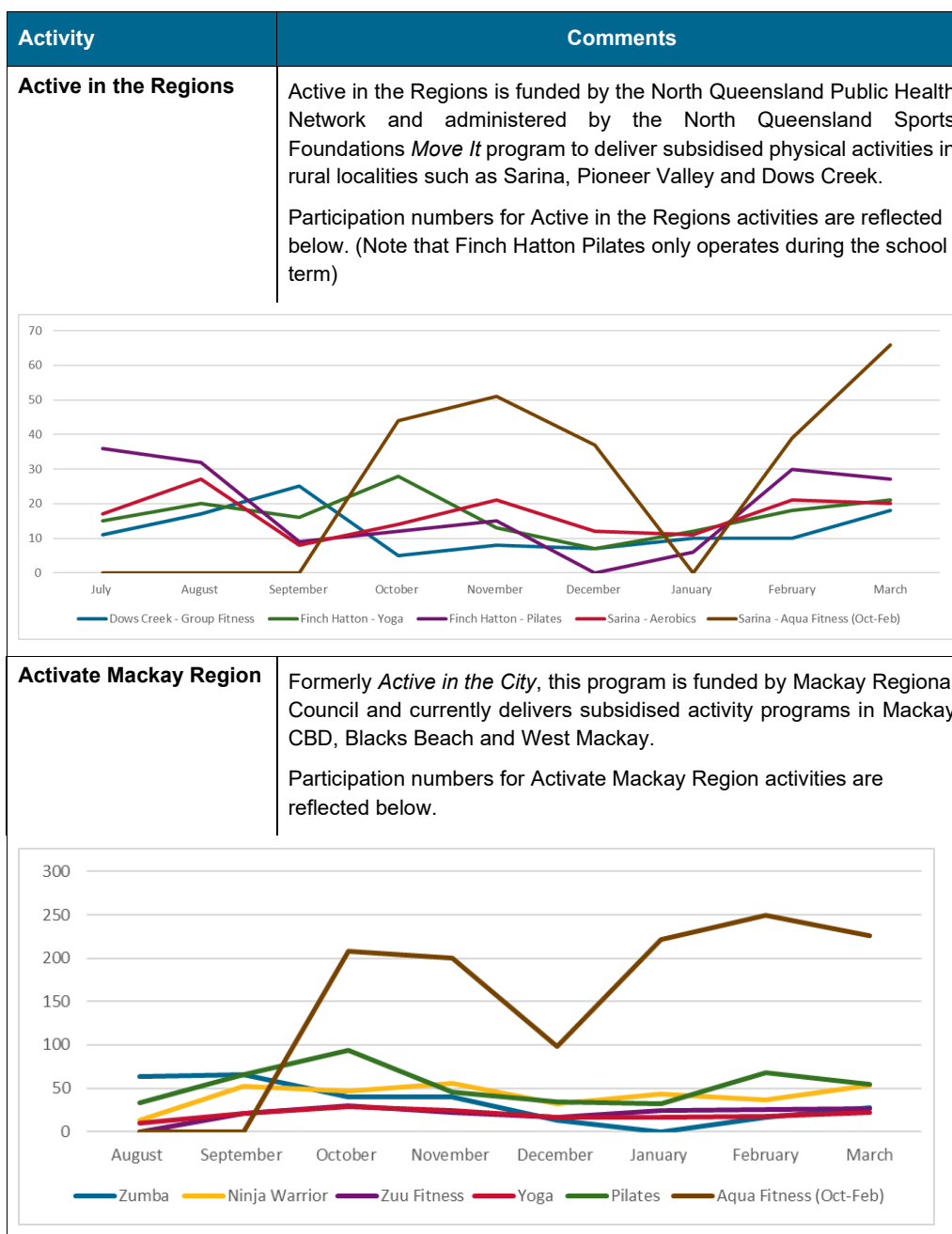
<b>Community Workshops</b>	<p>The Community Programs team delivered several community workshops targeted at community clubs/organisations throughout the month.</p> <p>Two '<i>Recruiting Volunteers</i>' workshops facilitated on line by Volunteering Queensland were held on Tuesday, April 26. The workshops welcomed 20 participants representing 26 different community organisations.</p> <p>Additionally, a '<i>Strategic Planning and Business Continuity</i>' workshop, facilitated by Greater Whitsunday Communities was held on Thursday, April 28. 6 participants representing 9 different community organisations were in attendance.</p> 
<b>Community Resilience Pilot program</b>	<p>Community Programs are partnering with Emergency Management to pilot their Community Resilience program commencing in Eungella. Community Programs assisted with building connections into the community for new Emergency Management staff and will continue to support this program of works for the Disaster Risk Reduction Project Officers.</p>
<b>Sarina Youth Centre – Easter Holiday Program</b>	<p>The Sarina Youth Centre welcomed 56 young people through its doors over the Easter school holidays to participate in their school holiday program. The holiday program included a mixture of indoor Easter inspired craft, cooking and competition activities, along with some engaging outdoor activity days including a dip at the Sarina Pool.</p> <p>The centre also supported the annual Malachi Cup holding an information and activity stall at the 3 day event.</p>

**Community Meetings / Events / Interagency Meetings.**

133 meetings and events were held or attended; highlights include:

<b>Mackay Youth Connections Meeting</b>	<p>The Mackay Youth Connections Network met on Wednesday, April 27. 12 people representing 10 local youth services were in attendance with a number of new members welcomed to the network.</p>
<b>Mackay General Interagency Network</b>	<p>The Mackay General Interagency Network met on Tuesday, 19 April at the Jubilee Community Centre. The meeting welcomed 15 participants representing 11 organisations.</p>

## Sport and Recreation



## Museums

Museum	Comments
<b>Pioneer Valley Museum</b>	<ul style="list-style-type: none"> <li>Dates Open: March 24 - April 26</li> <li>Number of Days Open: 9</li> <li>Visitors: 4</li> <li>Social Media Insights: 3,493 reach, 823 engagements, 4 likes</li> </ul>
<b>Sarina Museum</b>	<ul style="list-style-type: none"> <li>Dates Open: March 24 - April 22</li> <li>Number of Days Open: 12</li> <li>Visitors: 129</li> <li>Social Media Insights: 2,319 reach, 878 engagements, 10 likes</li> </ul>
<b>Mackay Museum</b>	<ul style="list-style-type: none"> <li>Dates Open: March 24 - April 26</li> <li>Number of Days Open: 15</li> <li>Visitors: not reported</li> <li>Social Media Insights: 117 reach, 4 engagements, 2 likes</li> </ul>
<b>Greenmount Homestead</b>	<ul style="list-style-type: none"> <li>Dates Open: March 28 - April 26</li> <li>Number of Days Open: 13</li> <li>Visitors: 59</li> <li>Social Media Insights: 324 reach, 38 engagements, 18 likes</li> </ul>
<b>Other Activities</b>	<ul style="list-style-type: none"> <li>Collection scoping at four museum sites and other MRC sites undertaken with Queensland Museums to inform shared collections storage facility business case.</li> <li>2022 Heritage Awards related to MRC Museums included Cristy-Lee Macqueen's ABC radio interview series involving staff and volunteers won Silver in Heritage Media, Tours, and Exhibition's category, and Shelley Engwirda won Bronze in Heritage Champion - Individual for her school holiday art program hosted at Greenmount Homestead.</li> <li>Grant application research undertaken and collated to inform Maritime Museum of Australia Project Support Scheme grant for a Vessel Management Plan for the <i>Elanor</i></li> <li>Research undertaken to inform a presentation on industrial collections for the Small Machines Preservation Society.</li> </ul>

## Junior Sporting and Arts and Culture Grant

No Junior Sporting Grants or Arts and Culture Grants were approved this month.

**Inkind Assistance**


Organisation	Event	Date	Support Provided	Amount
Mackay West Primary State School P&C	Mayfair 2022	28/05/2022	5 general waste bins and 5 recycle bins	\$175.07
CQ Rescue	Emergency Services Day	29/05/2022	10 general waste bins, 5 recycle bins, and 65 witches' hats	\$201.09
Mackay Kennel Club Inc	Triple Header Dog Shows	4-5/06/2022	5 general waste bins, 5 recycle bins, mowing of dog rings & surrounds and waiver of Park Hire booking fee for Muller Park	\$266.07
Mackay NAIDOC Incorporated	Mackay NAIDOC Family Fun Day	7/07/2022	25 general waste bins and Grey Water Tank	\$715.11
Jayco Italian Street Party	Italian Street Party	14/05/2022	20 general waste bins, 20 recycle bins and 1 waste-water pod 1 skip bin	\$924.42
Sarina Kennel Club Inc	May Shows	21&22/05/2022	10 general waste bins, 2 recycle bins	\$171.09
QLD Council of Unions Mackay	QCU Mackay Labour Day 2022	2/05/2022	10 general waste bins and 10 recycle bins	\$243.12
Country United Football Club	Country United Junior Football Carnival	29/05/2022	15 general waste bins, 10 recycle bins and 15 traffic cones	\$273.14
Midge Point Fishing & Recreational Club	Take a Kid Fishing Day	24/04/2022	2 general waste bins and waiver of park booking fee at Midge Point Beach Front	\$143.03
BB Print Stadium	NRL Game	7/06/2022	30 general waste bins and 30 recycle bins 2 skip bins	\$908.72
Pointglen Developments	Movie Under the Stars 2022	30/04/2022	5 general waste bins and 5 recycle bins	\$171.09
Mackay Anglican Cluster	Easter Dawn Service	17/04/2022	Waiver of park hire fees	\$93.00
Trigeminal Neuralgia Assoc Aust Inc	International Trigeminal Neuralgia Awareness Day	7/10/2022	Light up Admin Building Teal	\$250.00
				<b>\$4,534.95</b>



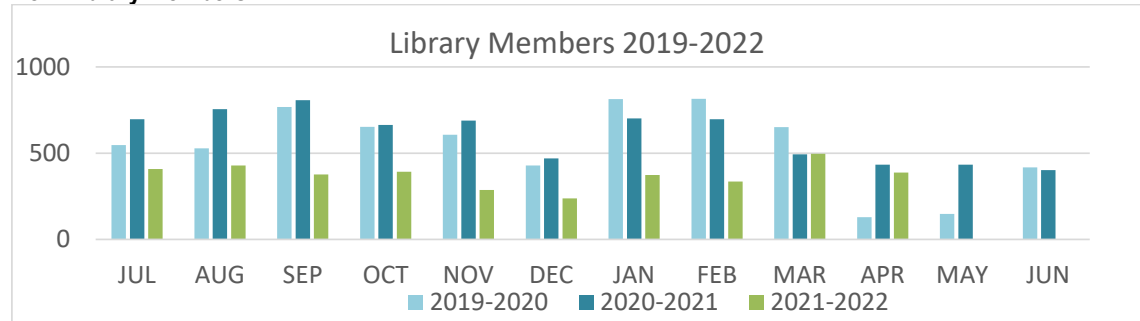
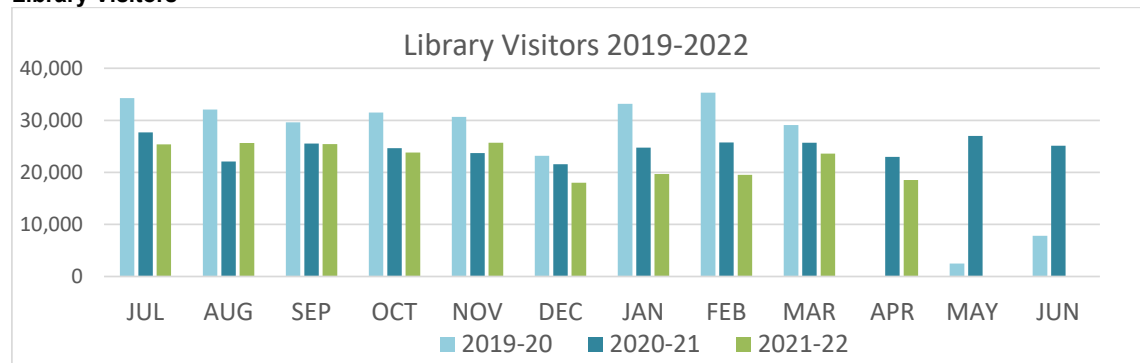
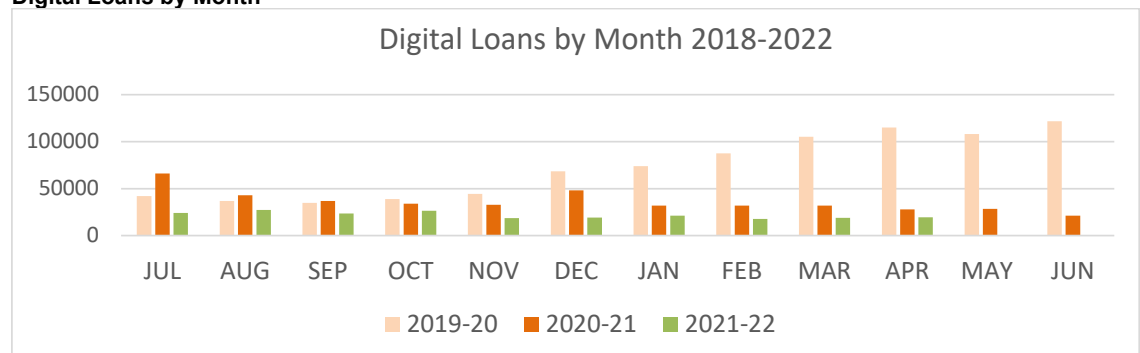
## 4.2 Libraries

