



## **MINUTES**

### **Ordinary Meeting**

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

**On Wednesday 9 March 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.

## **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 (Acting Chief Executive Officer), Mrs P Jaenke (Minute Secretary), Mr D McKendry (Executive Officer), Mr J Devitt (Director - Engineering & Commercial Infrastructure), Ms A Nugent (Director - Development Services), Mr J Carless (Director - Capital Works), Mr S Bourke (Acting Director - Community & Client Services), Ms K Lamb (Director - Organisational Services), Ms K Verroen (Coordinator Corporate Governance) and Ms L Thrupp (Communications Coordinator).

The meeting commenced at 10:00 am.

## **2. OPENING PRAYER**

Aux-Lieutenant David Dobbie from the Salvation Army led those present in Prayer.

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

Nil

## **4. APOLOGIES**

Nil

## **5. CONDOLENCES**

Nil

## **6. CONFLICT OF INTEREST**

Nil

## **7. CONFIRMATION OF MINUTES**

### **7.1. CONFIRMATION OF MINUTES - 23 FEBRUARY 2022**

#### **Council Resolution ORD-2022-39**

THAT the Ordinary Meeting Minutes dated 23 February 2022 be adopted.

**Moved Cr Mann**

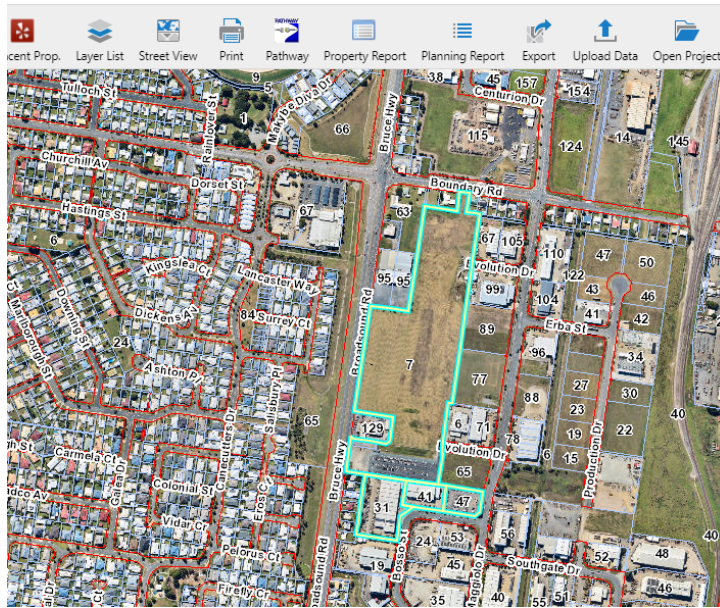
**Seconded Cr Green**

**CARRIED**

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



## UPDATE ON QUESTIONS ARISING FROM COUNCIL MEETING – 23 FEBRUARY 2022

AGENDA ITEM	MATTER	RESPONSE
11.1.1 Strategic Financial Report – January 2022	<b>Payment to Dept of Resources due to Amalgamation of Land</b> Cr Bonaventura sought further information on the funds paid to Dept of resources due to amalgamation of parcels of land.	<p>The Department of Resources have been conducting a data cleanse in line with their legislation and identified these parcels to be amalgamated.</p> <p>The larger lot was amalgamated with the 3 adjoining lots. The lots are in Paget, as per photo below. The ratepayer is Taipan Corporation Pty Ltd.</p> 

## 9. MAYORAL MINUTES

Nil

## 10. CONSIDERATION OF COMMITTEE REPORTS & RECOMMENDATIONS

### 10.1. AUDIT COMMITTEE - MINUTES OF MEETING - 24 FEBRUARY 2022

<b>Author</b>	Secretariat (Jeanne Ronald)
<b>Responsible Officer</b>	Executive Officer (David McKendry)
<b>File Reference</b>	Audit Committee

<b>Attachments</b>	1. Minutes of 24 February 2022 [ <b>10.1.1</b> - 8 pages]
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#### Purpose

To receive the draft final minutes of the Audit Committee (the Committee) meeting held on 24 February 2022.

#### Related Parties

Nil

#### Corporate Plan Linkage

Priority: Organisational Performance

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

#### Background/Discussion

In accordance with Section 211 (1) (c) of the *Local Government Regulation 2012* (the regulation), the Committee must as soon as practicable after a meeting, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.

Furthermore, under Section 211 (4) of the regulation, the Chief Executive Officer must present the report at the next meeting of the local government.

#### Consultation and Communication

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

#### Resource Implications

Nil

#### Risk Management Implications

Nil

#### Officer's Recommendation

THAT the minutes of the Audit Committee meeting of 24 February 2022 be received.

