INFRASTRUCTURE AND SERVICES
STANDING COMMITTEE MEETING

FINAL MINUTES

8 June 2016
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<tr>
<th>Folio</th>
<th>Date</th>
<th>Particulars</th>
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</thead>
<tbody>
<tr>
<td>37703</td>
<td>08.06.2016</td>
<td>Infrastructure and Services Standing Committee Minutes</td>
</tr>
</tbody>
</table>

Declaration of Potential Conflict of Interest

Nil.
1. COMMITTEE ATTENDANCE:

Crs K L May (Chairperson), K J Casey, M J Bella, L G Bonaventura, A R Paton, R D Walker and Mayor G R Williamson were in attendance at the commencement of the meeting.

2. NON-COMMITTEE ATTENDANCE:

Also present were Cr J Englert, Cr F Fordham, Cr R Gee, Mr C Doyle (Chief Executive Officer), Mr J Devitt (Director of Engineering & Commercial Infrastructure) and Mrs M Iliffe (Minute Secretary).

The meeting commenced at 9.02 am.

3. ABSENT ON COUNCIL BUSINESS:

Nil

4. APOLOGIES:

Nil

5. CONFLICT OF INTEREST:

Nil
6. CONFIRMATION OF MINUTES:

6.1 INFRASTRUCTURE AND SERVICES STANDING COMMITTEE MINUTES - 11 MAY 2016

THAT the Infrastructure and Services Standing Committee Meeting Minutes held on 11 May 2016 be adopted.

Moved Cr Casey Seconded Cr Walker

CARRIED

7. BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETING:

Nil

8. CORRESPONDENCE AND OFFICERS’ REPORTS:

8.1 ECI - WATER SERVICES MONTHLY REVIEW - 16 APRIL 2016 TO 13 MAY 2016

Author Director Engineering and Commercial Infrastructure

Purpose

To provide the Committee with Engineering and Commercial Infrastructure - Water Services Monthly Review for the period 16 April 2016 to 13 May 2016.

Officer's Recommendation

THAT the Engineering and Commercial Infrastructure - Water Services Monthly Review for the period of 16 April 2016 to 13 May 2016 be received.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Williamson Seconded Cr Casey

CARRIED
8.2 ECI - WASTE SERVICES MONTHLY REVIEW - 16 APRIL 2016 TO 13 MAY 2016

Author Director Engineering and Commercial Infrastructure

Purpose
To provide the Committee with Engineering and Commercial Infrastructure - Waste Services Monthly Review for the period 16 April 2016 to 13 May 2016.

Officer's Recommendation

THAT the Engineering and Commercial Infrastructure Waste Services Monthly Review for the period of 16 April 2016 to 13 May 2016 be received.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Paton  Seconded Cr Bella  CARRIED

8.3 ECI - TRANSPORT AND DRAINAGE MONTHLY REVIEW - 16 APRIL 2016 TO 13 MAY 2016

Author Director Engineering and Commercial Infrastructure

Purpose
To provide the Committee with Engineering and Commercial Infrastructure - Transport and Drainage Monthly Review for the period 16 April 2016 to 13 May 2016.

Officer's Recommendation

THAT the Engineering and Commercial Infrastructure - Transport and Drainage Monthly Review for the period of 16 April 2016 to 13 May 2016 be received.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Casey  Seconded Cr Bonaventura  CARRIED
8.4 INFRASTRUCTURE AND SERVICES COMMITTEE COUNCILLORS MEMBERSHIPS OF ADVISORY COMMITTEES, EXTERNAL COMMUNITY COMMITTEES & INTERNAL WORKING GROUPS

Author Director Engineering and Commercial Infrastructure

Purpose

To note Councillor membership of advisory committees, external community committees and internal working groups relevant to Infrastructure and Services Standing Committee which will be formally appointed by the Mayor and Chief Executive Officer who have delegated authority to make these appointments.

Background/Discussion

The below advisory committees, external community committees and internal working groups are in place to provide appropriate review, transparency and advice to Council. Each of the Council run committees have in place terms of reference and the committee will review those terms of reference as part of its ongoing operations to ensure that the committees remain relevant and meet the needs of the Council and the community going forward.

In order to ensure the continued smooth operation of Council business and to provide certainty for external groups which seek Council involvement in their committee structures it is important to allocate Councillor membership of the following committees, taskforces or working groups.

- Water and Waste Advisory Board
- Transport and Drainage Advisory Board
- CTM Water Alliance Executive Committee

Consultation and Communication

Cr Karen May, Infrastructure and Services Standing Committee Chair has discussed with Infrastructure and Services Standing Committee Councillors to determine membership of different advisory boards. Council’s senior leadership team has also been consulted as have the Mayor and Chief Executive Officer, who have the delegated authority to make these appointments.

Resource Implications

Nil. All Council Committee’s operations are fully funded as part of Council’s annual budget.

Risk Management Implications

There are no major risk management implications involved in the allocation of Councillors to relevant committees. Failure to do so would however, potentially risk Councils ability to effectively engage with sectors of the community covered by these committees.
Conclusion

It is appropriate that the Councillors, as noted in "Attachment 1", be appointed members of the applicable advisory committees, external community committees and internal working groups which will be confirmed by the Mayor and Chief Executive Officer under delegated authority.

Officer's Recommendation

THAT the proposed membership of Councillors to advisory committees, external community committees and internal working groups relevant to the Infrastructure and Services Committee be noted.

Cr Paton mentioned when he attended the Local Authorities Waste Management Advisory Committee (LAWMAC) meeting held in Townsville in May 2016 the LAWMAC Chair asked if Council could appoint one (1) representative to the committee rather than rotating representatives for ongoing consistency.

The CEO advised Council had given delegated authority to the Mayor and the CEO to appoint Councillors to the relevant committees for any changes that may be required.

Cr Bonaventura asked if two (2) Councillors could be appointed to attend LAWMAC with one (1) being a permanent member and the other position utilised to rotate through all of the Infrastructure and Services Committee Councillors.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Paton

Seconded Cr Walker

CARRIED
8.5 NORTHERN BEACHES ENTRANCE SIGNAGE PROJECT

Author Director Engineering and Commercial Infrastructure

Purpose

To present to the Infrastructure & Services Committee alternative staging options for finalising the Northern Beaches Entrance Signage works.

Background/Discussion

As part of its 2015/2016 adopted capital budget a $300k allocation was provided to create a northern entry statement when entering the urban area of Mackay. Consequently discussions with the Department of Transport and Main Roads (DTMR) identified that the appropriate location for the Northern Entry statement would be at the future roundabout intersection of the Ring Road and the Bruce Highway which is estimated for completion in 2018/2019.

As a result of this decision the previous council identified the opportunity to use these funds to provide an entrance sign into the Northern Beaches precinct as it serves as the main access corridor into suburbs of Blacks Beach, Eimeo, Bucasia, Shoal Point, Dolphin Heads and Rural View.

The initial location identified for the signage was the roundabout on Mackay Bucasia Rd and Mackay Habana Rd however this location was not supported by DTMR. The alternative option which DTMR approved was to install the entrance signage on the roundabout at Mackay Bucasia Rd and Eimeo Rd.

The objectives of the Northern Beaches entry signage was to:

- To enhance the identity or ‘community of place’ of the Northern beaches community, stakeholders and interest groups. The proposed entry signage would define the geographical location and aid in supporting the merging ‘character’ of the area.

- Mackay Regional Council encourages the use of public art and local themes as part of the design development and is committed to utilise materials, (soft and hardscapes) that reflect the unique character of its community.

- Mackay Regional Council strives to create a long-lasting relationship with the Mackay community and encourages community participation to ensure the quality of project delivered.

The project concept consisted of the following works:

- Monument Sign – consists of a 5000mm long by 1800mm high structure made out of aluminium and high density urethane. The sign is designed by Danthonia Designs in line with previous installed entrance signage. The sign says “Welcome to the Northern Beaches”.

Vegetation and Planting – Based on a coastal planting theme that would comprise 13 native trees and mass planting of shrubs and groundcover species with a river rock edge treatment. An irrigation system would also be installed to maintain the vegetation installed.

Based on this concept an estimate of cost for the works amounting to $227k was established which included a contingency amount of $21k.

Once the concept and budget estimate had been established the next phase was to consult with the community to gain support for the project. This was mainly done through engagement with the Northern Beaches community network via one of their committee meetings and also through a further meeting with tourism operators from within the area as well.