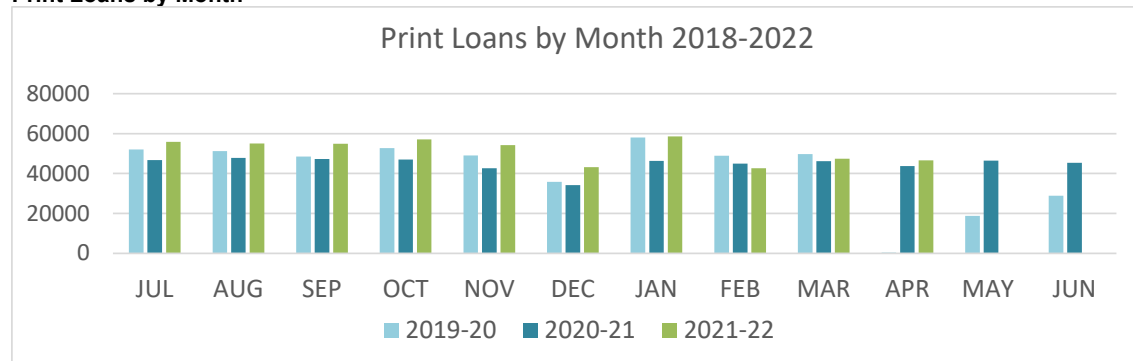
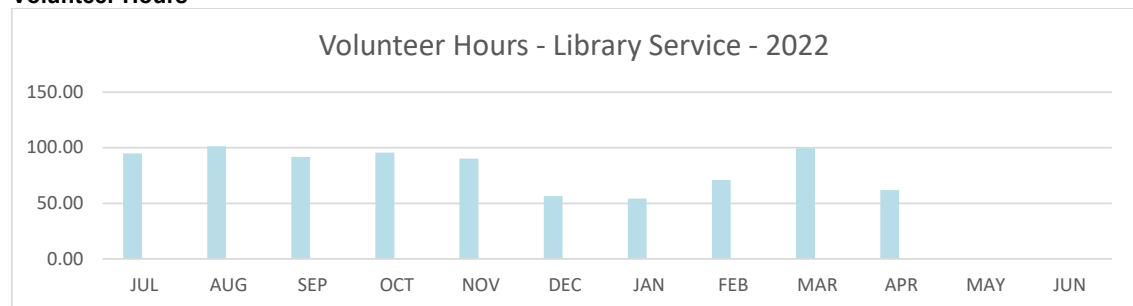
Activity	Comments
<b>Highlights:</b>  <b>Strolling Stories, One Remarkable Reef launch, Sarina Beach</b>	<p>The Strolling Stories – <i>One Remarkable Reef</i> was launched on Saturday 2 April. The event was well attended by local families, who enjoyed the interactive nature of the event, from the engaging story time to strolling the esplanade with <i>Berky</i> to read the story, families were kept busy.</p> <p>Library staff also used the opportunity to share information about the library collection and programs as well as provide amazing giveaways. The <i>Berky</i> bucket hats were very popular as well as practical to keep off the morning sun!</p> <p>Once again, the Strolling Stories was a collaborative event with Parks and Gardens and Corporate Communications..</p> 
<b>Young People's Services and First 5 Forever</b>	<p><b>First 5 Forever</b>  <b>No. of events:</b> 21 (6 Baby Bounce, 5 Toddler Time, 10 Story Time)  <b>No. attendance:</b> 439 (233 children 206 adults)  <b>No. new adult attendees:</b> 57</p> <p><b>School Holiday Activities</b>  <b>Programs # of events:</b> 8 (5 Easter pots, 2 Bedtime Stories, 1 Movie Matinee)  <b>Programs # attendance:</b> 98 (64 children, 34 adults)</p> <p><b>STEAM:</b> 2 programs 11 Attendance</p>   <p>The easter pot activities were well attended at all Branches and the results were amazing!</p>
<b>Community Outreach Programs</b>	<p><b>Programs # of events:</b> 33  <b>Programs # attendance:</b> 1,338  <b># new adult attendees:</b> 33</p> <p><b># new program initiatives:</b> 2  <b>New program initiatives:</b> Fitter for Life and, Breathing and Meditation</p> <p>We have introduced our <i>Become a Presenter Program</i> during the month of April. This program allows community members with specialised skills/knowledge to deliver informative workshops and programs to ensure that we are continually an</p>

	<p>innovative space. Our first two programs launched in late April with <i>Fitter for Life</i> and <i>Breathing and Meditation</i> which provided interesting new programs and engagement to members. The outcomes have been fantastic for both members and presents.</p> <p><b>MRC Collaborative Programs: Botanic Gardens Holiday Programs</b> With the reinstatement of programs, our first joint program for 2022 was with the Botanic Gardens during their Holiday Programs.</p> <div data-bbox="600 544 924 790" data-label="Image"> </div> <div data-bbox="986 544 1289 790" data-label="Image"> </div>
<b>Digital Literacy &amp; Young Adult Programs</b>	<p><b>Programs # of events:</b> 26 <b>Programs # attendance:</b> 519</p> <p>The <i>Hogwarts Mega Lego</i> project at Dudley Denny and Gordon White Libraries were a hit over the school holidays, including Dads enjoying the challenge.</p> <div data-bbox="568 936 868 1189" data-label="Image"> </div> <div data-bbox="884 936 1230 1189" data-label="Image"> </div> <p>58 Young adults created a stunning array of mosaic and painted pots over the school holidays. A great re-use of old compact discs.</p>
<b>Outreach and Engagement</b>	<p><b>Outreach events First 5 Forever /Young People's Services:</b> 2 (Strolling Stories launch Sarina &amp; Story Time at Mt Pleasant) <b>Outreach # engagements F5F/YPS:</b> 91 (51 children, 40 adults)</p> <div data-bbox="715 1346 1235 1581" data-label="Image"> </div> <p><b>Outreach events Community Outreach Team (COT):</b> 5 <b>Outreach # engagements COT:</b> 136</p> <p><b>Community Outreach and Presentations:</b> The team was excited to finally be back out in the region providing information to the community about programs and resources available through our free Library Membership. Our outreach specifically to the Botanic Gardens and Carlisle Gardens provided wonderful opportunities to engage with the community, as there are still numerous residents that are concerned about close interactions.</p>

	 <p><b>Home Library Service (HLS):</b>  <b>Items Loaned:</b> 979  <b>HLS Members:</b> 81  <b>elect and Collect Members:</b> 17  <b>Bulk Deliveries:</b> 6  <b>New Members:</b> 4</p> <p>The Community Outreach Team continued delivering Home Library to our members. Due to COVID restrictions and requirements, the team is processing new volunteers that will reduce the need of the team to deliver the increasing number of deliveries across the region.</p>
<b>Virtual Programs</b>	<p><b>Virtual Programs Young People's Services:</b>  <b>Total Posts:</b> 19 (3 Instagram 16 Facebook)  <b>Total Reach:</b> 51,346 (413 Instagram 50,933 Facebook)  <b>Total Engagement:</b> 4521 (19 Instagram 4502 Facebook)  <b>Total Comments:</b> 121 (4 Instagram 117 Facebook)  <b>Total Shares:</b> 47 Facebook</p> <p><b>Virtual Programs Community Outreach Team:</b>  <b>Total Posts:</b> 17  <b>Total Reach:</b> 7890  <b>Total Engagement:</b> 497  <b>Total Comments:</b> 7  <b>Total Shares:</b> 20</p> <p>Our social media features upcoming programs and outcomes of other engagements. Our most engaged activities for the month were our <i>Shredded Fingers</i>, upcoming <i>My Choir</i> program for those living with dementia and their carer, and our <i>Silver Screen Surprise</i> programs.</p>
<b>Heritage Collection</b>	6 information requests were received from clients - staff conducted 5 hours of research
<b>Library Operations</b>	Library and Fleet staff visited Brisbane to inspect the new Mobile Library fit-out ahead of formal handover in Mackay in early May.



**Statistics****New Library Members****Library Visitors****Digital Loans by Month**



**Print Loans by Month****Volunteer Hours****Monthly KPI Update**



Service/Activity	Annual KPI	YTD Achievement	KPI Status	Comment
Library Membership	54,500	51,023	🟢	43.45% of community
Library Loans	1,000,000	732,019	🟢	On target
Database Hits	75,000	72,740	🟢	Usage remains steady
Social Media Followers	8000	Facebook: 7,935 Instagram: 1,652	🟢	Usage remains steady
eNewsletter audience		19,089	🟢	Usage remains steady
In-Person Visits	350,000	225,301	🟢	Visitors remain steady
Web + Catalogue Visits	300,000	408,755	🟢	Ahead of target
Active Volunteer Hours	N/A	818 hours	🟢	Positive volunteer engagement continues

% of Scheduled Programs Delivered	95%-105%	91.4%	★	To date: 1139 program sessions advertised with 98 cancelled due to COVID impacts, attendance or staffing constraints
Number of new program initiatives	5	17	★	<ul style="list-style-type: none"> <li>• Frank the Kindy dog</li> <li>• Story time at St Francis Kindy OSHC</li> <li>• Play Group – Victoria Park</li> <li>• Collaborative Youth activities with Valley District Youth Council</li> <li>• Live Virtual Author Talk – Chris Hammer</li> <li>• Made by You! Paper Beads</li> <li>• Sunflower Seeds for Mindfulness</li> <li>• Skin care hacks from your pantry</li> <li>• Yuwi Language Workshop</li> <li>• Oral History Kits</li> <li>• Forensics Workshop</li> <li>• Speechie Library Talk for parents</li> <li>• Loanable cricket sets – part of ALIA National Backyard Cricket 2022</li> <li>• Tech Talks Finch Hatton</li> <li>• StoryTime @ Mt Pleasant partnership</li> <li>• Become a Presenter: Fitter for Life and, Breathing and Meditation</li> </ul>
Outreach Events	N/A	86 events 12,744 attendees	★	
New Virtual Programs	N/A	238,193 reached 17,713 engaged	★	