Mayor Williamson noted the retirement of Peter Tait, who had been an very good Audit Committee Chair, and welcomed Monica McKendry who is joining as the new external member.

Cr Englert noted that the Chair had closed the Audit Committee meeting to discuss employee misconduct investigations and requested further information on this and would like to view the report.

Mayor Williamson advised that he would take the request on notice.

**Council Resolution ORD-2022-40**

**THAT the minutes of the Audit Committee meeting of 24 February 2022 be received.**

**Moved Cr Bella**

**Seconded Cr Hassan**

Cr Bella noted that the Audit Committee was doing great work and commended the Council Officers who contribute at the meetings. Cr Bella expressed his disappointment at Mr Tait's retirement but wished him well for the future and looks forward to working with Mr Cronin.

**CARRIED**



## FINAL MINUTES

### Audit Committee

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

On Thursday 24 February 2022

AUDIT COMMITTEE - THURSDAY 24 FEBRUARY 2022

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**AUDIT COMMITTEE - THURSDAY 24 FEBRUARY 2022**

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Chair Mr P Tait acknowledged the traditional custodians of the land on which we meet today, the Yuwibara and Yuibera people and paid his respects to their Elders past and present. He also extended his acknowledgement to all Aboriginal members of the Birri Gubba Nation.

**1. ATTENDANCE****Committee Members:**

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

**Observers:**

Cr K May and Cr B Hassan.

**Council Officers:**

Mr M Thomson (Chief Executive Officer), Mrs K Lamb (Director Organisational Services), Mr J Rule (Manager, Financial Services), Mrs M Harris (Senior Internal Auditor), Mr D McKendry (Executive Officer) and Mrs J Ronald (Minute Secretary)

**Visitors:**

Mr P Hinton (External Auditor, SBB Accountants), Ms M Manual (Senior Manager, QAO), Mrs J Wix (Internal Auditor), Mr J Devitt (Director, Engineering & Commercial Infrastructure), Ms M McKendry (new external member), Ms S Shuttlewood (Co-ordinator, Performance & Risk), Mr J Carless (Director, Capital Works), Mr J Ackerman (Manager, Strategic Planning), Mr S Boyd (Manager, Water Treatment), Mr J Grandcourt (Manager, Waste Services) and Mr R Francisco (Manager, People & Culture).

The meeting commenced at 10:00 am.

The Chair welcomed Ms M McKendry as an observer for today's meeting. Ms McKendry is the incoming new external member, after this meeting and thanked the Council for the opportunity to assist in the transition. The Chair also welcomed Mr D McKendry to the meeting who is taking over the role of Mr J Pappalardo.

**2. APOLOGIES**

Nil

**3. CONFLICT OF INTEREST**

Nil.

**4. CONFIRMATION OF MINUTES****Council Resolution AC-2021-116**

THAT the minutes of the Audit Committee held on 02 December 2021 be accepted.

**Moved Tim Cronin**

**Seconded Cr Bella**

**CARRIED**

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AUDIT COMMITTEE - THURSDAY 24 FEBRUARY 2022

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

**Action – Director Organisational Services to provide out of session, information of any trends identified in the nature of fraud detected along with measures to address those trends – Completed - Email sent to Committee on 10 December 2021.**

**6. REPORTS TO BE TABLED****6.1. EXTERNAL AUDIT & QAO BRIEFING REPORT**

Ms Manual highlighted to the Committee the QAO's Report 'Regulation animal welfare services' which was tabled to Parliament on 30 November 2021. This report assesses the Department of Agriculture and Fisheries' engagement with the RSPCA and highlighted the regulatory role of public service entities played in the animal welfare services under the legislation. Ms Manual also advised of debrief meeting opened for Council to attend on 06 April 2022.

Ms Manual referred to Appendix C of the report of potential consideration of the Committee in upcoming meetings.

**Action - QAO to provide the report including the self-assessment checklist and information about 06 April 2022 meeting.**

**Audit Committee Resolution AC-2021-117**

**THAT the Audit Committee receive the attached briefing paper.**

**Moved Tim Cronin**

**Seconded Cr Bella  
CARRIED**

**6.2. EXTERNAL AUDIT PLAN 21/22**

Mr Hinton, SBB Partners presented the plan to the Committee. The committee noted the importance of the asset valuations process as this has caused some concerns over the years and to ensure any note disclosures will need to be made.