Following this feedback the previous council agreed for the project to progress based on the concept estimate of $227k. An anticipated completion date of 30 June 2016 was advised and the orders were placed for the sign which had the longest lead time for the project.

Following the council elections in March the new council was sworn in on the 6th April 2016 and the Northern Beaches signage project was raised in a briefing session on the 26th April 2016. Consequently the new council sought to understand the scope and associated costs of the project and asked to be presented with some further back ground around options to stage the works and to understand what level of engagement with the community had occurred. This information was presented back on the 4th May 2016 where it was agreed for a committee agenda report to be prepared so a formal decision on the way forward could be made.

**Project Staging Options considered**

1. **Proceed with full scope of works as planned - $227k ($21K contingency allocation):**
   - Incorporates planting of 13 new trees, repair damaged grass, install irrigation, install signage, river rock edge treatments and install garden beds and associated mass plantings

2. **Staged Approach - $160K ($18K contingency allocation) for Stage 1:**
   - Stage 1 to plant 13 new trees, repair damaged grass, install irrigation, install signage & river rock edge treatments.
   - Stage 2 would be remaining work – installation of garden beds and mass planting – and can be done when the budget is available or not at all.

3. **Least Cost Option - $114k ($10K contingency allocation) for Stage 1:**
   - Stage 1 to plant 13 new trees, repair damaged grass, and install signage.
   - Stage 2 would be remaining work – Install irrigation, river rock edge treatments, installation of garden beds and mass planting – and can be done when the budget is available or not at all.
In regard to the options presented the following matters should be noted for consideration:

- Current tree plantings in the roundabout consists of native trees (Moreton bay ash, blue gum and Weeping Cabbage Palms) and have been installed without irrigation.
- Inspections by Arborist’s prior to the design commencement for the upgrade indicated they are in very poor health from lack of water, are weak structurally and were recommended for removal.
- Options presented above with delayed irrigation installation risk similar scenarios being found in relation to tree health for the thirteen (13) trees proposed for installation.
- For option 3 where the irrigation system has been excluded allowances for ongoing operational costs for watering of the trees during the establishment period of approximately 12 weeks has been accommodated within the estimate.

Consultation and Communication

The development of the project concepts and planting arrangements was undertaken by council’s Landscape Architect in conjunction with key Parks and Environment staff who are the resulting asset owner.

The project concepts where referred to the then council for review through the portfolio councillor system where endorsement to proceed was received to engage with key community members on the full scope of works concept.

Portfolio councillors led the discussion with community members, with council staff in support, on the concept proposed. The main engagement held was through the Northern Beaches Community Network Meeting held on the 3rd February 2016. The recorded outcome from the meeting was as follows:

“All members in attendance agreed with the design presented to them for the upgrades and expressed immense gratification to Council for these planned works”

There were also a meeting held with key tourism operators in the area on the proposed signage also on the 3rd February 2016. No minutes were recorded however verbal feedback received was that the signage project was supported.

Two short briefings were held with the new council in relation to the project scope and options to stage the works on the 26th April and 3rd May 2016 respectively.

A further briefing with those stakeholders previously engaged was held on the 1st June 2016 to discuss the different staging options available and to identify the preferred option that council wished to proceed with.

Resource Implications

A budget allocation has been identified from within the 2015/2016 capital budget of $247k that covers all the project options being considered. At present actual and committed expenditure for the project is approximately $55k.
If the full budget is not utilised then any resulting savings could be returned to reserves or used for other priority projects such as tourism signage.

**Risk Management Implications**

The project as planned has minimal risk in relation to its delivery and a contingency allowances exists to cover unforeseen matters that may arise during the construction phase.

The new council has expressed its intent to review major expenditure matters more closely and there is an opportunity within this project to stage some of the works including the garden bed planting and irrigation scheme which as a result does not detract from the major objective of the entrance signage to the Northern Beaches area being installed.

**Conclusion**

The entrance signage as proposed enhances the identity of the Northern Beaches community.

The opportunity to stage the works and remove some of the higher costs items does not detract from the original intent of the entrance signage into the Northern Beaches precinct. On this basis it is recommend that the scope be adjusted to option 3 as per below.

**Least Cost Option** - $114k ($10K contingency allocation) for Stage 1 only:

- Stage 1 to plant new 13 trees, repair damaged grass, and install signage.
- Stage 2 would be remaining work – Install irrigation, river rock edge treatments, installation of garden beds and mass planting – and can be done when the budget is available or not at all.

**Officer's Recommendation**

THAT Council revise the scope of the Northern Beaches Signage project to Stage 1 to include delivery of the following items at a revised estimate of $114,000.

- Install a 5000mm long by 1800mm high Monument Sign that says “Welcome to the Northern Beaches”;
- Install 13 new trees; and
- Undertake repairs to existing grassed area.

FURTHER THAT the Stage 2 works be deferred and considered as part of the future capital works program.

The Director spoke to the report and provided an update on the Northern Beaches Community Engagement meeting held with Council and the Northern Beaches residents and tourist entities.

The Chair advised the Northern Beaches Community Engagement meeting was very well attended and there was an open debate with the community and at the end of the debate it was
discussed that the scope that was reduced would not detract significantly from the entry signage.

Cr Bonaventura disagreed with the reduction in the scope as he feels it will not make the entry statement Council is trying to achieve for the Northern Beaches.

The Mayor advised he has met with the owners of The Shores Holiday Apartments and their major concern is in attracting visitors to the beach and they agreed with the revised scope for the signage. Council are investigating options for inclusion of events, possible new tourism signage, etc., to increase the business in the Northern Beaches.

Cr Bella advised he agreed with the reduction in the scope and thanked everyone who attended the Northern Beaches Community Engagement meeting for their feedback. He queried whether Council had investigated options with groups within the Northern Beaches of providing diversified facilities for tourists and locals to visit as well as the beach, e.g., museums etc.

The Mayor stated that the local groups of the Northern Beaches area were looking at a large range of options to increase the number of tourists and locals visiting the area.

Committee Resolution

THAT Council revise the scope of the Northern Beaches Signage project to Stage 1 to include delivery of the following items up to a budgeted amount of $120,000:-

- Install a 5000mm long by 1800mm high Monument Sign that says “Welcome to the Northern Beaches”;
- Install 13 new trees; and
- Undertake repairs to existing grassed area.

FURTHER THAT the Stage 2 works be deferred and considered as part of the future capital works program.

Moved Cr Paton Seconded Cr Bella

CARRIED

Cr Bonaventura recorded his vote against the Motion.
8.6 PETITION - REQUEST FOR THE SEALING OF THREE UNSEALED SECTIONS OF ROAD, MT MARTIN LOOP ROAD MIRANI

Author Manager Technical Services

Purpose

To provide a recommendation in relation to the petition from residents of Mt Martin Loop Road, Mirani as was received at the Council Ordinary meeting on the 27 April 2016.

Background/Discussion

Council has received numerous recent requests from residents to investigate the option to seal sections of unsealed roads mainly as a result of dust concerns. To date Council’s position has been to respond on an individual basis to each request and confirm that council does not have allocated budgets in the 16/17 budget to perform this work and that a sealed option results in increases in cost for both capital and operational budgets. If Council wanted to consider the option of undertaking additional sealing works of its unsealed network it should be considered on a regional approach understanding both the associated cost impacts and how works would be prioritised across the region.

Similar to this, a petition was received by Council at its Ordinary meeting on the 27 April 2016 seeking to have 3 sections of unsealed road sealed on Mt Martin Loop Road. Investigations into the request have now been undertaken and are detailed within the report.

The road in question is a Rural Traffic Distributor within Council’s road hierarchy. The road is a former Main Roads’ road which was de-mained in the mid 1980’s. It is 12.74km in length with 1.3km remaining unsealed – there are two 150m lengths of “dust seal” sections within a 1.6km section containing the unsealed sections. A location plan of the site is attached.

The basis of the petition appears to focus on maintenance issues and road conditions experienced by the bus operator and road users.

Traffic Counts available for the site are not particularly recent but it is considered that traffic volumes have remained relatively unchanged since 16/6/14 when traffic volumes were 399 vehicles per day (vpd) Average Daily Traffic (ADT) with a 7 % commercial vehicle component.

No significant recent accident history exists on the gravel sections indicating that road safety is not a major issue. However, there is knowledge of a single vehicle fatality accident in the mid 90’s, some 20 years ago.