## 4.3 Artspace Mackay

### Exhibitions



Activity	Comments
<p><b>2022 Libris Awards: The Australian Artists' Book Prize</b> Main Gallery, Artspace Mackay</p>	<p>Artspace Mackay's biennial event, the <i>Libris Awards</i>, brings together works by leading and emerging artist book makers from across Australia. The awards are a chance to celebrate the art form and build on the gallery's significant artist book collection through the competition's acquisitive prizes. <b>The exhibition was officially opened by Cr. Greg Williamson on Friday 9 April, with 109 people attending.</b></p>  <p>2022 Libris Awards winner Jessica Dorizac and Sharon Johnston (major sponsor Dalrymple Bay Coal Terminal) in front of Jessica's winning work <i>Passages 1-5</i>.</p>
<p><b>Tamika Grant-Iramu: The Wall</b> 5 April – 22 June Foyer Gallery, Artspace Mackay</p>	<p>Brisbane artist Tamika Grant-Iramu is an emerging printmaker whose artworks connect to her Papua New Guinean, European and Torres Strait Islander heritage. Grant-Iramu's site-specific mural at Artspace Mackay draws inspiration from the rare and endemic species of flora found in Eungella National Park.</p> 

<p><b>The Art of Ida Rentoul Outhwaite</b> Foundation Gallery, Artspace Mackay</p>	<p>Creator of feminine and enchanting fairy-tale illustrations, Ida Rentoul Outhwaite (1888-1960) was one of Australia's most celebrated women artists of the early twentieth century. Looking at the development of the artist's iconic visual style, this exhibition brings together original working sketches from the early part of her career alongside watercolours and published books.</p> 
<p><b>Barbara Hanrahan: Focus on the Collection</b> 1 April – 19 June Foyer Gallery, Artspace Mackay</p>	<p>Barbara Hanrahan (1939-1991) was a prolific artist and writer who lived and worked between Australia and the United Kingdom. Her unique figurative drawings and prints cherished a view of nature, mythology and family inspired by the 1970s women's movement and her admiration for the iconic paintings of Frida Kahlo. Featuring a selection of Hanrahan's editioned prints and publications from the Mackay Regional Council Art Collection, this exhibition highlights the artist's colourful and entangled visual worlds.</p> 

## Public Programs

Activity	Comments
<b>Easter Holiday Drop-In Art Activities 2 – 14 April</b>	 <p>Inspired by the art, residency and exhibition of Brisbane artist printmaker Tamika Grant-Iramu, visitors of all ages were encouraged to try their hand at illustrating native flora using only white art materials on black paper. Participants had the option to take their drawings home or add them to our workshop room display! <b>Over 1,000 people participated in this free, drop-in art activity!</b></p>
<b>Public Art Walk with Brian Robinson Saturday 9 April from 10:30am CANCELLED DUE TO WET WEATHER</b>	 <p>Artspace Mackay Director Tracey Heathwood and Brian Robinson—the artist who created our beautiful 'Building Blooms' public artwork series—were set to facilitate a free public art walk on Saturday 9 April. <b>23 people were registered to participate in this free event.</b></p>
<b>2022 Libris Awards Judges' Talk and Exhibition Preview 5:30pm, Saturday 9 April</b>	 <p><b>64 people attended the 2022 Libris Awards judges' floor talk and exhibition preview.</b></p>



<p><b>Celtic weave binding workshop with Adele Outteridge</b> Sunday 10 and Monday 11 April</p>	 <p>Brisbane artist and 2022 judge of the <i>Libris Awards</i>, Adele Outteridge facilitated a practical workshop in coptic binding, one of the oldest forms of bookbinding we know, dating from about the fourth century AD. In the workshop, participants explored a decorative variation of coptic binding called celtic weave, devised by book artist extraordinaire Keith Smith. The paid workshop was fully subscribed, with <b>10 people attending</b>.</p>
<p><b>Conversations with Art</b> 1pm, Friday 22 April</p>	<p><i>Conversations with Art</i> invites participants to have a casual conversation about the artworks on display or artworks from collections around the world. It's not an art theory lesson but encourages people to share their interpretations, deconstruct the works, consider themes and possible techniques by the artist. This month, <b>7 people attended</b>.</p>
<p><b>BMA Kidspace</b> 10am – 2pm, Tuesday 26 April</p>	 <p>It was a full house for <i>BMA Kidspace</i> this month! Family visitors were lined up outside waiting for space and chairs to free up so they could enter the room to participate in our art activities for toddlers! <b>135 people attended</b>.</p>

**Monthly KPI Update**

Service / Activity	Annual KPI	YTD April 2022	April 2022	Comments
Visitors: Artspace	20,000	15,135	2,145	On target.
Web Visits	14,000	8,878	1,611	On target.
Total Number of e-Newsletter Subscribers	1,800	1,842	1,842	Subscriber numbers remained steady for the month of April, with 6 new subscribers. Above KPI target.
Facebook Subscribers	6,600	8,357	95	95 new subscribers in the month of April. Combined total for Artspace and Rock Paper scissors Facebook pages. Above KPI target.
Exhibitions	12	9	4	Three new exhibitions opened in the month of April.
Public Program Participants	5,000	11,573	1,325	Above KPI target.
Public programs (Inc. tours, BMA Kidspace, workshops, exhibition openings, markets, etc.)	140	70	7	Below target due to Covid impacts.
Volunteer hours	1,200	1,958	140	Above KPI target.



## 5. Mackay Entertainment & Convention Centre and Events

	Target	as at APRIL		Comments
Number of Performances fully cost recovered	50%	57%	★	Reached target
Minimum number of catered functions (excluding performances)	120	108	★	On Track
Average attendance at events	Auditorium 260	386	★	Reached target
	Foyer/space 100	213	★	Reached target
	Halls 300	368	★	Reached target
	One Hall only 100	89	★	On Track
Number of non-utilised days	200	94	★	On Track
Number of Performances at the MECC	180	145	★	On Track
Number of Conferences/Expos	14	9	★	Impacted by Covid-19
Number of Events with Attendance from outside Mackay Region LG area (Post Code Data)	30	41	★	Reached target
#Events at BB Print Stadium	10	29	★	Reached target
#in Attendance at BB Print Stadium	10000	46584	★	Reached target
Number of Student Attendances	1,000	1,327	★	Reached target
Number of workshops > Youth	6	10	★	Reached target
Number of engagement workshops/activities	6	6	★	Reached target
Yearly occupancy of facility	65,000	73,141	★	Reached target
Customer Hire Satisfaction	80%	97%	★	Exceeding target
Number of regional events assisted through either financial or in-kind assistance	6	14	★	Reached target
Number of regional events ticketed	8	11	★	Reached target
Friends of the MECC Volunteer Hours	N/A	4381		

The MECC team has successfully delivered a large number of events during April as listed below and detailed in the departmental team updates.


Management continues to work on several large-scale projects including renewal of the Stadium Management contract, MECC Masterplan, Stadium Masterplan, 2023/24 Programming and Business Event sales, as well as planning for upcoming events such as the NRL game, Mayor's Charity Ball and the Mackay Festival of Arts.

### Events

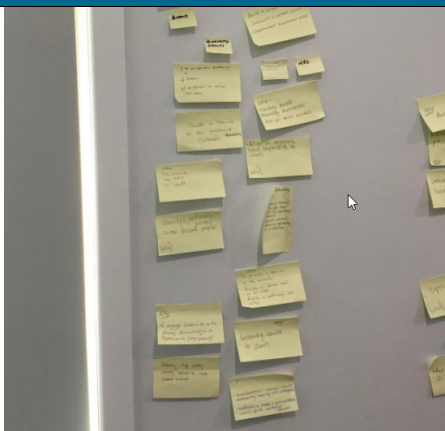
Activity	Comments
<b>Overview</b>	<p>Events scheduling has remained a challenge as COVID continues to impact industry and community, with cancellations and postponements continuing to impact operations.</p> <ul style="list-style-type: none"> <li>Fetch - The Veronicas ft Hope D, Yorke, Wild Ones (DJ set) - cancelled</li> </ul>
<b>Performances</b>	<ul style="list-style-type: none"> <li>MECC PRESENTS: Morning Melodies 2 - Mambo Italiano by Red Chair</li> <li>MECC Presents: BRIEFS - Dirty Laundry – Sold Out</li> <li>LAKE</li> <li>Ian Moss &amp; Troy Cassar-Daley 'Together Alone</li> <li>MECC Presents: Black Cockatoo - Arts on Tour</li> <li>Graeme Connors</li> </ul>
<b>Conferences/Expos/Meetings/Dinners</b>	<ul style="list-style-type: none"> <li>The Australian Society of Sugar Cane Technologists Conference (ASSCT)</li> <li>Grip Student Leadership Conference – Primary Schools</li> <li>Grip Student Leadership Conference – High Schools</li> <li>Bundaberg Walkers Engineering Satellite Meeting with ASSCT</li> <li>Royal Australian College of General Practitioners (RACGP) Queensland Fellowship Ceremony</li> <li>Changing Futures Education Team by the Daniel Morcombe Foundation</li> <li>MRC - Administration of Construction Contracts (ACC) Course</li> <li>MRC - Contract Supervisors &amp; Inspectors (CSI) Course</li> <li>Department of Education, Skills &amp; Employment (DESE) Jobs Fair</li> </ul>




**Team Updates**

Team	Actions Completed
<b>Festival and Events</b>	<p><b>New Sponsorship – Wine &amp; Food Day</b>  MACKAY Festival of Arts' iconic event, the <i>Wine and Food Day</i>, has a new naming rights sponsor for 2022. The annual event which attracts up to 30,000 attendees, will be known as '<i>Wisely Wine &amp; Food</i>', proudly sponsored by Wisely Group. Wisely Group CEO Chris Bugeja said the whole team was thrilled to be involved. "We are privileged to be supporting Mackay's largest community event, the Wisely Wine and Food Day," Mr Bugeja said. Planning for this event is well under way, with the event taking place on Saturday 16 July at Queens Park, Goldsmith Street.</p>  <p><b>Mackay Festival of Arts Programming</b>  Programming for the <i>Mackay Festival of Arts</i> has now been finalised, with a mammoth 27 events included in 2022. Mackay Festivals Team are currently working on the delivery of key offsite events, to ensure #MackayInJuly is one MRC can be proud of. All information for the Festival will be officially launched on May 11, with tickets available from May 12.</p>
<b>Catering</b>	<p>Catering team has been delivering a number of catered events and functions throughout April.</p> <p>The team continues to recruit key position of Catering Officer as well as a large number of casual Food and Beverage Attendant roles.</p>
<b>Operations</b>	<p>Operations team has been successfully delivering operations during a very busy turnover of events in April with minimal non-event days. The team has efficiently turned room from event to event with major setup changes as well as continued operations service at BB Print Stadium.</p>

<b>Technical Services</b>	<p>The Technical services team has successfully delivered a number of large scale conferences, performances and gala dinners in April that were particularly production heavy.</p>
<b>Sales and Business Development</b>	<p><b>(ASSCT) Conference</b>  <i>The 43rd Australian Society of Sugar Cane Technologists Conference (ASSCT)</i> was recently held at the MECC. The annual conference is the premier technical and professional event for the Australian sugar industry. Close to 300 delegates attended the 3-day conference.</p> 

#### Other Highlights

Activity	Comments
<b>MECC Planning Day</b>	 <p>The team came together to work through the Program planning day to link back to the CCS Department Plan and MRC Corporate Plan. The process was a fantastic success and positive experience for the senior team members involved with achievable and inspiring goals set for the next 12 months and beyond.</p>

<b>DESE Jobs Fair</b>	<p>Together the MECC and Mackay Regional Council's Employee Services presented as exhibitors to discuss career opportunities available with our various departments. We had a significant number of job seekers hand over resumes in the hopes of obtaining employment.</p> 						
<b>Social Stats Facebook</b> 	<table> <tr> <td>Reach</td><td>44 327</td></tr> <tr> <td>Page visits</td><td>969</td></tr> <tr> <td>New likes and followers</td><td>34</td></tr> </table>	Reach	44 327	Page visits	969	New likes and followers	34
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<b>Social Stats Instagram</b> 	<table> <tr> <td>Reach</td><td>789</td></tr> <tr> <td>Profile visits</td><td>162</td></tr> <tr> <td>New Followers</td><td>11</td></tr> </table>	Reach	789	Profile visits	162	New Followers	11
Reach	789						
Profile visits	162						
New Followers	11						



## 6. Corporate Communications and Marketing



### **Inclement weather can't dampen Anzac spirit in Mackay region**

There were big turnouts at Anzac Day parades and services in the Mackay region, despite atrocious weather.