**Audit Committee Resolution AC-2021-118**

**THAT the Audit Committee receive the External Audit Plan for the financial year ending 30 June 2022 from the external auditors, SBB Partners.**

**Moved Tim Cronin**

**Seconded Cr Bella  
CARRIED**

**6.3. STRATEGIC FINANCIAL REPORT**

**Audit Committee Resolution AC-2021-119**

**THAT the Audit Committee receive the Strategic Financial Report for December 2021.**

**Moved Cr Williamson**

**Seconded Cr Bella  
CARRIED**

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AUDIT COMMITTEE - THURSDAY 24 FEBRUARY 2022

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**6.4. PROFORMA FINANCIAL STATEMENTS & PROJECT TIMELINES 2021/2022**

The Committee provided feedback on the proforma and thanked Financial Services for the opportunity. The committee agreed with the approach of the separation in the statements of employee entitlements from Accounts Payable and Provisions.

**Audit Committee Resolution AC-2021-120**

**THAT the Audit Committee receive the 2021/22 MRC proforma accounts and the associated Financial Statements timeline and provide feedback.**

**Moved Cr Williamson**

**Seconded Tim Cronin  
CARRIED**

**6.5. ACCOUNTING FILE NOTES 2021/22**

The Committee held discussions on WIP and noted the exposure of the internal control deficiencies in this area and the potential risk with the outstanding \$17M from last financial year. The committee requested future reports on the WIP given the potential exposure and risk in this area.

The Committee also noted the feedback from SBB Partners around the WIP, in that this needed to be completed in a timely basis and there is a continually delay in the WIP process. There is a risk as Council is understating depreciation in not having that asset recorded.

**Action - Manager Asset Management & Manager, Financial Services - Ensure future reports to the Committee around the WIP. This report is to include:**

- Clearings the numbers as at 30 June 2021 - the backlog
- How long it is taking to clear the current items in terms of days
- To include the total costs of the WIP ie opening and closing balances

**Audit Committee Resolution AC-2021-121**

**THAT the Audit Committee receive the interim 2021/22 accounting file notes and provide feedback.**

**Moved Tim Cronin**

**Seconded Cr Williamson  
CARRIED**

**6.6. ASSET MANAGEMENT UPDATE****Audit Committee Resolution AC-2021-122**

**THAT the Audit Committee note the update for Asset Management.**

**Moved Cr Williamson**

**Seconded Tim Cronin  
CARRIED**

**10.45am Cr May and Cr Hassan left the Council Chambers.**



AUDIT COMMITTEE - THURSDAY 24 FEBRUARY 2022

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**6.7. CAPITAL WORKS REVIEW - PRESENTATION**

Mr J Carless (Director, Capital Works) presented to the Committee.

**6.8. INTERNAL AUDIT - PROGRESS REPORT**

**Audit Committee Resolution AC-2021-123**

**THAT the Internal Audit Progress Report be received by the Audit Committee.**

**Moved Tim Cronin**

**Seconded Cr Bella  
CARRIED**

**6.9. INTERNAL AUDIT REPORT - BUSINESS PROCESS DOCUMENTATION**

Ms G Soares of Vincent's presented the report to Council via Microsoft Teams.

**Audit Committee Resolution AC-2021-124**

**THAT the Internal Audit Report – Business Process Documentation be received by the Audit Committee.**

**Moved Tim Cronin**

**Seconded Cr Bella  
CARRIED**

**11.50am Cr May and Cr Hassan re-entered the Council Chambers.**

**6.10. INTERNAL AUDIT - AUDIT ACTIONS REGISTER**

The Committee noted and extended their appreciation to Council - Executive Leadership Team in ensuring the significant delays on the register are addressed and actioned.

**Audit Committee Resolution AC-2021-125**

**THAT the Audit Action Register as at 31 December 2021 be reviewed by the Audit Committee.**

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

**Moved Tim Cronin**

**Seconded Cr Bella  
CARRIED**

AUDIT COMMITTEE - THURSDAY 24 FEBRUARY 2022

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#### **6.11. INTERNAL AUDIT REPORT - HUMAN RESOURCES - EMPLOYEE MISCONDUCT INVESTIGATIONS**

##### **Audit Committee Resolution AC-2021-126**

**THAT the Internal Audit Report – Human Resources – Employee Misconduct Investigations be received by the Audit Committee.**

**Moved Cr Williamson**

**Seconded Tim Cronin  
CARRIED**

**1.00pm      The Chair closed the meeting for a closed session with the Committee Members and Chief Executive Officer.**

**1.15pm      The closed meeting ended, and the committee adjourned for lunch.**

**1.30pm      The meeting resumed.**

#### **6.12. ENTERPRISE RISK MANAGEMENT REPORT**

##### **Audit Committee Resolution AC-2021-127**

**THAT the Audit Committee receive the ERM – Strategic Risk – Quarterly Report (October – December 2021)**

**Moved Cr Williamson**

**Seconded Tim Cronin  
CARRIED**

#### **6.13. RISK FOCUS PRESENTATION - CLIMATE CHANGE**

Mr J Ackerman (Manager, Strategic Risk) presented to the Committee.