Maintenance inspections are undertaken in accordance with the relevant road hierarchy with the road in question being subject to six monthly inspections.

Recent inspections indicate that the current condition of the pavement is adequate with an estimated grading being required within the next six months. Also, it is noted that gravel
patching of the road surface has been undertaken in March as a result of the rain event which occurred at this time.

There are no specific maintenance issues that have been identified other than normal deterioration associated with unsealed roads. On average the road is graded every 12 to 18 months depending on the impacts of the wet season and gravel patching is undertaken on high priority defects (scours, potholing) in between the maintenance grades.

A conceptual assessment of upgrading the road sections in question to sealed standards, based on standard unit rates, has been undertaken with estimated costs for the upgrading of the three sections shown as being $1,236,491 including a contingency value of $320,572 given the conceptual nature of the estimate.

Given the previous information provided it is suggested that the issues raised are addressed as follows:

- Road Conditions – Given the low traffic volumes and the fact that the road sections are inspected and maintained in accordance with adopted unsealed road maintenance practices, there appears to be little justification for sealing of these road sections at least on the basis of traffic carrying functionality. There may be some amenity basis for the sealing, but given the nature and land use of the site it is no different than many other rural areas and roads and moves towards sealing may establish an unwanted precedent. In addition, given current financial demands and alternative projects available a very low priority could be attributed to this project.

Given the above, it is suggested that the basis of the petition in relation to the works required to be undertaken is not valid given the environment, usage of the road and land use of the surrounding areas. The current road hierarchy appears appropriate and subject to ongoing maintenance being undertaken in accordance with adopted maintenance regimes no further action appears required.

Consultation and Communication

There was consultation with the following Council staff:

- Director Engineering and Commercial Infrastructure
- Manager Technical Services
- Manager Civil Operations

Resource Implications

No current allocation exists within the current scope of the Long Term Financial Forecast for upgrading of these road sections.

Risk Management Implications

Nil.
Conclusion

Consideration of the issues raised in the petition have been undertaken however there appears to be limited justification for any upgrade based on the road standard being appropriate for both the land use and the traffic volumes within the rural environment. Council will continue to maintain the roads in line with adopted maintenance intervention levels and it is suggested no further action is required.

Given the recent requests received for sections of unsealed road to be sealed it would be advantageous to undertake a wider review across the region to identify potential costs from a capital and operational view point so an overall direction from Council can be provided to avoid individual request being looked at in isolation.

Officer's Recommendation

THAT Council advise the principal petitioner on the outcome of the investigations as follows:

A. The petition requesting upgrading of three sections of Mt Martin Loop Road not be approved given that the road standard is commensurate with requirements for roads in rural areas and the traffic volumes existing.

B. Council will continue to maintain the roads in line with its adopted maintenance intervention standards.

FURTHER THAT a high level report be presented back to Council for consideration as to what unsealed road network may be considered for sealing on a priority basis and what the resulting cost implications would be for Council.

Cr Fordham, through the Chair, queried how Council will make the decision on what unsealed roads would be considered for sealing.

The Director of Engineering and Commercial Infrastructure advised it would be done through a number of considerations, one being traffic count.

Cr Casey mentioned the hierarchy of the road system needs to be taken into account during Council’s decision making process.

Cr Bella asked during Councils decision making process if consideration could be given to the location of some of these unsealed roads in the network as residents with longer travel times have fatigue issues. This is a factor, not just the number of vehicles that travel on the road, but how long the vehicles are on the road.

The Chair asked during Council's decision making process to consider any roads leading to tourist destinations and if that road should be a priority.
Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Bella Seconded Cr Bonaventura

CARRIED

9. TENDERS:

9.1 MRC 2016-025 - BEE CREEK BRIDGE REPLACEMENT

File No MRC 2016-025 Bee Creek Bridge Replacement
Author Manager Civil Projects

Purpose

To present to Council for approval, tenders submitted for contract MRC 2016-025 Bee Creek Bridge Replacement.

Background/Discussion

Mackay Regional Council (Council) is seeking experienced contractors to undertake the construction of a culvert crossing and associated approaches on Cummings Street, Eungella to replace the existing timber bridge following maintenance inspections which indicated the partial eroding of abutments of the existing Dalrymple Road Bridge over Bee Creek.

The works comprise the supply of labour, materials and plant to undertake the construction of the culvert crossing and associated roadworks.

Tenders were invited on the 30 April 2016, via Local Government Qtender website and advertised in the Daily Mercury.

The following submissions were received by the closing time of 10.00am Thursday 26 May 2016:

<table>
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<tr>
<th>Tenderer</th>
<th>Location</th>
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<tbody>
<tr>
<td>BMD Urban Pty Ltd</td>
<td>Mackay</td>
</tr>
<tr>
<td>Doval Constructions (Qld) Ltd</td>
<td>Mackay</td>
</tr>
<tr>
<td>Epoca Constructions Pty Ltd</td>
<td>Mackay</td>
</tr>
<tr>
<td>Haber Excavations</td>
<td>Mackay</td>
</tr>
<tr>
<td>Seaforth Civil Pty Ltd</td>
<td>Mackay</td>
</tr>
<tr>
<td>Vassallo Constructions Pty Ltd</td>
<td>Mackay</td>
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</table>

All tenderers meet the definition of Local Business under Council's Procurement Policy.
An initial compliance check was conducted on the 30 May 2016 to identify submissions that were non-conforming with the requirements of the Request for Tender (RFT). 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, tenderers were assessed against the nominated qualitative criteria. The weighting attributed to each qualitative criteria, as published in the RFT was:

a) Relevant Experience 20%
b) Key Personnel Skills and Experience 20%
c) Demonstrated Understanding 35%
d) Tenderers’ Price 25%

Tenderers’ Re-measurable Schedule of Rates totals are listed below:

<table>
<thead>
<tr>
<th>Tenderer</th>
<th>Total (Excluding GST)</th>
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<tbody>
<tr>
<td>Epoca Construction</td>
<td>$740,620.00</td>
</tr>
<tr>
<td>Doval Construction (Qld) Ltd</td>
<td>$797,692.00</td>
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<tr>
<td>Vassallo Constructions Pty Ltd</td>
<td>$799,776.17</td>
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<tr>
<td>BMD Urban Pty Ltd</td>
<td>$831,997.08</td>
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<tr>
<td>Seaforth Civil Pty Ltd</td>
<td>$954,341.00</td>
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<td>Haber Excavations Pty Ltd</td>
<td>$1,075,676.00</td>
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The qualitative criteria assessment was carried out by the evaluation panel on 30 May 2016 with the evaluation panel scoring the tenders according to the evaluation matrix.

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

Tender Information Requests (TIR) were issued to all tenderers requesting the removal of pricing for Planting Materials as specified in the Tender Documents. This was due to issues surrounding procurement lead times for the planting materials required. Planting stock and seed is currently being sourced through the Council nursery. A separate contract will be let at a later date for this outstanding planting work so as to not delay the completion of the civil works component. These remaining works can be covered from within the overall budget allocation.

All tenderers’ responded within the relevant timeframe with TIR responses being reviewed by the evaluation panel.

Tenderers revised pricing relating to TIR’s issued:

<table>
<thead>
<tr>
<th>Tenderer</th>
<th>Revised Total (Excluding GST)</th>
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<tbody>
<tr>
<td>Epoca Constructions Pty Ltd</td>
<td>$740,620.00</td>
</tr>
<tr>
<td>Doval Construction (Qld) Ltd</td>
<td>$775,241.58</td>
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<tr>
<td>Vassallo Constructions Pty Ltd</td>
<td>$791,132.10</td>
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The evaluation panel carried out a final evaluation meeting on 30 May 2016 to review all submissions and TIR Responses received.

The evaluation panel considered information received from submissions and responses to TIR’s and based on the scores from the evaluation, the combined qualitative/price score lists Epoca Constructions Pty Ltd as the preferred tenderer.

Epoca Constructions Pty Ltd has the experience, capacity and resources to complete the works to the quality as specified in the RFT and provided a comprehensive methodology demonstrating their understanding of the nature of the works.

The evaluation of the tender was conducted by:

- Construction Coordinator Civil Projects
- Technical Officer Civil Projects
- Contracts Officer-Administration Procurement and Plant

Consultation and Communication

Consultation was conducted between Procurement and Plant, Civil Projects and other programs within Engineering and Commercial Infrastructure through the course of project development and Tender process.