The Mackay dawn parade and service and main parade and service is organised by a committee made up of representatives of the RSL and council's Corporate Communications and Marketing.

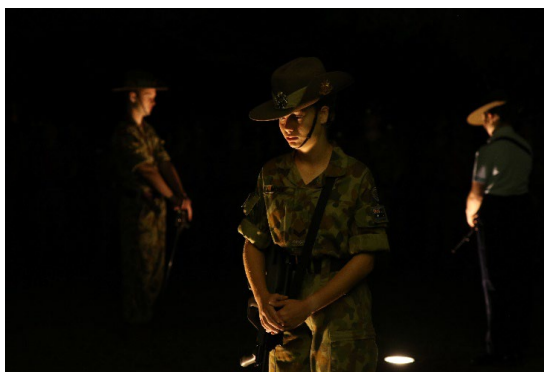
Mayor Greg Williamson, councillors, and members of council's ELT (executive leadership team) represented council at services throughout the region.

Council's Civil Operations team also assisted with marquees and road closures in Mackay.

There were big turnouts in Mackay as march participants, including schoolchildren, braved the elements. Spectators also lined Gordon Street before making their way to Jubilee Park for the service.

There was huge engagement on council's social media for Anzac Day posts. Photos from the Mackay dawn service attracted more than 1000 reactions (likes and loves etc) and 50 shares and reached more than 26,000 people.

A Facebook live video of the main march attracted nearly 700 reactions, 112 comments and 80 shares and reached about 24,000 people. There was also good engagement on the main parade and service photos.



### Team helps council engage with community on Bloomsbury water

Our Community Engagement team helped organise a public meeting in early April to discuss the strategy of water supply to Bloomsbury.

Notification letters were sent out in March and the meeting was held at the Bloomsbury Soldiers Hall on Tuesday, April 5.

About 25 people attended the meeting, including residents, Mayor Greg Williamson, councillors, and council staff.

After the meeting, 13 surveys were completed by residents.



### Illegal dumping campaign conducted during April

Council's annual illegal dumping campaign ran during the month of April.

The *Illegal Dumping: Not In My Backyard* campaign, included a mixture of television, radio, and social media advertising. The purpose is to raise awareness about the issue and to encourage residents to report illegal dumping sightings to council.

The timing of this year's campaign coincided with an increase in illegal dumping across the region, including the discovery of a large amount of asbestos found dumped in Glenella.



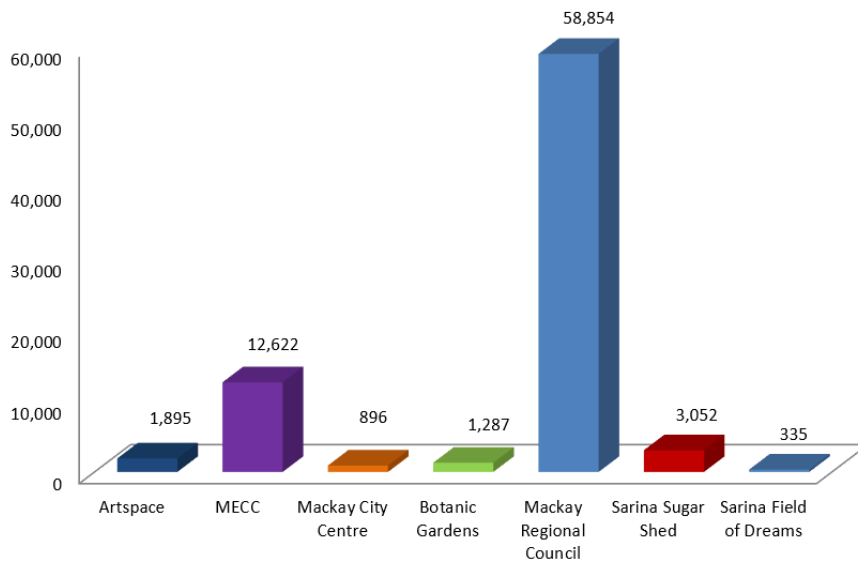
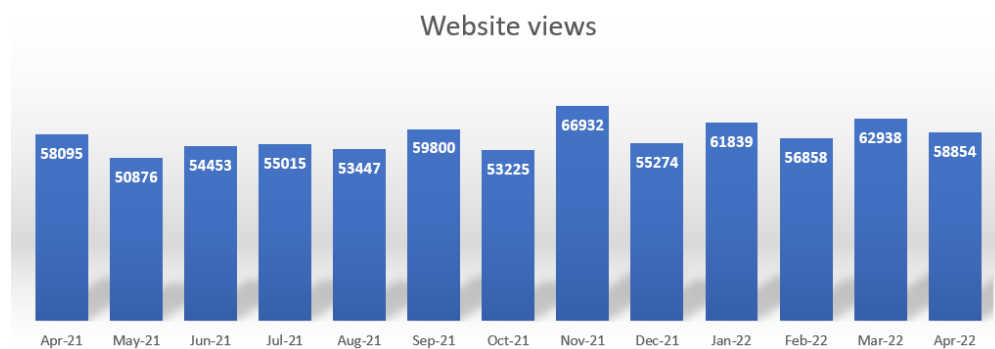
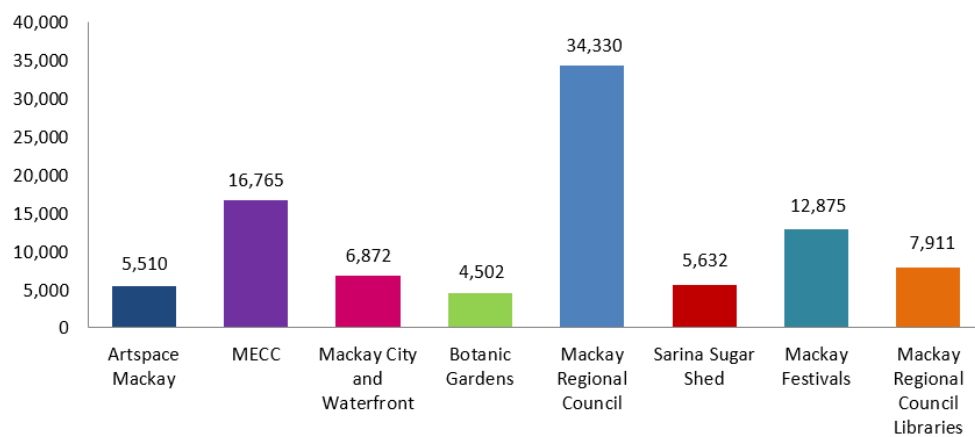
### Venice gondolas catch out some April Fools on Facebook

The month started on a light note, with an April Fool's Day prank on council's Facebook page.

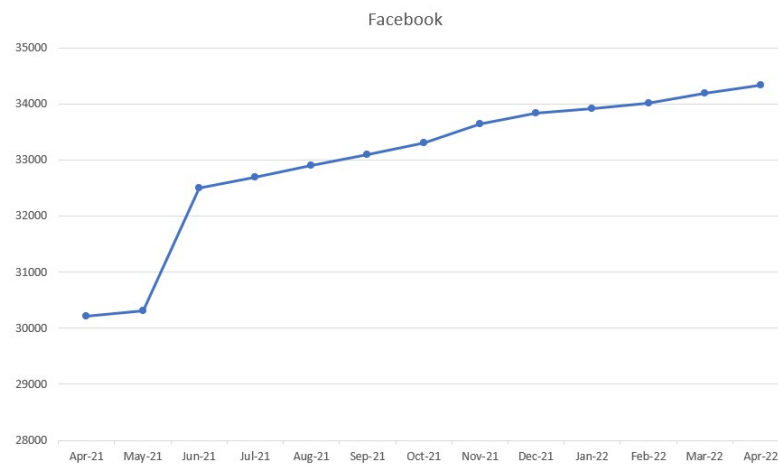
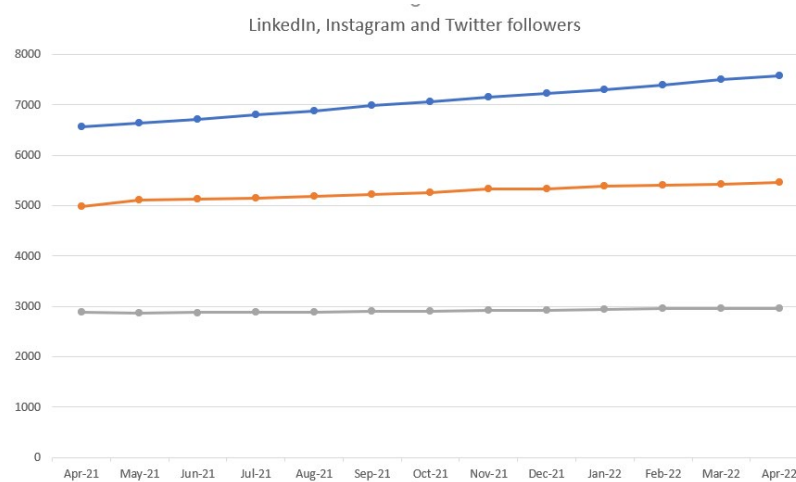
The post indicated a touch of Venice was coming to Mackay, with council about to call tenders for a gondola service as part of the Mackay Waterfront development.

It attracted good engagement, with more than 330 reactions, 145 comments and 41 shares. It also caught out many who responded in the comments section on the post.

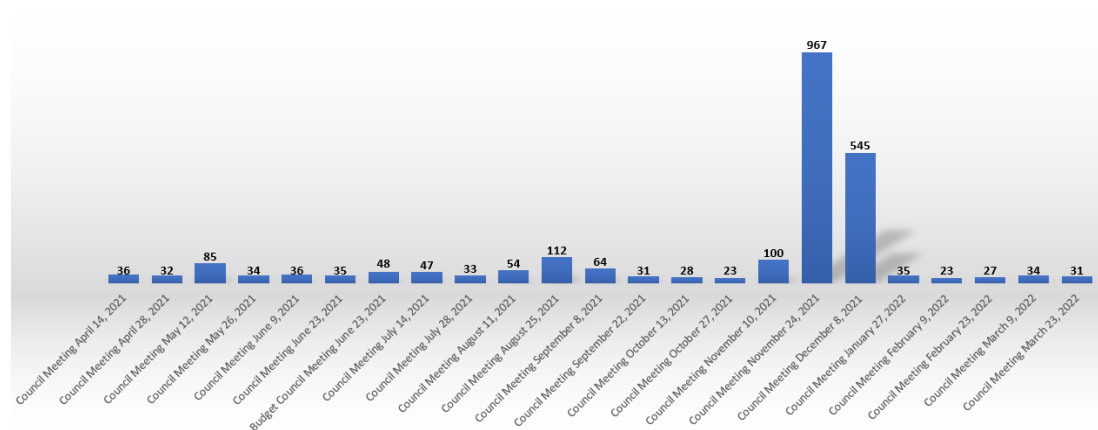


**All website visits for April 2022****Trend of MRC website (mackay.qld.gov.au) visits****Facebook facilities followers for April 2022**