#### **6.14. ENVIRONMENTAL REGULATIONS PRESENTATION**

Mr S Boyd (Manager, Water Networks) and Mr J Grandcourt (Manager, Waste Services) presented to the Committee.

#### **6.15. MRC VALUES - PRESENTATION**

Mr R Francisco (Manager People & Culture) presented to the committee.

### **7. OTHER BUSINESS**

#### **7.1. REVIEW OF ANNUAL MEETING PLAN**

The Committee noted the next risk focus session for Change Management to be moved to the August meeting.

Further the Committee requested a presentation following on today's Climate Change Presentation on the status of Council's overall emissions which breaks down its carbon footprint, the drivers, future targets and measures in place. It will also include an update on Council's implementation of the Sustainability and Environment Strategy. This is to be schedule for the May meeting.

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**AUDIT COMMITTEE - THURSDAY 24 FEBRUARY 2022**

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The Committee requested an update for August meeting for the Capital Works Review.

The Committee also requested for the May meeting, a presentation on the QAO report on the regulation of animal welfare and the role of Council in this area.

**Action - Secretary to amend meeting plan and make the necessary arrangements.**

**7.2. NEXT MEETING**

The Chair advised this was his last meeting and he passed on his thanks to the Council and the staff for their support during his term. He made special mention to Ms K Lamb and the Financial Services team on their hard work each year to deliver the financial statements; Ms M Harris and Ms J Wix (Internal Audit) in the very high standard of reports; Mrs J Ronald for her support as Minute Secretary; and lastly to Ms S Shuttlewood and her team (Performance & Risk) on the progress during his term around Council's risk register and the new committee members will look forward to the results of the KPMG review in this area.

The Chair also thanked his fellow Committee members and Councillors and recognised their contribution to this committee.

Mayor G Williamson extended Council's thanks to the Chair for his contribution to this Committee, especially his insight and vision he brought to the meetings.

The next meeting is 19 May 2022.

**8. MEETING CLOSURE**

Meeting closed at 2:50 pm.

## 10.2. SUSTAINABILITY AND ENVIRONMENTAL ADVISORY COMMITTEE MINUTES

<b>Author</b>	Director Development Services (Aletta Nugent)
<b>Responsible Officer</b>	Director Development Services (Aletta Nugent)
<b>File Reference</b>	Sustainability and Environmental Advisory Committee (SEAC)
<b>Attachments</b>	1. 20220210 - MINUTES - Sustainability and Environment Advisory Committee [10.2.1 - 4 pages]

### Purpose

To receive the draft minutes of the Sustainability and Environmental Advisory Committee meeting held on 10 February 2022, for noting.

### Related Parties

Linked Group Services - Jason Sharam  
Dalrymple Bay Coal Terminal (DBCT) – Ricci Churchill and Aaron Cauchi  
North Queensland Bulk Ports (NQBP) – Luke Galea  
Sugar Research Australia (SRA) – Dylan Wendal  
Reef Catchments – Katrina Dent

### Corporate Plan Linkage

Priority: Environment

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

*Strategy: Sustainability* - Promote sustainable practices and respond to climate change in council operations.

### Officer's Recommendation

THAT the draft minutes of the Sustainability and Environment Advisory Committee meeting held on 10 February 2022, be received.

### Council Resolution ORD-2022-41

**THAT the draft minutes of the Sustainability and Environment Advisory Committee meeting held on 10 February 2022, be received.**

### Moved Cr May

### Seconded Cr Green

Cr May highlighted several items from the report including the reports presented by Robyn Birkett and Cr Jones in relation to the Coast to Coast Conference, the update on the Parks restructure, the overview of the Sustainability Executive Group, the presentation on the Rubble to Reef project and the video produced by the North Queensland Bulk Ports which shows the creation of Bowen State School's Yarning Circle, which includes pillars from the old Bowen Wharf. Cr May noted Cr Green's interest in STEM and noted the Festival of STEM runs from 11 - 15 June 2022 and encouraged people to be involved.