Resource Implications

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Notes</th>
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<tr>
<td>Project Name</td>
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<tr>
<td>Expenditure to Date</td>
<td>$210,200</td>
<td>Expenditure up to end May 2016.</td>
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<tr>
<td>Contract Price</td>
<td>$740,619.78</td>
<td>Epoca Constructions Pty Ltd Tenderer Price</td>
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<tr>
<td>Project risks</td>
<td>$140,000</td>
<td>Allocated for risk &amp; contingency</td>
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<tr>
<td>Council’s costs</td>
<td>$239,000</td>
<td>Estimate on internal costs: Includes $139k for committed items of culvert supply and Telstra works. $75k for Superintendent, Foreman supervision, Survey and Consultation. $15k for Qleave, Environmental fees and As Cons.</td>
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<tr>
<td>Estimated Cost of Project</td>
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<td>BUDGET</td>
<td>$1,418,300</td>
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<td>Budget for 2015/2016</td>
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<td>Description</td>
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<tr>
<td>Budget for 2016/2017</td>
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<td>BALANCE</td>
<td>$88,480.22</td>
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There are sufficient funds within the allocated budgets to meet the expenditure for this project.

**Risk Management Implications**

The site is located in Eungella, adjacent to Eungella National Park. Platypus are known to be found in the National Park, so investigations have been conducted by Aurecon to determine if they are present within the site. Investigations have concluded that there is no evidence of platypus within the construction site; however platypus may traverse this area to approach the upper reaches of Bee Creek. The platypus breeding season is from late July to February, thus construction within in the waterway needs to have commenced prior to the start of the breeding season.

Eungella has high rainfall during the wet season, which would adversely affect the construction of the culvert if the works were to start too late in the year. With weed infestation downstream of the construction site, and with no evidence of active burrows within the immediate area of the construction footprint, it has been determined that no significant disturbance to platypus is likely.

There is a Species specific management plan that forms part of the Contract to monitor construction (spotter/catcher) and has a number of contingencies that may need to adopted if platypus are detected and affected.

**Conclusion**

That awarding the contract to Epoca Constructions Pty Ltd represents the most advantageous outcome and demonstrated value for money to Mackay Regional Council based on their experience and demonstrated understanding of Council’s requirements.

**Officer's Recommendation**

THAT Council award contract MRC 2016-025 Bee Creek Bridge Replacement to Epoca Constructions Pty Ltd for the Re-measurable Schedule of Rates contract total of $740,620.00 (excl GST).

**Committee Resolution**

THAT the Officer's Recommendation be adopted.

Moved Cr Bonaventura  
Seconded Cr Walker

CARRIED
10. **CONSIDERATION OF NOTIFIED MOTIONS:**

Nil

11. **PUBLIC PARTICIPATION:**

Nil

12. **LATE BUSINESS:**

Cr Bella advised the condition of the tram lines to the cemetery on Sarina Beach Road required the attention of the Department of Transport and Main Roads (DTMR) and asked if the Director of Infrastructure and Engineering could correspond with (DTMR) on the maintenance schedule of tram lines to the cemetery on Sarina Beach Road.

Cr Bella raised his safety concern with the railway overpass south of Plane Creek Sarina and the lack of provision for pedestrian and cycle access. There is no adequate provision for pedestrians or cyclists to cross this overpass and with the increase in heavy vehicles using this overpass he requested contact be made with the relevant authorities for a review of the pedestrian and cycle access.

Cr Bella asked if Council could investigate the possibility of providing a beach wheelchair and roll out beach access matting at one (1) of the patrolled beaches in the Sarina region, preferably Sarina Beach.

Cr Paton provided an update from the May 2016 Local Authorities Waste Management Advisory Committee meeting he attended in Townsville as the Infrastructure and Services Standing Committee representative and advised the next meeting was scheduled to be held in August 2016.
13. CONFIDENTIAL REPORTS:

13.1 DRAFT INFRASTRUCTURE AGREEMENT - POINTGLEN DEVELOPMENTS PTY LTD - COD HOLE BEACH OUTLET, NORTH OF KIPPEN STREET - LOTS 1-22 ON RP704773

Confidential

Committee Resolution

THAT the Report be deferred until the Infrastructure and Services Standing Committee Meeting of 10 August 2016.

Moved Cr Casey Seconded Cr Bella

CARRIED

14. MEETING CLOSURE:

The meeting closed at 9.46 am.

15. FOR INFORMATION ONLY:

Nil

Confirmed on Wednesday 13 July 2016

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

Chairperson - Cr May
APPENDIX / ATTACHMENTS
Engineering and Commercial Infrastructure - Water Services
16 April 2016 to 13 May 2016
# FINAL MINUTES
INFRASTRUCTURE AND SERVICES STANDING COMMITTEE

WEDNESDAY 8 JUNE 2016

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# Engineering & Commercial Infrastructure
Monthly Review > 16 April 2016 to 13 May 2016

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OVERVIEW

This report is for Water Services activities for April and May 2016. Please note that references to the April/May reporting period covers the period 16 April 2016 to 13 May 2016. Significant items in this period include:

- A campaign to promote the myh20 website commenced at the beginning on May. This campaign includes testimonials from customers who have had a positive experience.
- myh20 registrations have seen an increase with 7,374 residents registered. The goal was 10,000 registrations by 30 June 2016.
- Agreements for the provision of MiWater and myh20 software as a service have been entered into with, Grampians Wimmera Mallee Water Corporation, Victoria and Goldenfields Water County Council, NSW.
- Officers from Water Services attended the OzWater’16 conference in Melbourne from 10-12 May 2016.
- Water Services has won the Digital Innovation Award in Local Government category for its Transforming a Water Business. David Brooker presented to the national judging panel in Canberra on May 10 in a bid to win the major overall award.
- The Director General, Department of Energy and Water Supply visited Mackay Regional Council to see the innovative projects that have been implemented in Water Services.
- The Whitsunday, Isaac, Mackay (WIM) Water Alliance held a quarterly meeting in Mackay on 12th May, to discuss collaboration opportunities.

Director Engineering and Commercial Infrastructure
1. **Incident Statistics**

The incident statistic details a summary of the Water Services safety incident performance. Water Services aspires to achieve zero harm with a stretch target of zero injuries.

![Incident Statistics Chart](chart1.png)

4 incidents being No lost time injuries:
- 2 x being hit by moving objects
- 1 x Bite
- 1 x Near Miss by non staff member being drunk on work site

Data as at 30 April 2016

---

1.2. **Preventative Actions**

To achieve improved safety performance a range of improvement initiatives are undertaken on a monthly basis. The following figure tracks the improvement process through implementation of the SafePlan Monthly Action Plans (MAPs) and the hazard inspections.

![Preventative Actions Chart](chart2.png)

For the month of April, 7 Hazard Inspections were scheduled. 1 outstanding MAP from previous month has been completed. MAP's completed in April is at 98%. A number of Hazard Inspections were completed late due to resource issues.

Data as at 30 April 2016

---

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FINANCE

2.1. Water Operating Revenue Less Expenditure
The following shows the actual, budget and forecast Earnings before Interest, Taxes and Amortization (EBITDA) based on cash accounting for the 2015/2016 financial year. The saw tooth nature of the graph is reflective of the timing of water revenue received. The capital revenue has been excluded from this graph.

![Water Operating Revenue Less Expenditure Graph]

- Water Fund is $2.8M in surplus. Income is up by $493K with an underspend of $1.3M in Goods & Services and underspend of $790K in Employee Costs. The annual surplus is projected to be $1.8M.

2.2. Accrued Water Operating Revenue Less Expenditure
The following shows the estimation of the accrued revenue less expenditure. The capital revenue has been excluded.

![Accrued Water Operating Revenue Less Expenditure Graph]

- On accrual basis, water actuals YTD are a surplus of budget by $2.87M. The annual surplus is projected to be $1.8M.
2.3. Wastewater Operating Revenue Less Expenditure

The following shows the actual, budget and forecast EBITA based on cash accounting for the 2015/2016 financial year. The saw tooth nature of the graph is reflective of the timing of water revenue received. The capital revenue has been excluded from this graph.

![Graph showing actual, budget, and forecast EBITA for Wastewater Operating Revenue Less Expenditure]

- **Sewage Fund**: $3.15M in surplus. Income is up by $110M with an underspend of $1.97M in Goods & Services and underspend of $260K in Employee Costs.
- The annual surplus is projected to be $2.25M.