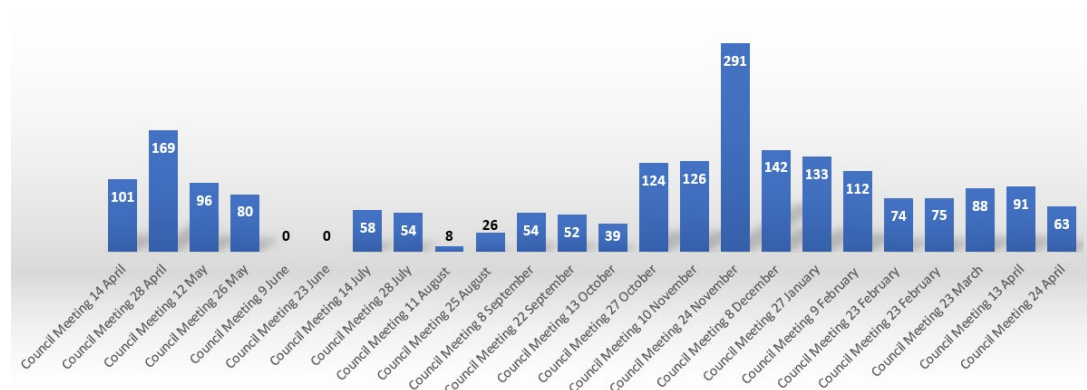


**MRC Facebook followers for April 2022****MRC social media for April 2022****MRC YouTube views for April 2022**

### Council Meeting Live Stream – April 2022 YouTube

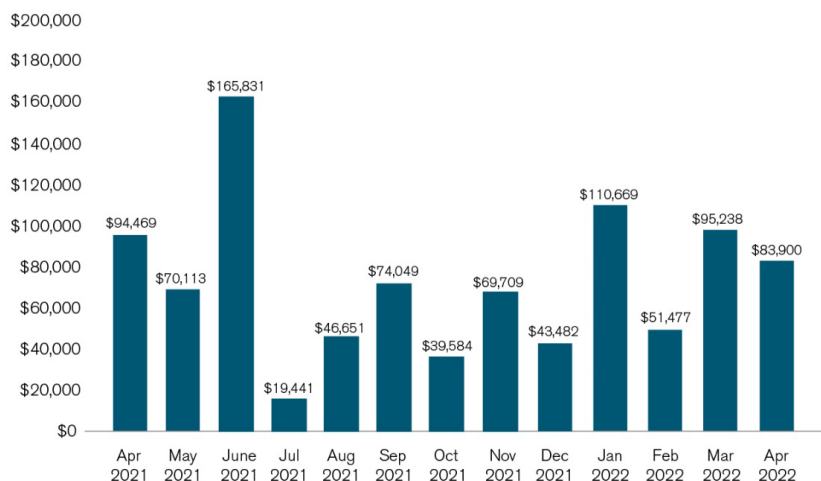


### Facebook



### eNewsletter Subscribers

Publication	March 2022	April 2022
Artspace	1838	1840
Botanic Gardens	1138	1140
Council Connect	3401	3398
Library	17,973	17,865
Recreation Services	1079	1079
Mackay Planning	1219	1208
Connecting Mackay	2980	2948
Sarina Sugar Shed	445	445

**Advertising spend across council****Community Engagement**

Inform	Consult
14	2

<b>Alsatia Park upgrade</b> Inform project <a href="https://connectingmackay.com.au/alsatia-park-upgrade">connectingmackay.com.au/alsatia-park-upgrade</a>	The Alsatia Park community engagement report has been completed and uploaded to the project's Connecting Mackay page. The report captures residents' feedback / comments during the consultation activities. This report will help our designers develop a concept plan for the park. Once the concept plan is completed it will be issued to the public for feedback.
<b>Pioneer Valley Mountain Bike Trail – Major amendment 3</b> Inform project <a href="https://connectingmackay.com.au/finch-hatton-local-area-planning-framework">connectingmackay.com.au/finch-hatton-local-area-planning-framework</a> <a href="https://www.connectingmackay.com.au/eungella-local-area-planning-framework">www.connectingmackay.com.au/eungella-local-area-planning-framework</a> <a href="https://connectingmackay.com.au/mountain-bike-trails">connectingmackay.com.au/mountain-bike-trails</a>	On April 27, council endorsed the prepared major amendment 3 to the Mackay Region Planning Scheme 2017 and resolved to give notice to the Minister for State Development, Infrastructure, Local Government and Planning to undertake the state interest review. The proposed amendment focuses on the Pioneer Valley townships of Finch Hatton and Eungella to support these towns becoming a trail town for the future mountain bike trails. The Eungella and Finch Hatton Local Area Planning Framework (LAPF) and the Pioneer Valley Mountain Bike Trail Connecting Mackay pages have been updated and an eNewsletter has been sent to all project subscribers.

<p><b>Eimeo and Blacks Beach Road shared pathway</b> Inform project <a href="https://connectingmackay.com.au/eimeo-road-shared-pathway">connectingmackay.com.au/eimeo-road-shared-pathway</a></p>	<p>Council crews are reconstructing the shared path and roadside kerbs near the Eimeo and Blacks Beach roads roundabout for two weeks until early May. The works will be completed between 3am and 3pm, Monday to Friday, with traffic control in place. Notification letters were sent to nearby residents, the Connecting Mackay page was updated, and a social media post was shared on council's Facebook page.</p>
<p><b>Warland Street open drain reconstruction</b> Inform project <a href="https://connectingmackay.com.au/warland-st-open-drain-reconstruction-stage-1-2-3">connectingmackay.com.au/warland-st-open-drain-reconstruction-stage-1-2-3</a></p>	<p>The reconstruction of the Warland Street open drain between Paradise and Warland Streets and Warland Street to Milton Street will continue until early June 2022. This project has been delayed by wet weather. A notification letter was sent to nearby residents and the Connecting Mackay page was updated.</p>
<p><b>Walkerston Reservoir</b> Inform project</p>	<p>Council crews replaced a valve on the water reservoir on Silingardies Road, Walkerston, in April. The works were completed at night from 10pm until 5am to reduce impacts to residents. The impacts were reduced water pressure to more than 800 residents, four nearby property owners were without water, and there were minor noise disruptions. A social media post was issued about the reduced water pressure and the crew doorknocked and gave notification letters to the four residents nearby. No complaints received for this project.</p>
<p><b>Goldsmith Street and Evan St Intersection Safety Improvements</b> Inform project</p>	<p>Letter to residents and property owners were sent to inform of proposed changes to Goldsmith and Evan streets intersection to improve safety to road users, pedestrians, and property owners in the area. The improvements include the removal of existing line marking near the roundabout and replacing the line marking with approach curves to lower the speed of road users as they enter the roundabout. Due to these improvements, there will be a reduction in on-street parking to allow for the revised line markings and to improve visibility for vehicles and pedestrians. Contact details were provided in letter for community to call with any concerns regarding the proposal.</p>

<p><b>Riverside Revitalisation project</b> Inform project <a href="https://connectingmackay.com.au/riverfront-revitalisation-project">connectingmackay.com.au/riverfront-revitalisation-project</a></p>	<p>The Riverside Revitalisation project is progressing well. Electrical trenching and tree removal was completed recently. Stakeholder discussions are ongoing with surrounding businesses regarding the works. These have been done via phone calls, emails and face-to-face meetings when needed. A meeting was held with the Mackay Marina Run as the travel route uses the River Street Service Road. This area is part of the revitalisation projects, so a meeting was held to discuss an alternative path. Organisers will amend traffic management plans to include these changes.</p>
<p><b>Anzac Day Parade</b> Inform project</p>	<p>Community engagement contacted all schools about the 2022 Anzac Day Parade. An information pack, including maps and general information about the parade, were sent via email for distribution to their parents prior to the school holidays. Notification letters were letterbox dropped to businesses and residents on the path for the march informing them of the road closures for Anzac Day. Letters were left on cars that were parking overnight in the Dome and Brisbane Street to inform them of the march. All information was added to council's Anzac Day webpage.</p>
<p><b>Milton and Archibald</b> Inform project <a href="https://connectingmackay.com.au/milton-street-and-archibald-street-intersection-upgrade">connectingmackay.com.au/milton-street-and-archibald-street-intersection-upgrade</a></p>	<p>The intersection upgrade at Milton and Archibald streets is continuing. The contractor Bellwether is working towards a June finish date for the project. This project has been delayed by wet weather. A project update will be sent to residents early May updating them on the works and the Connecting Mackay page has been updated.</p>
<p><b>Canecutters Park soft fall repair (stage 2)</b> Inform project <a href="https://connectingmackay.com.au/canecutters-drive-park-renewal">connectingmackay.com.au/canecutters-drive-park-renewal</a></p>	<p>The exercise equipment in stage two of the Canecutters Park project was open to the public prior to Christmas last year. The soft fall that was installed needs to be replaced. This will take about two weeks to complete, weather permitting. A notification letter has been mailed to surrounding residents and the Connecting Mackay page updated. A social media post will be done notifying residents.</p>

<b>East Mackay drainage improvements</b> Inform project <a href="https://connectingmackay.com.au/east-mackay-drainage-improvements">connectingmackay.com.au/east-mackay-drainage-improvements</a>	The project is now complete.
<b>Nebo Road water main decommissioning</b> Inform project <a href="https://connectingmackay.com.au/east-mackay-drainage-improvements">connectingmackay.com.au/east-mackay-drainage-improvements</a>	The project is now complete.
<b>Community Development Strategy survey</b> Consult project <a href="https://connectingmackay.com.au/community-development-strategy">connectingmackay.com.au/community-development-strategy</a>	Consultation on this project closed on April 3. A total of 90 responses were received to the survey, which was available to the Connecting Mackay Panel (18+) and the wider community.
<b>Southern sewer rising water main repair</b> Inform project	An engagement plan has been completed and communications are being prepared. Connecting Mackay page will be live prior to construction.
<b>Seaforth Esplanade Reserve</b> Inform project <a href="https://connectingmackay.com.au/seaforth-esplanade">connectingmackay.com.au/seaforth-esplanade</a>	The engagement plan has been completed and communications being prepared.
<b>Woodlands District Park stage one</b> Consult project <a href="https://connectingmackay.com.au/woodlands-district-park">connectingmackay.com.au/woodlands-district-park</a>	The engagement plan has been completed and communications being prepared.

## 7. Health & Regulatory Services

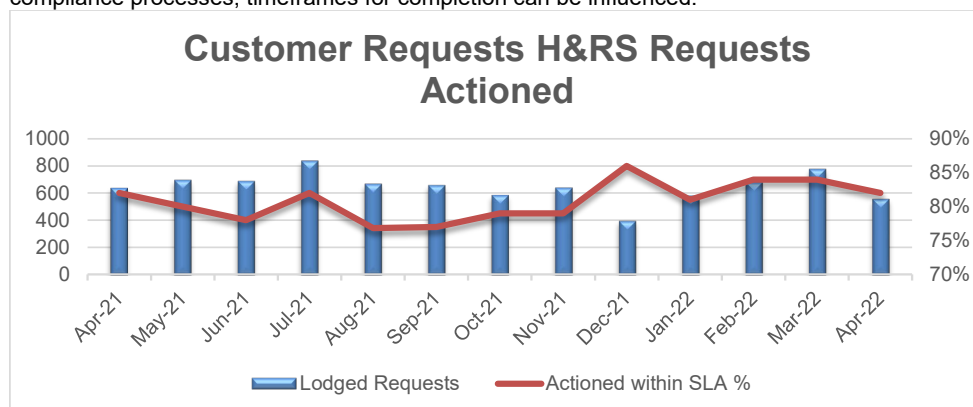
### Overview

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

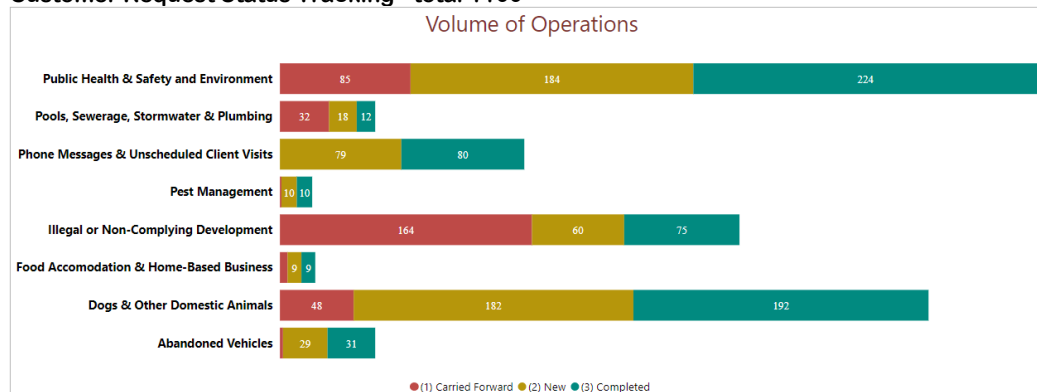
### Customer Requests

Throughout April 2022, 558 requests for service were received, compared with 777 requests for March 2022.