**CARRIED**



**Mackay Regional Council  
Sustainability & Environment Advisory Committee**

**Minutes**

**Friday, 10 February 2022 – 1:00pm – 2:30pm  
Council Chambers**

<b>ATTENDEES</b>	
<b>Mackay Regional Council</b>	
Cr Karen May	Chair
Cr. Alison Jones (Deputy Chair)	Councillor
Cr. Michelle Green	Councillor
Aletta Nugent	Director, Development Services
Andrew Davidson	Manager Parks, Environment & Sustainability
Tim Ey	Sustainability Officer
<b>Representatives</b>	
Jason Sharam	Linked Group Services
Ricci Churchill	DBCT
Aaron Cauchi	DBCT
Luke Galea	NQBP
Dylan Wendal	Sugar Research Australia
Katrina Dent	Reef Catchments
<b>Apologies</b>	
Simona Trimarchi	NQBP



Item No. / Requestor	Discussion	Actions
1.	<b>Standing Item</b>	<b>Welcome, Acknowledgement of Country &amp; Apologies</b>
	<ul style="list-style-type: none"> <li>Cr May welcomed everyone and provided Acknowledgement of Country</li> </ul>	
2.	<b>Standing Item</b>	<b>Conflicts of Interest</b>
	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
3.	<b>Standing Item</b>	<b>Adoption of Previous Minutes</b>
	<ul style="list-style-type: none"> <li>Adopted</li> </ul>	
4.	<b>Standing Item</b>	<b>Outstanding Action Items</b>
	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
5.	<b>Standing Item</b>	<b>Strategic Funding Opportunities</b>
	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
6.	<b>Standing Item</b>	<b>Presentations</b>
	<ul style="list-style-type: none"> <li>Part of Agenda items</li> </ul>	
7.	<b>Standing Item</b>	<b>Agenda Items</b>
	<ul style="list-style-type: none"> <li>Coast to Coast Report – Cr Jones               <ul style="list-style-type: none"> <li>Robyn and Cr Jones presented information regarding the coast to coast conference.</li> <li>Cr Jones advised she can provide her presentation to anyone that is interested and to just email her</li> </ul> </li> <li>Overview of the new Parks and Environment Team – Aletta Nugent &amp; Andrew Davidson               <ul style="list-style-type: none"> <li>Aletta and Andrew provided an overview of the Parks restructure</li> <li>The restructure commenced in 2020</li> <li>Sustainability is now under Strategic Planning</li> <li>Water ways planning has also been moved to Strategic Planning</li> <li>Parks maintenance teams will be responsible for all assets, rather than single disciplinary ones</li> <li>Coordinator of Natural environment is now a Senior Environmental Planner under the new structure</li> <li>Still have natural areas maintenance team who is supported by an inspector of natural areas and their assets to determine what works need to be done.</li> <li>Lot of work done behind the scenes to work out what our natural assets are</li> <li>Approximately 20 positions will be filled shortly</li> </ul> </li> </ul>	



		<ul style="list-style-type: none"> <li>• Sustainability Executive Group – working group structure – Tim Ey <ul style="list-style-type: none"> <li>○ Tim provided an overview of the group</li> <li>○ The Sustainability Executive Group currently have 3 working groups up and running – being Natural Assets and Biodiversity, Corporate Waste Management and Energy, whilst the working groups for Corporate Strategy and Climate risk groups have been put on hold until the corporate plan is finalised.</li> <li>○ Tim provided an overview of the Energy and Carbon working group and the projected savings by 2040</li> <li>○ Overview given on the Natural Assets and Biodiversity Working group</li> <li>○ Tim discussed the Corporate Waste Working group and this generated a lot of interest and discussion with the SEAC participants</li> <li>○ Climate Risk working group and Corporate Strategy Working Group briefly discussed</li> </ul> </li> <li>• Mackay Rubble to Reef Project – Katrina Dent, Reef Catchments <ul style="list-style-type: none"> <li>○ Katrina presented the Rubble to Reef project and advise of the time frames of the project outcomes</li> <li>○ Overview was given regarding the construction of the modules, materials used, weight etc</li> <li>○ Installation of the modules will assist in improving and resorting reef ecosystems</li> <li>○ The installation of the modules will also benefit recreational fishing groups</li> <li>○ North Queensland Bulk Ports and James Cook University will likely conduct the monitoring of the fish stocks, coral colonisation and survival rates on the HR modules.</li> <li>○ Katrina advised how they had received \$300k funding for the project, but now due to no barges being in the Mackay Region, will require an extra \$60k to cover the barge costs. Luke advised that he believed there were barges in Mackay and he will provide Katrina the details directly.</li> </ul> </li> </ul>	
<b>8.</b>	<b>Standing Item</b>	<b>General Business</b>	
<b>8.1</b>		<p><b><u>Stakeholder updates</u></b></p> <ul style="list-style-type: none"> <li>• DBCT <ul style="list-style-type: none"> <li>○ Ricci and Aaron provided an overview on DBCT's sustainability projects</li> <li>○ DBCT have also commenced work on the sustainable procurement strategy and sustainable waste management strategy and are keen to gain insights and knowledge from others in the group that are doing the same.</li> <li>○ Currently also planning for their level 2 energy audit, as part of their climate change strategy scope.</li> </ul> </li> <li>• Reef Catchments <ul style="list-style-type: none"> <li>○ As per the presentation on Mackay Rubble to Reef Project</li> </ul> </li> <li>• Sugar Research Australia <ul style="list-style-type: none"> <li>○ Dylan discussed how they are still working on the Water Quality Trail and the monitoring of those results</li> <li>○ Once the data is compiled and the crop is harvested later in the year, SRA will share the results with the group.</li> </ul> </li> </ul>	