2.4. Accrued Wastewater Operating Revenue less Expenditure

The following shows the estimation of the accrued revenue less expenditure. The capital revenue has been excluded.

![Graph showing actual, budget, and forecast accrued Wastewater Operating Revenue less Expenditure]

- **On an accrual basis**, sewer actuals YTD are surplus of budget by $1.7M and annual surplus is projected to be $2.25M.
2.5. Capital Expenditure Performance

The following trend provides a high level overview of the capital expenditure to monitor forecast expenditure against actual expenditure. The forecast expenditure profile is based on the project delivery schedule within Water Services.

![Graph showing capital expenditure trends]

Capital expenditure actuals result in a 66% spend of budget. Including commitments 83% of the total budget is spent. Full year expected to be 77% spent with savings of approximately 10% and delivery slippage making up the remainder of 13%.

---

3.1. Requests

This graph details the client requests received and recorded via pathways that relate to the Water Business. The target is to have 90% of all client requests closed at any one point in time.

![Bar chart showing client requests]

91.88% of Client Requests completed in April 2016.

Data available to end April 2016.
3.2. Request Types

The following chart displays a summary of the client request types received for the month.

- A reduction in sewer blockage/spills in the reporting period but a slight increase in Water Leak Service and Water Leak Mains requests this month.

3.3. Plumbing Applications

In accordance with the Plumbing and Drainage Act, a plumbing application is required for all new plumbing installations or modifications to existing plumbing. A plumbing application must be lodged to Local Government. Water Services has a regulatory time frame of 20 business days to assess a plumbing application. An internal target of 5 business days has been set for all residential plumbing applications.
3.4. Trade Waste Approvals

The program for undertaking trade waste assessment and licensing of all applicable businesses that discharge trade waste is ongoing. As part of the Trade Waste Assessment process a temporary Trade Waste Approval is put in place while the formal approval process is undertaken. The table below summarises the number of Trade Waste Approvals for the Mackay Region.

<table>
<thead>
<tr>
<th></th>
<th>Total Approved Businesses</th>
<th>Temporary Approvals in Place</th>
<th>New Approved Businesses for the Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mackay South</td>
<td>717</td>
<td>39</td>
<td>5</td>
</tr>
<tr>
<td>Mackay North</td>
<td>66</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Sarina</td>
<td>57</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mirani/Marian</td>
<td>29</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>889</strong></td>
<td><strong>42</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

A reduction in the number of temporary approvals, noted in the reporting period. 6 new businesses were identified for the month.

3.5. Annual Trade Waste Activity

Annual targets are set for the Trade Waste team with respect to licensing Trade Waste Businesses. The target has been set at 250 new licensed businesses and audits completed by June 2016. The following graph shows the Actual Approvals, Temporary Approvals and Audits achieved and the number of the target remaining.

- Trade Waste meter reading were completed this period reducing total number of outstanding audits. 6 Approvals issued and 4 Audits conducted.
- 250 combined Approvals and Audits is the target for FY 2015/2016

Data is for the period from 15 April 2016 to 13 May 2016
3.6. Building Over Adjacent Sewers

Building over Adjacent Sewer applications are logged where the construction of a structure is proposed within close proximity of a sewer main. The application is assessed in accordance with Councils building over and adjacent to sewer policy. In accordance with the policy, Building Over Sewer Applications are assessed within 20 business days. Future reporting will include performance against turnaround time targets.

![Graph showing EOAS Applications over time]

There were no BOAS referrals received for the period however there are still a number of enquiries fielded and information provided on infrastructure locations.

3.7. Scientific and Analytical Services

Scientific and Analytical Services provides laboratory analysis in accordance with National Association of Testing Authorities (NATA) Standards to both Mackay Regional Council and external clients. A summary of the laboratory activities are detailed below.

![Graph showing Test Performed and Samples over time]

The number of tests performed have increased and the number of samples analysed have decreased slightly.

Data is available to end of April 2016 only.
3.3. Community Engagement

This section monitors Water Services engagement on the services provided. The following chart shows the number of media releases, media updates and the number of people that were reached by the Media Releases on Facebook.

![Chart showing media releases and media updates for Water Services from June 2016 to May 2016.]

There were two media releases and one media update in the April/May 2016 reporting period. The media releases were:
1. Innovative website saving locals bucket-loads of water
2. Council's innovation recognised with national awards

The media release was for Water interruption to Seaforth.

Data is for the period from 16 April 2016 to 13 May 2016.

The following chart shows the number of likes and positive comments, the number of neutral comments and the number of negative comments received on Facebook from Media Releases and Media updates for Water Services.

![Chart showing Facebook feedback from June 2016 to May 2016.]

50 of the 58 likes on Facebook were in relation to Council’s innovation recognised with national awards.

Data is for the period from 16 April 2016 to 13 May 2016.
The following chart shows the cumulative number of myh2o registrations for the reporting period:

There were 150 myh2o registrations during the April - May reporting period. Unlikely to reach the 10,000 target for this financial year.

**ASSET MANAGEMENT**

4.1. Surface Water Raw Water Storage Capacities

Water Services sources water from a combination of surface water and groundwater sources. With the exception of Middle Creek Dam, the storage facilities are owned and operated by SunWater. Middle Creek Dam is under Council’s control. The water stored in each of the storages is detailed below.

[Diagram showing water storage capacities of various weirs and dams, with data as of 16 May 2016]
### 4.2. Annual Water Consumption vs Allocation by Source

Water Services has a water allocation or water license for each water source. The water allocation and year to date water consumption for each of the water sources is detailed below.

<table>
<thead>
<tr>
<th>Source</th>
<th>Allocation</th>
<th>Year to Date Consumed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marian Weir</td>
<td>412</td>
<td>47</td>
</tr>
<tr>
<td>Gargett bores</td>
<td>27</td>
<td>60</td>
</tr>
<tr>
<td>Finch Hatten Bore</td>
<td>26</td>
<td>46</td>
</tr>
<tr>
<td>Armstrong Beach Bore</td>
<td>64</td>
<td>230</td>
</tr>
<tr>
<td>Keumala Bore</td>
<td>19</td>
<td>35</td>
</tr>
<tr>
<td>Bally Keel Bore</td>
<td>18</td>
<td>150</td>
</tr>
<tr>
<td>Eton Bore</td>
<td>10</td>
<td>62</td>
</tr>
<tr>
<td>Prosepine River</td>
<td>212</td>
<td>2700</td>
</tr>
<tr>
<td>Bloomsbury Bore</td>
<td>7</td>
<td>22</td>
</tr>
<tr>
<td>Mapwood Bore</td>
<td>43</td>
<td>590</td>
</tr>
<tr>
<td>Marian Bore</td>
<td>27</td>
<td>95</td>
</tr>
<tr>
<td>Mirani Bore</td>
<td>8</td>
<td>100</td>
</tr>
<tr>
<td>Sanna Bore</td>
<td>31</td>
<td>306</td>
</tr>
<tr>
<td>Plane Creek</td>
<td>104</td>
<td>236</td>
</tr>
<tr>
<td>Nebe Rd Bore</td>
<td>316</td>
<td>396</td>
</tr>
<tr>
<td>Dumbleton</td>
<td>10,138</td>
<td>16,800</td>
</tr>
</tbody>
</table>

- Water consumption at Marian Weir is at 103% of the annual allocation.
- Water Treatment are working to lodge an application to transfer allocation from Dumbleton Weir to Marian Weir. Water consumption for Dumbleton and Marian Weir is close to 65% of the annual allocation.
- Water consumption (YTD) for all other assets is at less than 57% the annual allocation.

### 4.3. Water Consumption by Locality

Water Services supplies water to both residential and commercial water clients throughout the Mackay Region. The average water consumption in each of the three major community centres is detailed below. The water consumption is presented as litres per equivalent population per day. This graph provides a summary of water consumption including commercial water use.

- Water consumption for Mackay, Mirani and Sarina increased slightly from March 2016 but is lower compared to the same time in 2015.

![Water Consumption Graph](image)
### 4.4. Significant Projects

Water Services undertakes a range of projects across the water business. Projects take the form of Capital Projects, Planning Studies and Investigations. Information for the significant projects in Water Services is provided in the table below and was current as at 15 April 2016. Significant Projects are assessed on the following criteria: Dollar Amount, Risk and/or Community Interest.