82% were completed in nominated timeframes for this month. Health and Regulatory Services aim to complete 85% of requests for service within nominated timeframes, however, depending on the circumstances of each individual matter and the speed at which compliance can be achieved using compliance processes, timeframes for completion can be influenced.



### Customer Request Status Tracking - total 1100



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

From the commencement of the animal registration renewal period on 1 June 2021 to the end of April 2022, the numbers of new and renewed cat and dog registrations has continued to increase compared to previous years. The total number of animals registered at the end of **April 2022** is **17,474**.

Animal Type	Renewed Registrations	New Registrations	Total Registrations
Cat	2,330	491	<b>2,821</b>
Dog	12,268	2385	<b>14,653</b>

### Proactive Patrols

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

During April 2022, 216 patrols were conducted across the region at locations including Botanical Gardens, Bucasia, East Mackay, Glenella, Gooseponds, West Mackay, Andergrove, North Mackay, Ooralea, Slade Point, Eimeo, Blacks Beach, South Mackay, Shoal Point, Walkerston.

216 dogs were identified on leash, 18 people were cautioned and provided education at Slade Point, East Mackay, Blacks Beach, West Mackay, Bucasia North Mackay & Andergrove. One person was issued an infringement for their dog not being on a leash at Slade Point.

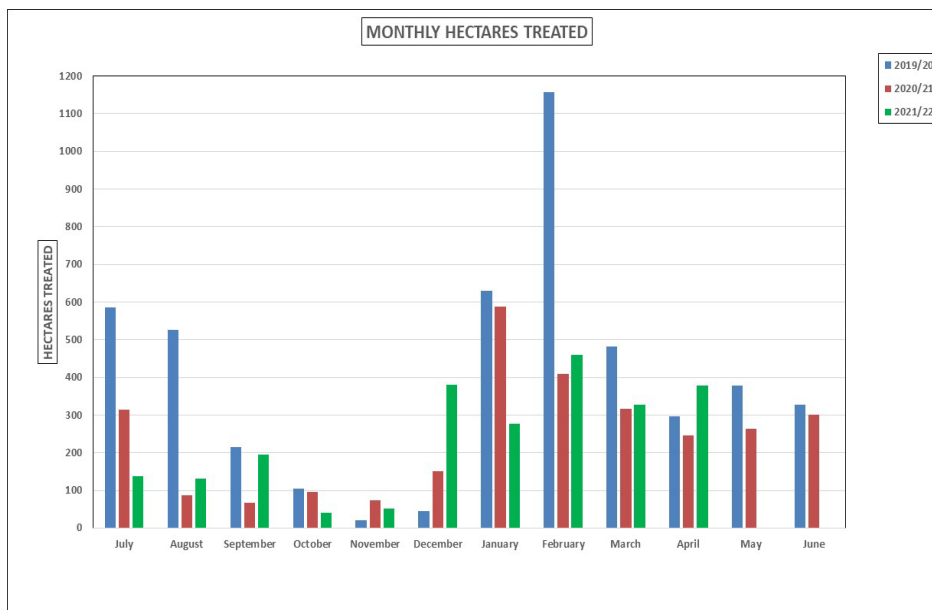
### Vector Control

Heavy rainfall during the month has resulted in a higher number of fresh water species which are breeding from water lying about after rainfall, whereas the saltmarsh mosquitoes the team concentrates on targeting all year round get flushed from the heavier rainfall. Fresh water mosquitoes originating from containers and items holding water around residents' properties offers a timely reminder to residents to remove water from containers and water-holding items on their properties.



The table below represents the mosquito control work carried out by the Vector Control team in April.

Sites Inspected	Sites Treated	Hectares Treated
138	88	379 Ha





#### Licensing and Approvals Summary for April 2022

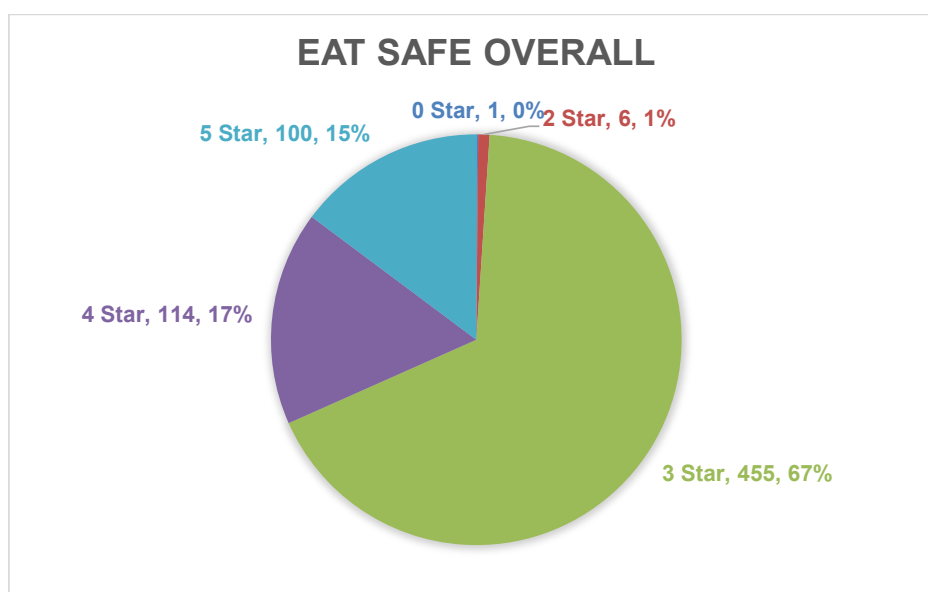
Premises	Premises Inspected	% Compliant	% Non - compliant	New and Renewal Applications Approved
Accommodation	1	100%		1
Public Swimming Pool				1
Vending				
Temporary Food				5
Caravan Park	1	100%		
Skin Penetration	1	100%		1
Footpath Dining	1	100%		
Temporary Entertainment Event				3
<b>Total</b>	<b>4</b>			<b>11</b>

Premises	Premises Inspected	5 Star	4 Star	3 Star	2 Star	0 Star	New and Renewal Applications Approved
Food Business	21	2	1	15	3	0	9

**Basic summary of star rating meanings:-**

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

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



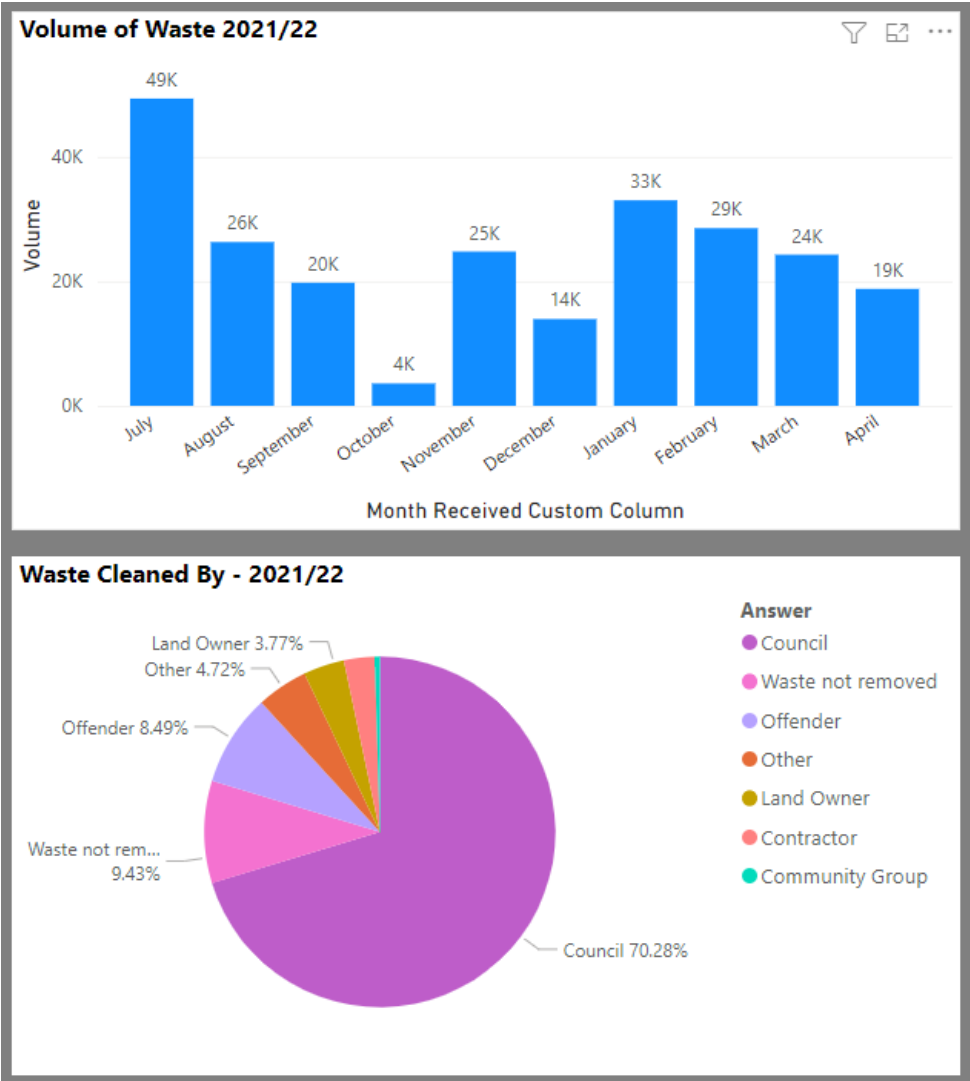
**Education and Training Sessions**

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

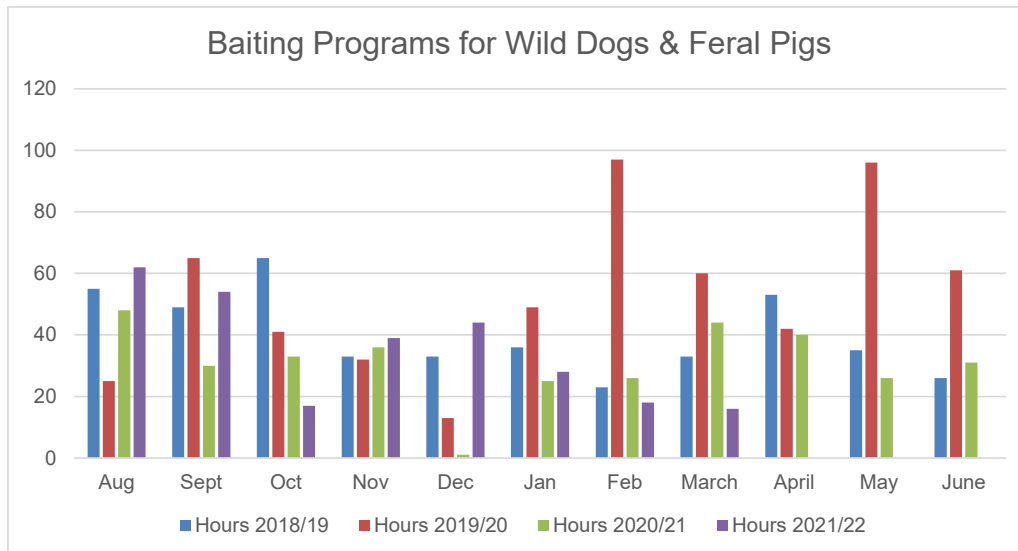


**Illegal Dumping and Littering**

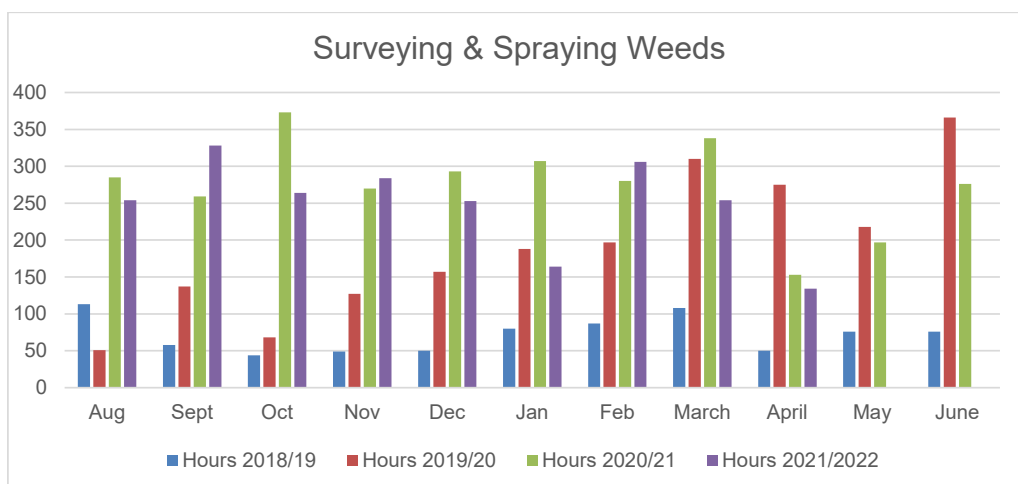
Improved collection of information relating to illegal dumping and littering now allows a more comprehensive analysis of the volume (litres) of waste dumped each month and who has taken action to clean up dumped waste.