		<ul style="list-style-type: none"> <li>• <b>Linked Group</b> <ul style="list-style-type: none"> <li>○ Jason advised how Linked Group are working with the Gatton Shire Council and helping them with their organic waste recycling</li> <li>○ Linked Group had met with the Mayor and CEO and discussed the PDA and the energy requirements for the area</li> <li>○ Currently working with QFDS in the manufacturing of solar benches and how Townsville Regional Council is interested in acquiring these</li> <li>○ Jason discussed the solar powered pontoon for the Pioneer River</li> <li>○ Linked are now SAI Global Accredited</li> <li>○ Jason advised how Linked have participated in the Mackay Northern Beaches State High School STEM activities and provided sponsorship toward the Human Powered Vehicle.</li> </ul> </li> <li>• <b>NQBP</b> <ul style="list-style-type: none"> <li>○ Luke presented a YouTube video on NQBP and their involvement in creating the Bowen State School's Yarning Circle. The pillars of the Yarning Circle were the old replacement timber pylons from the refurbishment of the Bowen Warf. This was an action in NQBP's Reconciliation Action Plan (RAP).</li> <li>○ Discussed Kev Kane and how he is undertaking a feasibility project looking into the creation of habitat out of dredge spoil and suggested we invite Kev to the next meeting.</li> <li>○ Luke also spoke about the JCU study that is looking at port infrastructure for habitat (Mackay and Hay Point).</li> </ul> </li> <li>• <b>MRC</b> <ul style="list-style-type: none"> <li>○ As per the presentations done by MRC</li> <li>○ Cr Green encouraged people to get involved with sponsorship, judges and mentors for the Festival of STEM – 11-15 June 2022. More details can be found on the website: <a href="http://www.whitsundaystemchallenge.com.au">www.whitsundaystemchallenge.com.au</a> or by contacting Leanne Williams from CQ University on <a href="mailto:c.williams@cqu.edu.au">c.williams@cqu.edu.au</a> or 4940 7450 / 0409 053 989.</li> <li>○ Andrew Davidson advised everyone that due to the restructure of Parks and Environment, Lisa Kermode will no longer be involved in the SEAC meeting as the role will now sit under the Senior Environmental Planner. They will be invited to the meeting, once the position is filled.</li> </ul> </li> </ul>	
<b>9.</b>	<b>Standing Item</b>	<b>Next Meeting</b>	
<b>9.1</b>		<ul style="list-style-type: none"> <li>• Thursday, 19 May 2022 – 1:00 pm – 2:30 pm – Council Chambers</li> <li>• Friday, 19 August 2022 – 1:00 pm – 3:00 pm – Council Chambers</li> </ul>	

Meeting closed:

2:40pm

Minutes Recorded by:

Collette Maguire



## 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 - FEBRUARY 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 - February 2022 [11.1.1.1 - 21 pages]

#### **Purpose**

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

#### **Related Parties**

Nil

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

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

The Acting Chief Executive Officer Angela Hays, provided an overview and highlights of the Office of Mayor and CEO Monthly Review Report for February 2022, expressed pleasure at being back in Council Chambers and thanked the MECC staff for their work in hosting the Council Meetings earlier this year during COVID restrictions. The Acting CEO advised that a contingent of SES volunteers had travelled from the Mackay, Isaac and Whitsunday Regions to assist with flood recovery efforts in southern Queensland.

Cr Seymour noted the incidents of aggression toward Council staff and queried if these were repeat offenders.

The Acting CEO advised that the incidents recently were not from repeat offenders and noted that offenders are able to be issued with temporary bans from venues.

Cr Bonaventura requested more detail and an example of the Job Demands Checklist.