<table>
<thead>
<tr>
<th>Council Project Management Phases</th>
<th>Indicators</th>
</tr>
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<tbody>
<tr>
<td>Planning (Plan)</td>
<td>On Track</td>
</tr>
<tr>
<td>Design (Des)</td>
<td>Potential Issue</td>
</tr>
<tr>
<td>Procurement (Proc)</td>
<td>Definite Issue</td>
</tr>
<tr>
<td>Construction (Con)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project</th>
<th>Phase</th>
<th>Phase % Completion</th>
<th>Budget</th>
<th>Time</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mt Bassett Cemetery Rd WMR</td>
<td>Con</td>
<td>90%</td>
<td></td>
<td></td>
<td>The new main has been commissioned with all services now being connected to it. There is a final disconnection of the old main outstanding where it connects to the trunk main in Harbour Rd. This disconnection is expected to be completed in May. Overall the project was completed slightly behind schedule and budget.</td>
</tr>
<tr>
<td>Mirani PTA</td>
<td>Con</td>
<td>90%</td>
<td></td>
<td></td>
<td>The integrated PTA and ATF system has been put through a 3 day test using water as part of the Commissioning process in preparation for cutting over onto raw sewage. In general, the test was successful, though there are a number of items outstanding which must be completed before the Performance Period can commence. Roadworks and fencing has been completed. Revised Operation and Maintenance Documents have been received and are being reviewed. Operator Training is expected to be undertaken in May. Raw sewage cutoff expected late May. The project is two weeks behind program.</td>
</tr>
<tr>
<td>Water and Sewerage Network Telemetry Upgrades</td>
<td>Con</td>
<td>70%</td>
<td></td>
<td></td>
<td>Clear SCADA programming is continuing, with installation and commissioning programmed for late May. The Contractor upgrading the network telemetry has completed 8 out of 13 packages, with the remaining 5 packages of work more than 70% complete. Ergon works at Alligator Creek will delay this component of the works. The project is slightly over budget with works scheduled for 10/11 being undertaken together with current contract.</td>
</tr>
<tr>
<td>Sewerage Network Refurbishments (Relining and Manholes)</td>
<td>Con</td>
<td>80%</td>
<td></td>
<td></td>
<td>Manhole Inspection works for access restricted properties and buried Manholes with CCTV in progress for completion in June. Contract documentation for Manhole Reline completed and currently being reviewed, the procurement timeline is behind schedule.</td>
</tr>
<tr>
<td>Water Meter Replacements, AMR retrofits &amp; Water Services Replacement</td>
<td>Con</td>
<td>90%</td>
<td></td>
<td></td>
<td>Domestic &amp; Commercial Water Meter Replacements completed. Additional AMR’s for retrofitting have been identified. Water Services Replacements completed.</td>
</tr>
<tr>
<td>Project</td>
<td>Phase</td>
<td>Phase % Completion</td>
<td>Budget</td>
<td>Time</td>
<td>Comments</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>-------</td>
<td>--------------------</td>
<td>--------</td>
<td>------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sewage Pump Station Resilience Upgrades</td>
<td>Des</td>
<td>95%</td>
<td></td>
<td></td>
<td>Detailed design of 42 Sewage Pump Station sites and preparation including review of tender documents nearly completed; tender advertisement proposed for the 21 May 2016</td>
</tr>
<tr>
<td>Sewer Gravity Main - McCready Creek SPS to Symons Farm SPS</td>
<td>Con</td>
<td>50%</td>
<td></td>
<td></td>
<td>Contractor Doyal Construction have been constructing the sewer gravity main since end of March and works progressing well despite a number of days lost due to rain delays. Completion is expected in July 2016 weather permitting</td>
</tr>
<tr>
<td>Cape Hillsborough Water Main Replacement</td>
<td>Con</td>
<td>25%</td>
<td></td>
<td></td>
<td>Day Labour construction crews have mobilised to Cape Hillsborough and have commenced construction of the water main, starting in the Smalley's Beach Road section, Cape Hillsborough has a tank replenishment scheme which is serviced by a 63mm pipe.</td>
</tr>
<tr>
<td>Marian Sewage Pump Station Upgrades</td>
<td>Con</td>
<td>100%</td>
<td></td>
<td></td>
<td>Contract Works Practical Completion was achieved on 8 December 2015. Contract is now in Defects Liability Stage until December 2016.</td>
</tr>
<tr>
<td>Middle Creek Dam Safety Upgrades</td>
<td>Con</td>
<td>100%</td>
<td></td>
<td></td>
<td>Contact Works Practical Completion was achieved on 8 February 2016. Contract is now under Defects Liability period ending February 2017.</td>
</tr>
</tbody>
</table>
5.1. Drinking Water Compliance

Safe Water supplies are provided in accordance with the requirements of the Water Supply Safety and Reliability Act and are measured against the Australian Drinking Water Guidelines. Drinking Water samples are taken at the outlet of Water Treatment Plants and within the reticulation network. A summary of the performance is detailed below.

- **Health Parameter Test Results**
  - Graph showing tests conducted and compliance levels.
  - E. coli was detected at two sites Kolijo Reticulation and Ball Bay Reservoir.
  - Additional testing in Kolijo found no other detections. Control measures were implemented at Ball Bay reservoir.
  - This data is reported 1 month in arrears and due to regulatory reporting requirements is reported by calendar month.

- **Aesthetic Parameter Test Results**
  - Graph showing tests conducted and aesthetic parameter levels.
  - Andergrove & Aspley way and several Sarina sites have recorded pH levels above recommended level of 8.5 and Ettn & Koumala have exceeded the recommended hardness level. Aesthetic parameters measure the taste and scaling nature of the water. A number of results have slightly exceeded recommended levels, but within the anticipated target range.
  - This data is reported 1 month in arrears and due to regulatory reporting requirements is reported by calendar month.
5.2. Wastewater Compliance

The discharges from wastewater treatment facilities are regulated by Development Approvals issued by the Department of Environment and Resource Management. The licence requirements differ based on the time the Development Approval was issued and the receiving environment associated with any discharges.

Results are to end of April 2016 due to statutory reporting requirements.

9 new devices were registered this month.

Data is for 16 April 2016 to 13 May 2016.
Engineering and Commercial Infrastructure - Waste Services

Monthly Review -
16 April 2016 to 13 May 2016
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Overview

This report is for Waste Services activities for April/May 2016. Please note that references to the March to April reporting period covers the period 16 April March 2016 to 13 May 2015. Significant items in this period include:

- Following the wet weather interruption to works for the Hogan’s Pocket Landfill Cell 3 construction project has recommenced, with preparatory works for the installation of the synthetic liner systems being undertaken.
- The amount of landfill gas destroyed increased for this reporting period.
- The MRF achieved a recycling rate of 93% of materials received being recycled.
- The recycling bin audit program has commenced.

Director Engineering & Commercial Infrastructure
1.1 Safety Incidents and Lost Time Injuries

2 incidents being near misses including:
2 z vehicle incidents.
No lost time injuries for the period reported.

Data as at 30 April 2016

1.2 Hazard Inspections and MAP Results

No Hazard Inspections were scheduled for Waste Services in April 2016. MAP’s completion rate for April 2016 was 100%.

Data as at 30 April 2016
2.1 Community Service Obligations – Fee Waivers

Not for Profit Organisations – Total Waste Disposals 1 July 2015 to 13 May 2016

Year to date expenditure for not for profit organisations is below council year to date budget with 62% of the allocated funds expended as at 13 May 2016.

2.2 Waste Operating Revenue Less Expenditure

The following chart shows the actual budget and forecast earnings before interest, taxes and amortization (EBITDA) based on cash accounting for the 2015/2016 financial year. The saw tooth nature of the graph is reflective of the timing of waste revenue due.
2.3 Accrued Waste Operating Revenue Less Expenditure

The following chart shows the estimation of the accrued revenue less expenditure. The capital revenue has been excluded.

![Graph showing accrued waste operating revenue less expenditure](image)

2.4 Capital Expenditure

The following graph provides an overview of the capital expenditure and monitors forecast expenditure against actual expenditure.

![Graph showing capital expenditure](image)
3.1 Client Requests

The following graph shows the number of Client Requests by Type for the period 16 April 2016 to 13 May 2016.

The periodic recycling bin audit commenced on 9 May 2016. 57 recycling bin contamination requests were generated by Waste Services officers. We will review the reporting process to separate resident and officer request types so internal requests are not included as client requests.

Data is for the period 16 April 2016 to 13 May 2016.