### Pest Management



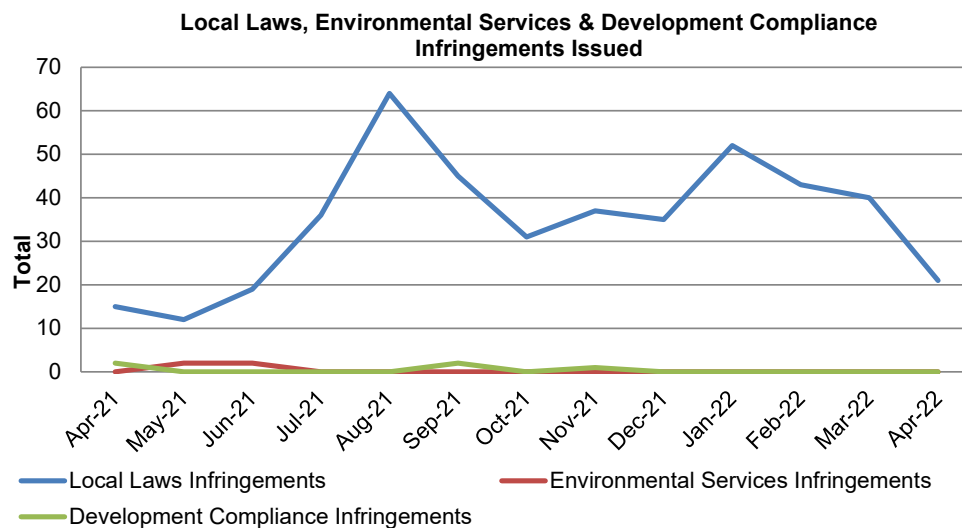
The hours noted above include preparation activities and conducting baiting sessions. Baiting is not conducted in wet weather due to the ineffectiveness.



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

### Monthly Infringements Activity

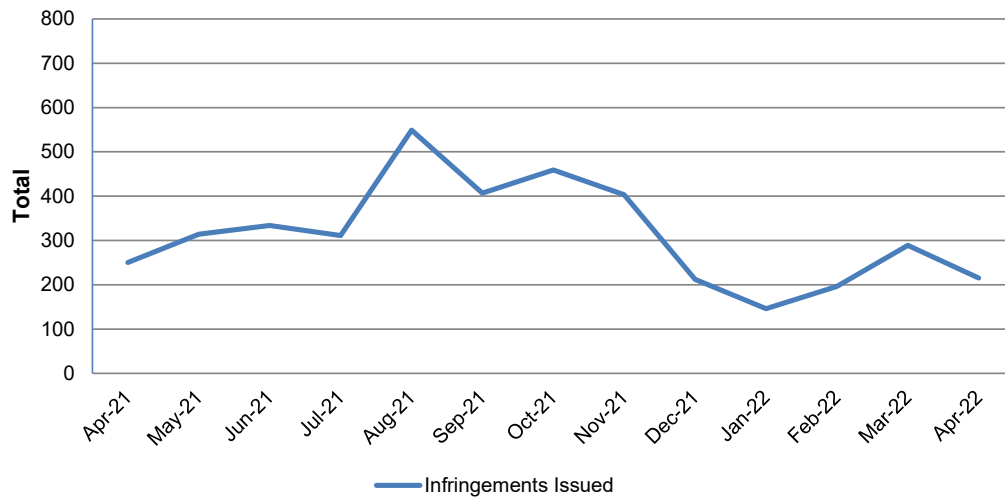
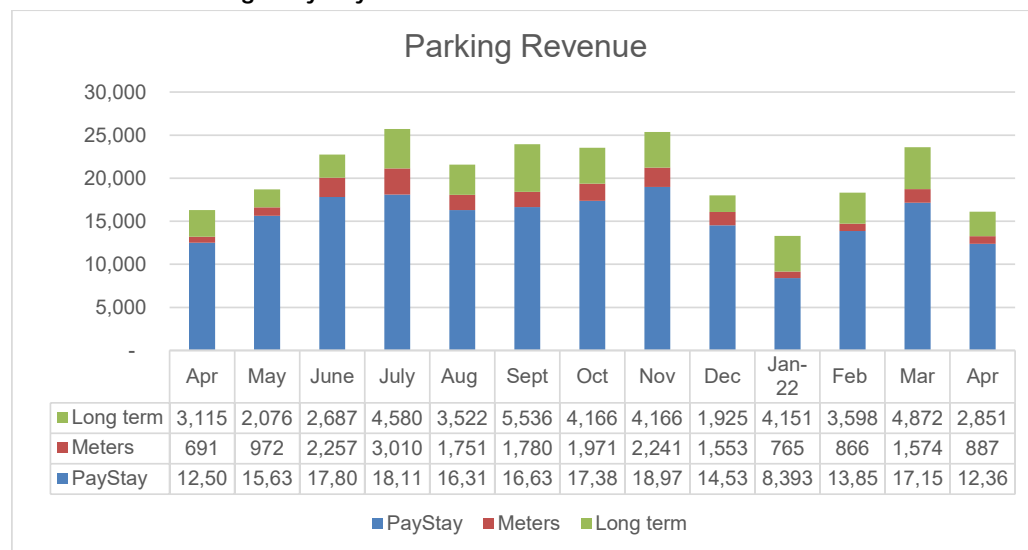
The graphs below provide a summary of infringement activity for Health & Regulatory Services over the past 12 months.



### April 2022

Local Laws Infringements	Environmental Services Infringements	Development Compliance Infringements
<ul style="list-style-type: none"> <li>Animal not registered within 14 days (4)</li> <li>Animal wandering at large (6)</li> <li>Fail to comply with compliance notice (6)</li> <li>Owner must ensure cat or dog is implanted (1)</li> <li>Fail to comply with dangerous dog conditions (3)</li> <li>Fail to comply with menacing dog conditions (1)</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>

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

**Regulated Parking Infringements Issued****Off Street Car Parking – PayStay**

Revenue from each form of paid parking has decreased since March however all are comparable to April 2021.

## 11.4. DEVELOPMENT SERVICES

### 11.4.1. MACKAY E-SCOOTER HIRE BUSINESS - TENDER REVIEW AND RECOMMENDATION

**Author** Economic Development (Grier Williamson)  
**Responsible Officer** Director Development Services (Aletta Nugent)  
**File Reference** MRC 2022-030

**Attachments** Nil

#### **Purpose**

To present to Council for consideration tender MRC 2022-030 Mackay E-Scooter Hire Business.

#### **Related Parties**

The parties relating to this report are as follows:

- Beam Mobility Australia Pty Ltd
- Bird Rides Australia Pty Ltd
- Neuron Mobility (Australia) Pty Ltd

#### **Corporate Plan Linkage**

##### Priority: Invest and work

*Industries, jobs and growth* - Our core industries are growing and prosperous, encouraged to innovate, create jobs, and drive growth.

*Technologically advanced region* - We harness technology to support business and the economy.

##### Priority: Live and visit

*Places and spaces* - We provide well planned and designed places, facilities and infrastructure that meet the needs of our residents and visitors.

*Enhance liveability* - We have a range of housing and social infrastructure options that supports a great quality of life and wellbeing in our community.

##### Priority: Community and environment

*Sustainable practices* - We are responsible and active custodians of our natural environment, with future targets and commitments aimed at driving us towards a cleaner, greener, and more sustainable region. Climate change will continue to be a consideration in forward planning and we will continue to implement sustainability initiatives in council operations.

#### **Background/Discussion**

Mackay Regional Council (Council) invited tenders from experienced e-scooter hire businesses to exclusively operate and manage a fleet of hire e-scooters from public land in the Mackay region, over a trial period of 12 months with the option to extend the term for a further 12 months.

The purpose of this project is to:

- Identify e-scooter hire businesses that have capacity, and are capable of supplying, operating and managing a fleet of hire e-scooters from public land in the Mackay region over a trial period of 12 months;
- Provide community members and visitors with an alternative mode of transport;
- Establish a new user experience for people to increase activity in the City Centre, to further support local businesses; and
- Encourage sustainable and diversified jobs and investment in the Mackay region.



Tenders were invited on 28 February 2022, via Mackay Regional Council's website and on the Queensland Government's QTenders website.

The following submissions were received by the closing time of 10:00am, 29 March 2022:

<b>Tenderer</b>	<b>Location</b>
Beam Mobility Australia Pty Ltd	West End, QLD
Bird Rides Australia Pty Ltd	Melbourne, VIC
Neuron Mobility (Australia) Pty Ltd	Milton, QLD

An initial compliance check was conducted on 29 March 2022 to identify submissions that were non-conforming with the requirements of the Request for Tender (RFT). All submissions were identified as a conforming submission. This included compliance with contractual requirements and provision of requested information.

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

During the evaluation, submissions were assessed against the nominated qualitative criteria. Specific criteria were weighted according to their importance as perceived and agreed by the evaluation panel. Relative weightings were published within the RFT.

The weighting attributed to each qualitative criteria was:

<b>Criterion</b>	<b>Weighting %</b>
Part A - Corporate Capacity	10%
Part B - Previous Experience	25%
Part C - Project Program and Plans	50%
Part D - Value Added Services	15%

The qualitative criteria assessment was carried out by the evaluation panel on 7 April 2022 with the evaluation panel scoring the tenders according to the evaluation matrix.

The evaluation of the tender was conducted by:

<b>Position</b>	<b>Department</b>
Contracts Officer (Probity Officer)	Procurement & Plant
Senior Economic Development Officer	Economic Development
Principal Infrastructure Planner	Strategic Planning
Mackay City and Waterfront Project Coordinator	Development Management

#### Preferred Tenderer

Beam Mobility Australia Pty Ltd (Beam) has demonstrated their experience, capacity, and resources to be able to complete the works to the quality as specified in the RFT document. Their project methodology and implementation program demonstrates their understanding and ability to complete the services within the required timeframe to the required standard.

Beam, the preferred tenderer, provided proposed operating areas for e-Scooters in the following locations in the Mackay area:

- Mackay City Centre (excluding western side of Wood Street foot path between Victoria Street and Gordon Street only);
- Mackay Waterfront;

- Mackay Bluewater Trail;
- Caneland Central shopping centre precinct;
- Mackay Harbour;
- North Mackay incorporating the Gooseponds Trail;
- Mackay Base Hospital precinct; and
- Mackay Regional Botanic Gardens.