The Acting CEO advised that this is specific to certain roles and explains the physical capabilities needed to perform that role safely. For example, librarians may be required to lift a certain weight safely, bend down to shelve books safely or be able to be on their feet for an extended period of time.

Cr Englert queried if the SES volunteer numbers per group could be reinstated as part of the report.

The Acting CEO advised that this would be done.

Cr May referred to the Jobs Demands Checklist and queried if this was a requirement across all Council areas.

The Acting CEO advised that it is not widespread at the moment, although it is used when Council needs to support an employee through a fitness for work process, however it's use is expected to grow over time.

Cr May queried how the Jobs Demands Checklist has been received by staff.

The Acting CEO advised that at the moment having it as a document not attached to a fitness for work, is making it a better experience for staff. The Acting CEO advised that as time goes on and Jobs Demands Checklists are introduced, they will provide clarity and improve the fitness for work process.

Cr Hassan noted the Mirani SES Vertical Rescue crew retrieved the broken binoculars from the Lamberts Beach Lookout and queried if this incident was caused by an act of vandalism.

The Acting CEO advised that it was an act of vandalism, the binoculars have been recovered but unsure of the extent of the damage.

Cr Bonaventura referred to the Administrative Action Complaints, noting that there were spikes in November 2021 and November 2020 and queried if there may be a reason for this.

The Acting CEO advised that there was a system error in November 2021 with Penalty Infringement Notices (PIN's) issued to people who actually had parking permits. The Acting CEO advised that she would have to investigate further in relation to the spike in November 2020.

### **Council Resolution ORD-2022-42**

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

**Moved Cr May**

**Seconded Cr Hassan**

Cr May highlighted several items from the report including the Governance and Safety team joining the Office of Mayor and CEO, reporting from the Business Improvement and Emergency Management areas, the planned resumption of Council in Community day in April, the external year to date grant funding received of \$19m, the work being done on the Corporate Plan 2022-2027, the second quarter Strategic Risk Report which was presented to the Audit Committee, the establishment of the Business Improvement working group, the review of a number of emergency management plans and the activities of the SES.

**CARRIED**



# Office of Mayor and CEO

Monthly Review

Period – February 2022



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## OVERVIEW

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

- There were no Lost Time Injuries (LTI's) during February. However, some of the earlier ones resulted in continued lost time with a total of 8 LTI's and now 76 lost days for the year to date.
- External funding received year to date is reported with an amount now exceeding \$19M YTD. This is a significant contribution to Council projects.
- Business Improvement and Emergency Management areas are reported on for this first time in this report with the temporary changes allowing focus on the Business Improvement project.
- It is exciting to now be able to hold Council meetings back in the Council Chambers, after a period at the MECC to meet COVID restrictions.

A handwritten signature in black ink, appearing to read "Angela Hays".