3.2 Number of Bin Requests Actioned by Bin Contractors

The following graph shows the number of bin requests actioned by Bin Contractors for the period 16 April 2016 to 13 May 2016.

Missed Bin by Contractor requests have reduced compared with the last period and new service requests continue to be low. Wheelee bin repairs and replacement request numbers are at expected levels and are not high for a bin fleet nearing 100,000 bins.

Data is for the period 16 April 2016 to 13 May 2016.
3.3 Contractor Service Delivery Performance

The following graph identifies the total number of requests for the reporting period. The columns are illustrated to demonstrate the number of requests that were met the contractor according to the Service Level Agreement (SLA) target of 3 days or as a breach of the SLA.

![Graph showing number of requests](image)

The following graph illustrates the completion time for the service delivery requests versus the target day of three days or less.

![Pie chart showing completion times](image)

**Data is from commencement of contract up to 13 May 2016.**
3.4 Education

3.4.1 Material Recovery Facility tours:
- Two tour groups from the Positive Learning Centre

3.4.2 Education Programs delivered to the community
- Recycling and worm farming education at Beaconsfield Kindergarten
- Recycling education at Pioneer Community Kindergarten
- Worm farming education at Mackay Kindergarten
- Recycling and Worm farming education at South Mackay
- Worm farming at Mackay District Special School with the high school students
- Worm farming education at Lady Gowrie Pioneer Valley Kindergarten Mirani
- Worm farming education at Petit Early Learning Journey Mirani

3.4.3 Community Composting Workshops
- Sponsored a free community composting workshop at the Mackay Community Gardens on Saturday 7 May to celebrate International Composting Awareness Week. Seventeen members of the community participated in this event.

3.5 Dump Vouchers

<table>
<thead>
<tr>
<th>Voucher Season</th>
<th>No. Vouchers issued</th>
<th>No. Vouchers used</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 (valid to 31 March 2015)</td>
<td>145,344</td>
<td>34,747</td>
<td>23.9%</td>
</tr>
<tr>
<td>13A (valid to 30 April 2015)</td>
<td>140,313</td>
<td>32,733</td>
<td>22.4%</td>
</tr>
<tr>
<td>13B (valid to 31 March 2015)</td>
<td>146,790</td>
<td>38,256</td>
<td>26%</td>
</tr>
<tr>
<td>13A (valid to 30 Sept 2015)</td>
<td>144,174</td>
<td>15,221 (to 13 May 2016)</td>
<td>10.4%</td>
</tr>
</tbody>
</table>
### Engineering & Commercial Infrastructure

**Monthly Review > 18 April 2016 to 13 May 2016**

<table>
<thead>
<tr>
<th>Total $ value of vouchers presented to date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014/2015 Financial Year (to 30.06.2015)</td>
</tr>
<tr>
<td>2015/2016 Financial Year (to 13.05.2016)</td>
</tr>
</tbody>
</table>

The graph reflects 13 periods to allow comparison with the same period last year. The redemption of vouchers continues to be higher than forecasted.

### 3.5 Community Engagement

This section monitors Waste Services engagement on the service provided. The following chart shows the number of media releases, media updates and the number of people reached by media releases on Facebook.

- **Press Release during the period:**
  - NI

- **Media Update during this period:**
  - "Do the right thing, use the right bin."

20,000 people reached and Facebook page shared 9 times.
The following chart shows the number of likes and positive comments, the number of neutral comments and the number of negative comments received on Facebook from media releases and media updates for Waste services.

ASSET MANAGEMENT

4.1 Hogan’s Pocket Landfill Waste Disposal Tonnages

The following chart represents the monthly tonnes disposed of at Hogan’s Pocket Landfill. This chart shows that tonnes this financial year have been down when compared with previous financial years.

---

MIN/08.06.2016  FOLIO 37750
4.2 Landfill Gas

The following chart depicts the monthly tonnes of CO₂ produced:

April operations resulted in a return to good gas flows with only one minor outage which was remedied by the landfill gas contractor. In comparison to the previous two months, there has been an improvement.

4.3 Greenwaste Management

The following graph illustrates the tonnage rates for greenwaste processed for the period, the cumulative tonnes of greenwaste processed for the year to date and the tonnes of greenwaste projected to be processed linearly. The production of processed greenwaste remains highly variable and the projected totals are a guide only.

The production of greenwaste remains variable. As expected, with the dryer weather, tonnes of greenwaste processed is starting to decline.
4.4 Projects

4.4.1 Significant Projects

Waste Services undertakes a range of projects across the business. Projects take the form of capital projects, planning, research and investigations.

<table>
<thead>
<tr>
<th>Council Project Management Phases</th>
<th>Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Planning (Plan)</td>
<td>On Track</td>
</tr>
<tr>
<td>2. Design (Des)</td>
<td>Potential Issue</td>
</tr>
<tr>
<td>3. Procurement (Proc)</td>
<td></td>
</tr>
<tr>
<td>4. Construction (Con)</td>
<td>Definite Issue</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project</th>
<th>Phase</th>
<th>Phase % Complete</th>
<th>Budget</th>
<th>Time</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell 3 Construction</td>
<td>Con</td>
<td>80%</td>
<td></td>
<td></td>
<td>Due to significant wet weather (January – March 2016) preparation of the clay lining and the subsequent installation of the geosynthetic lining system has delayed. Preparation of the clay lining has been completed with the commencement of deploying the geosynthetic liner in mid-May. It is now expected that the project will be completed in July 2016. Modelling currently shows that there is sufficient airspace in the existing facility to accommodate the region’s needs for landfills until Cell 3 commences operations.</td>
</tr>
<tr>
<td>MRF Renewal - Hardstand</td>
<td>Con</td>
<td>80%</td>
<td></td>
<td></td>
<td>This project sees phase two of the improvement with the sealing of the rear area. This will improve safety and environmental management. Work commenced on 19 April 2016. Expect sealing works to be completed by end of May 2016.</td>
</tr>
<tr>
<td>MRF Variation - Hopper</td>
<td>Con</td>
<td>20%</td>
<td></td>
<td></td>
<td>This project sees the installation of the hopper system to receive alternative glass products and improve crushed glass processing. This is currently in procurement phase with the contractor. Works planned to commence on 20 May 2016.</td>
</tr>
<tr>
<td>MRF Fire System Upgrade</td>
<td>Con</td>
<td>10%</td>
<td></td>
<td></td>
<td>This project covers the installation of an updated fire warning system. This provides reduced risk protection of staff and the asset. The project is being conducted under variation through the operating contractor and is currently in planning stage. Aim to complete within financial year.</td>
</tr>
</tbody>
</table>
4.4.2 Significant Non-Capital Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Phase</th>
<th>Phase % Complete</th>
<th>Budget</th>
<th>Time</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waste Services Contracts</td>
<td></td>
<td>75%</td>
<td></td>
<td></td>
<td>The Construction and Demolition Waste Recycling Facilities tender is currently being evaluated with a report being provided to Council in June 2016.</td>
</tr>
<tr>
<td>Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The Waste Haulage and Landfill Operation Services and the Paget Transfer Station Services tenders have closed and are now being evaluated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Work is now focussed on the Green Waste processing services tender with the aim of releasing this in early June 2016.</td>
</tr>
</tbody>
</table>

4.5 Material Recovery Facility Operations

The following graph identifies tonnages inbound and product to market for the Material Recovery Facility.

Types of product output will vary each reporting period. No glass fines went to landfill during April 2016.

MRF operations continue to achieve zero glass fines to landfill. 324 tonnes of crushed glass were produced during the period. Just under 53% of inbound tonnage was recycled during April 2016.
The following graph shows tonnages for inbound product received from domestic collections within the Mackay Region, Commercial collections and Isaac Regional Council.

During April 2016, 264 tonnes of crushed glass was used in commercial purposes.

Data is to end April 2016

REGULATORY COMPLIANCE

5.1 Surface Water Discharge Management

No matters to report.

5.2 Waste Facility Audits

Internal audits of MRC Waste Facilities have been ongoing. No significant issues to report for this reporting period.
Engineering and Commercial Infrastructure - Transport & Drainage

16 April 2016 to 13 May 2016
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OVERVIEW

This report is for Transport and Drainage activities April to May 2016. Please note that references to the April/May reporting period covers the period 16 April 2016 to 13 May 2016. Significant items in this period include:

- The second audit of the urban area mowing operations has been completed with improved outcomes continuing to be achieved. Some improvements have been identified in servicing during wet weather periods where it is difficult to service some drains due to wet, saturated ground conditions;
- The Capital Program continues to progress well and it is anticipated that the majority of projects will be completed or in progress at the end of the financial year;
- A high focus continues to be placed on completing Client Requests in an acceptable timeframe and prior to their respective assigned response times;
- Detailed work continues on the Bridge Asset Management Plan which is based on the Pitt & Sherry modelling outcomes and extensive local knowledge on the performance and recent rehabilitation of bridge structures.