Supporting reasoning for the preferred tenderer is outlined below.

#### *Operational matters*

Key operational matters are as follows:

- Beam has recommended that the proposed project area can support a fleet of 300 e-scooters;
- Beam has stated that the fleet of e-scooters can be operational within 14 days from date of signed agreement at proposed locations, with the ability to adjust numbers at peak-hour times and for events;
- Beam will hire a dedicated, locally based Mackay team, including an operations manager, who will supply adequate resources to manage all operational matters and community engagement;
- Beam's ongoing operations including implementation, education, monitoring and refining proposed geo-fencing, slow zones, exclusion/no-ride zones, parking zones and no parking zones throughout the proposed locations, as required;
- Kerbside parking spots throughout the proposed locations chosen in consultation with relevant council stakeholders (no infrastructure required);
- Beam has selected a preferred headquarters in proximity to the city centre;
- Beam has provided significant detail on their proposed operations and maintenance tasks, including a workplace operations safety management plan; and
- The entire fleet of scooters is installed with interchangeable batteries allowing rangers to swap out batteries on the spot, which eliminates the need for e-scooters to be taken off the streets to the warehouse for recharging.

#### *Safety*

Beam provided detailed information on the e-scooter safety design features and day-to-day management of e-scooters in operation as well as their head office quality assurance processes. The following aspects were noted:

- Rider training and behaviour management.
- Financial incentives to encourage good riding behaviour.
- Safety enhanced technology including hardware and software.
- Technology to automatically adjust speed to protect pedestrians;
- Rapid response technology, i.e., instant enforcement to stop riders from entering geofenced locations.
- Technology to detect aggressive riding behaviour and provide early intervention and warning.
- Incentives are awarded to users after they have submitted a satisfactory parking photo for validation.

#### *Parking zones*

In relation to the proposed parking zones:

- Beam has proposed 50 parking locations within existing council reserves across the pilot area.
- No supporting infrastructure is required from council.
- Each of the proposed parking locations will have a further risk assessment completed and confirmed in collaboration with relevant council stakeholders.
- Each parking zone is allocated a capped number of e- scooters, varying from 3-10 parking spaces.
- To ensure the maximum number of e-scooters is not exceeded, the preferred operator uses two mechanisms, being:
  - Incentives, such as ride credit discounts to encourage users to park in alternative locations with fewer e-scooters; and

- Employed 'rangers' who utilise their in-house technology 24/7 to monitor e-scooter usage and parking and adjust manually.

### *Geo-fencing*

Beam has the ability through in-app technology and GPS tracking to instantly adjust geofence restrictions for specific areas in the region. These include speed limit, parking rules, pricing and messaging within the app, which is delivered in collaboration with council.

### *Slow zones*

Slow zone speed limits of 10 km/hr will be set in high traffic or constrained areas to minimise amenity impacts associated with pedestrians and shared spaces.

The proposed slow zones include:

- Mackay City Centre and the Civic Precinct
- Caneland Central and Bluewater Lagoon outdoor precincts
- Mackay Regional Botanic Gardens

Additional slow zones may be considered as part of the forthcoming review with internal stakeholders and community feedback.

### *Exclusion/No-Ride Zone*

Beam has recommended the following locations become geofenced locations, meaning e-scooters will not be able to operate within the following locations:

- The western side of Wood Street footpath between Victoria and Gordon Street;
- Sections of the Bruce Highway and Ron Camm Bridge;
- Schools and education centres;
- Skate parks;
- Parks, sport facilities and conservation reserves;
- Shopping centres and hospitals.

It is noted that parking locations are recommended to be provided in proximity to these locations and users will then be encouraged to walk to their destination.

Beam has the ability to monitor, refine and update the proposed zones as required, in conjunction with council; and reports will be made available to council on a regular basis throughout the trial.

### *Incident response times*

As part of each tender submission, response times for particular tasks were required. The panel agreed that the response times provided by Beam were acceptable. A summary of the incident response times provided by Beam is provided below:

Incident(s)	Examples	Beam's Response Time
Dangerously located	Hanging from a structure on a median strip	Within 30 minutes
Impeding access	Impeding property access or parked across pedestrian kerb ramp	Within 1 hour
Blocking pavement passage	Blocking passage on pavement but not pedestrian kerb ramp or property access	Within 1 hour

Toppled e-scooter	Not parked in a standing position	Within 3 hours
Inappropriate density or outside geofence area	Cluster and excessive density	Within 3 hours
Damaged, faulty or abandoned	Missing wheels	Within 3 hours
Inappropriately Located	Parked on turfed areas of park lands and squares	Within 6 hours
Unused	Unused for more than 3 days	Within 6 hours

Incidents will be managed through an in-house task management application. The operational team responders ride e-bikes and e-scooters that allow them to safely get to locations quicker than on foot, allowing capacity to respond to more events each day.

Beam has also provided a detailed project timeline of all anticipated pre-launch and post-launch tasks for the 12-month trial to ensure council, the community and businesses are regularly informed and updated throughout the trial. Operational reports are supplied frequently throughout the trial period, including hosting regular meetings with council.

The preferred operator holds the minimum required public liability, professional indemnity and work cover insurances. The respondent will perform all risk assessment analyses upon engagement and will work in conjunction with relevant council officers to ensure all risk assessments are well documented and considered.

#### *Add-on value*

Beam included the following additional proposals as part of their tender submission:

- Including local business partnerships and dedicated social media presence to create and promote bespoke promotions, and to promote local businesses to riders.
- Localised partnerships to benefit the community.
- Initiatives including #BeamTheCity to boost Tourism in the region and encourage riders to explore the community and connect with businesses; #BeamForCommunity to contribute to local community groups, such as sporting clubs or charities.

### **Consultation and Communication**

There was internal consultation between Economic Development and Tourism and other programs including Legal Services, Mackay City and Waterfront, Strategic Planning, Health and Regulatory Services, Transport and Drainage and Plant and Procurement prior to the RFT being released. Further updates and consultation with all relevant internal stakeholders will be ongoing, particularly during the initial stages of implementation.

### **Resource Implications**

This tender did not call for pricing.

There is no financial transaction included in the contract for the 12-month trial.

Whilst the tender does not request payment to council for this purpose, price was considered more broadly with regards to anticipated costs payable by users within the Mackay region. Value-add programs such as community pricing for specified groups, such as concession card holders, were also considered to ensure that pricing schemes were affordable to a broad sector of the community.

A summary of the resource implications relevant to the impacted Council programs is summarised in the table below:

Program	Role	Commitment	Implication
Economic Development & Tourism	Senior Economic Development Officer	Moderate	Contract management of e-scooter agreement including all ongoing liaison with the preferred tenderer.
Parks & Environment	Operational Team	Minor	Minimal input – anticipated to be managed as part of standard operations where the e-scooter provider has not met their timing obligations for safety (i.e. fallen e-scooter).
Civil Operations	Operational Team	Minor	Minimal input – anticipated to be managed as part of standard operations where the e-scooter provider has not met their timing obligations for safety (i.e. fallen e-scooter).

### Risk Management Implications

The key risks associated with the project are:

- Implementation timeframes
- Community interest
- Community safety, including speed limits, parking zones, exclusion zones and incident reporting and recovery management practices.

Potential time delays have been minimised by selecting an operator with significant experience in e-scooter implementation across Queensland and Australia. The preferred tenderer was able to demonstrate an experienced team would be positioned in Mackay until a local team were engaged.

The implementation of the e-scooters in the Mackay region for the first time will attract interest from the community including potential or perceived safety concerns. The preferred tenderer was selected based on their customer service approach which includes in-app technology reporting, social media, phone and email. Response times for any anticipated issues such as fallen, unsafe or e-scooters in need of repair have been included as part of the tender response and will be adhered to as part of the ongoing contract management. The preferred tenderer has also provided a detailed account of all anticipated pre-launch and post-launch tasks to ensure Council and the community are regularly updated.

The preferred tenderer holds the minimum required insurances including public liability, plant and equipment, work cover as well as additional insurances relevant to these services. The respondent will perform all risk assessment analyses upon engagement to ensure these are well documented and considered.

### Conclusion

Awarding the contract to Beam Mobility Australia Pty Ltd is considered to represent the most advantageous outcome for the Mackay Region. Beam's tender submission met all the required criteria and earned the highest qualitative score. This has resulted in Beam being the preferred e-scooter hire business with experience, capacity, the required capabilities and suitable knowledge to successfully trial an e-scooter hire service in the Mackay region.

### Officer's Recommendation

THAT Council award contract MRC 2022-030 Mackay E-Scooter Hire Business to Beam Mobility Australia Pty Ltd for a one-year term, with the option of a further one-year extension available at Council's discretion.

Mayor Williamson noted that this resolution has come to Council following a briefing to Councillors and the release of a tender.

**Council Resolution ORD-2022-112**

**THAT Council award contract MRC 2022-030 Mackay E-Scooter Hire Business to Beam Mobility Australia Pty Ltd for a one-year term, with the option of a further one-year extension available at Council's discretion.**

**Moved Cr Englert**

**Seconded Cr Mann**

Cr Englert noted that Council had been looking at this concept for a number of years, with electric scooters used successfully in many areas throughout Australia. Cr Englert noted that the availability of e-Scooters will provide another transport option for tourists and locals alike, there are a number of conditions involved in the tender, e-Scooters are limited to certain areas and this is initially a 12 month trial.

Cr Bella advised that although he is speaking for the motion, he does have reservations especially in relation to the number of people the tenderer was planning to employ, noting that it can be difficult to fill vacancies in Mackay with this possibly impacting the service level. Cr Bella requested that Council monitor this matter closely.

**CARRIED**

## **12. RECEIPT OF PETITIONS**

Nil

## **13. TENDERS**

Nil

## **14. CONSIDERATION OF NOTIFIED MOTIONS**

Nil

## **15. PUBLIC PARTICIPATION**

Nil

## **16. LATE BUSINESS**

Cr Mann referred to the recent presentation of a Pride of the Region Award to Berenice Wright. Cr Mann noted that the Award had been recommended by Character and Heritage Advisory Committee and it had been lovely to join with Berenice, Peter and their daughter Angela, for recognition of Berenice's significant contribution to history and heritage over many, many years. Cr Mann noted that they had reflected on the Lifetime Achievement Award Berenice had received from The National Trust, and expressed her appreciation that the ABC had been able to record her oral history over a number of years.

Cr Bella advised that he had been contacted by a resident who expressed concern at the planting of certain trees such as the African Tulip Tree, which is regarded as a pest, spreads like wildfire and is toxic to native bees. Cr Bella asked residents to consider the removal of this tree if they have any of their land and if planting trees, to avoid this tree.

Cr Bonaventura advised that approximately 250 Shit Box Rally cars will arrive in Mackay on Friday and invited residents to welcome these cars, noting that over \$2 million has been raised for cancer research. Cr Bonaventura advised that on Saturday morning there will be an auction of the left-over cars that people are unwilling to drive back home. Cr Bonaventura also advised that the Italian Street Party commences on Saturday afternoon after a 2 year absence, with many activities planned.

Cr Green advised that she had recently visited the Neighbourhood Hub on George Street where they ran the first human library initiative which involved inviting residents to 'become a book' and open up and answer questions about their lives and experiences.

Cr May noted that the Mayor's Charity Ball will be held this Saturday night with funds raised going to Heart Kids and Ronald McDonald House. Cr May reiterated the contribution made to history and heritage by Berenice Wright, noting that it had been a privilege to be in attendance at her Pride of the Region Award presentation.

Cr May noted that several Councillors and delegates of the Services Union attended a small morning tea yesterday to celebrate the award for the Most Active and Effective Workplace Committee, which is a State-wide award won by Mackay Regional Council. Cr May presented the Award to Mayor Williamson for display at Council.

## **17. CONFIDENTIAL REPORTS**

Nil

## **18. MEETING CLOSURE**

Meeting closed at 11:07am.

**19. FOR INFORMATION ONLY**

Nil

Confirmed on Wednesday 25 May 2022.

.....  
MAYOR