Director Engineering and Commercial Infrastructure
SAFETY

1.1. Safety Incidents Reported
The incident statistic details a summary of the Transport and Drainage safety incident performance. Transport and Drainage aspires to achieve zero harm with a stretch target of zero injuries.

Incident Data Transport and Drainage

5 injury incidents including:
- Pulled muscle in shoulder
- 2 x Bli/Sting injuries
- Minor burn from a hot small motor
- Materials landing & injuring feet

There was no Lost Time injuries recorded within this month.

4 Near Miss Incidents involving vehicles also occurred in April.

Reporting is conducted at the end of each month.

1.2. Preventative Actions
To achieve improved safety performance a range of improvement initiatives are undertaken on a monthly basis. The following figure tracks the improvement process through implementation of the SafePlan Monthly Action Plans (MAPs) and the hazard inspectors.

For the month of April:
- 8 Hazard Inspections were scheduled and completed.
2.1. Capital Expenditure

The program is broken into 4 separate Operational Plans covering:
- Construction – Projects that are to be constructed this financial year
- Developer Related Projects – Allocation provided for Development Contributions
- Land Acquisition Projects – Allocation to acquire land for future projects
- Design Projects – Projects in the design phase

Following is the current expenditure by Operational Plan:

<table>
<thead>
<tr>
<th>Capital Program 5.05 Expenditure by Op Plan at 13 May 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Op Plan</td>
</tr>
<tr>
<td>5.05.02 - Capital Projects MRC Delivered</td>
</tr>
<tr>
<td>5.05.03 - Developer Projects</td>
</tr>
<tr>
<td>5.05.04 - Land Purchases</td>
</tr>
<tr>
<td>5.05.05 - Design Projects</td>
</tr>
<tr>
<td>Total 5.05</td>
</tr>
</tbody>
</table>

Based on the current expenditure rates the target of 90% should be achieved for Op Plans 5.02 and 5.03 with Op Plan 5.05 falling marginally short of the target. Op Plan 5.04 is likely to be underspent. The land acquisition process involves several external parties and the timing of the expenditure is difficult to predict.
2.2. Sealed Council Road Maintenance Expenditure

The following chart shows the Actual Cumulative Expenditure, Allocated Monthly Budget, Cumulative Budget per month and the Approved Budget for 2015/2016 financial year.

Seal road maintenance activities continue across the region with both programmed and reactive works being undertaken.

The actual expenditure is below budget as the actual costs for external service providers/suppliers being at least a month behind due to invoicing and payment cycles. Also, internal costs may not be accurately reflected due to reporting being undertaken in the middle of the month.

2.3. Unsealed Council Road Maintenance Expenditure

The following chart shows the Actual Cumulative Expenditure, Allocated Monthly Budget, Cumulative Budget per month and the Approved Budget for 2015/2016 financial year.

Formation grading has progressed throughout the region in line with our maintenance management system processes and programme.

The actual expenditure is below budget as the actual costs for external service providers/suppliers are at least a month behind due to invoicing and payment cycles. Also, internal costs may not be accurately reflected due to reporting being undertaken in the middle of the month.
2.4. **Street Cleaning Expenditure**

The following chart shows the Actual Cumulative Expenditure, Allocated Monthly Budget, Cumulative Budget per month and the Approved Budget for 2015/2016 financial year.

Street sweeping and cleaning in the Mackay City Centre area continues to be a high priority focus. Re-sealing of the revitalised footpaths is scheduled for the next period.

2.5. **Open Drainage Maintenance Expenditure**

The following chart shows the Actual Cumulative Expenditure, Allocated Monthly Budget, Cumulative Budget per month and the Approved Budget for 2015/2016 financial year.

Favourable weather has provided for good outcomes within the open drainage network.

Planning for the annual special maintenance works is in progress, with works scheduled to be completed prior to start of the wet season.
2.6. Bridge Maintenance Expenditure

The following chart shows the Allocated Monthly Budget, Cumulative Budget per month and the Approved Budget for 2015/2016 financial year.

---

2.7. Boat Ramp Maintenance Expenditure

The following chart shows the Actual Cumulative Expenditure, Allocated Monthly Budget, Cumulative Budget per month and the Approved Budget for 2015/2016 financial year.

---

An issue with the performance of equipment breakdowns is being experienced, such that surface cleaning has fallen behind schedule. Other contract resources have been engaged to clean the higher-risk ramps.
2.9. Road Maintenance Performance Contract (RMPC) with TMR

The following chart shows the forecast income and Total Amount Claimed from Department of Transport and Main Roads for 2015/2016 financial year for maintenance to State Controlled network.

![Forecast Income, Monthly Claim Amount, Income Received chart]

Formation grading works on the unsealed roads is in progress with good outcomes being achieved.

The income received is below the forecast income due to the delay associated with the invoicing and payment cycle and some works still being in progress and not complete, hence not able to be invoiced.

The forecast income will be fully recovered prior to end of year close.

CLIENT SERVICES

3.1. Requests for Maintenance Work

No customer surveys have been finalised for this period.

PROJECTS

4.1. Significant Projects

Significant Projects are assessed taking into account the Project Cost, the Project Risk and/or Community Interest. The following information was current as of the 13 May 2016.

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</tr>
<tr>
<td>4. Construction (Con)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>PHASE</th>
<th>PHASE % COMPLETE</th>
<th>BUDGET</th>
<th>TIME</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shakespeare Street Culvert Replacement</td>
<td>Con</td>
<td>60%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This period has seen good progress with commencement of the concrete channel and casting of headwalls and wing walls on the western drainage line. It is anticipated that
<table>
<thead>
<tr>
<th>PROJECT</th>
<th>PHASE</th>
<th>PHASE % COMPLETE</th>
<th>BUDGET</th>
<th>TIME</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Acquisition Ferris Gully</td>
<td>Proc</td>
<td>40%</td>
<td>✔</td>
<td></td>
<td>The deck units will be placed early June with project completion late August/September.</td>
</tr>
<tr>
<td>Dalrymple Road Bridge at Sonny Boy Creek</td>
<td>Proc</td>
<td>40%</td>
<td>✔</td>
<td></td>
<td>This has not progressed sufficiently and is unlikely to be achieved this financial year. Valuation report and Land Acquisition Agreement has been issued to land owner. Awaiting on acceptances from land owner.</td>
</tr>
<tr>
<td>Walters Avenue Reconstruction, Waverley Street to Bucasia Esplanade</td>
<td>Con</td>
<td>25%</td>
<td>✔</td>
<td></td>
<td>Tenders have been released for this project. Tenders close late May with an aim for the contract to be awarded at the last Council meeting for the financial year.</td>
</tr>
<tr>
<td>Waverley Street, Bucasia - northern end</td>
<td>Con</td>
<td>70%</td>
<td>✔</td>
<td></td>
<td>These three projects are progressing well with pavement, and kerb and channel already placed on the northern section. The forecast is for all three projects to be complete by late July.</td>
</tr>
<tr>
<td>Waverley Street, Bucasia - Walters Avenue to end</td>
<td>Con</td>
<td>50%</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salt Water Creek Bridge - N yumbarra Road</td>
<td>Con</td>
<td>60%</td>
<td>✔</td>
<td></td>
<td>Culvert works are substantially completed and pavement works are due to commence early June.</td>
</tr>
<tr>
<td>Bedford Road / Oak Street roundabout upgrade and slip lane</td>
<td>Con</td>
<td>10%</td>
<td>✔</td>
<td></td>
<td>Service relocations are currently being organised and pending the finalisation of those works the pavement works are due to commence late June. This is later than originally programmed and means full expenditure will not be achieved this Financial Year.</td>
</tr>
<tr>
<td>Intersection - Malcomson Street / Charles Hodge Avenue</td>
<td>Design</td>
<td>90%</td>
<td>✔</td>
<td></td>
<td>Design is still progressing. Pending completion of the design consideration will be given to the construction timing.</td>
</tr>
</tbody>
</table>