Angela Hays  
*Acting Chief Executive Officer*

## SAFETY

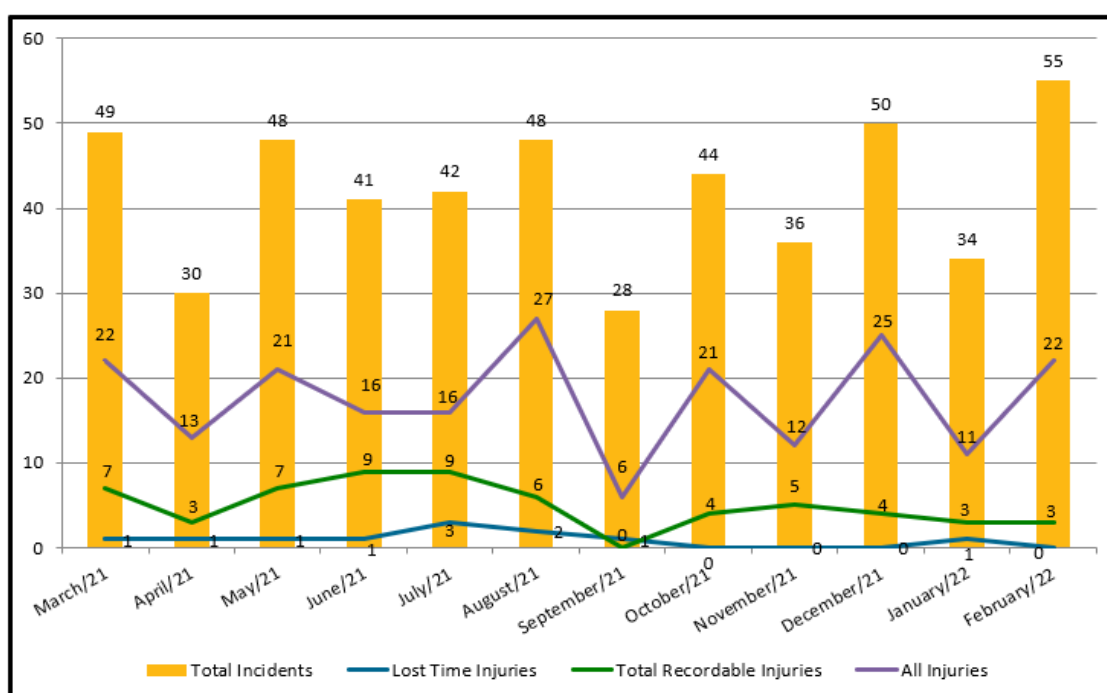
### 1.1. Overview

In February 2022:

- Seventy-seven safety interactions were undertaken.
- Nineteen site safety inspections were undertaken.
- 90% of monthly action plan activities were carried out.

Fifty-five incidents were reported involving MRC employees, contractors, and members of the public.

### Incidents and Injuries



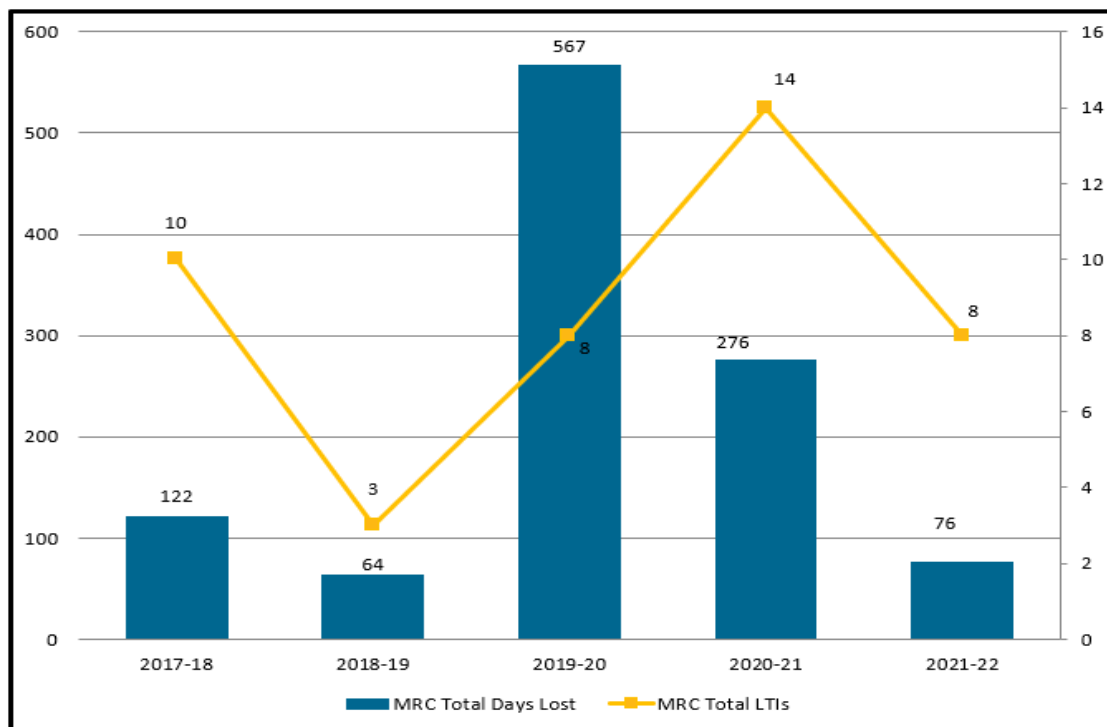
The following injuries to MRC employees were reported in February:

- Lost Time Injury, Suitable duties, and medical treatment injuries:
  - SDI- Stood up from sitting on a chair and felt a sharp pain in knee
  - MTI – While pulling weed with one hand and holding secateurs in the other, slipped and cut top of wrist with secateurs.
  - MTI - While working in 2.5 m deep trench, became overwhelmed by heat and humidity.
- First aid and non-treatment injuries:
  - NTI – While climbing into ATV hit head-on rear-view mirror.
  - NTI – While using blower to clear under truck, felt pain in back.

- NTI – Felt sharp sting on elbow while removing branches, suspected wasp sting
- FAI – While trimming hedge was stung by wasp.
- NTI – Rash occurred on arm after moving branches
- FAI – Officer harassed by member of the public, reported incident to on call officer and police.
- NTI – Fitting slasher skids, tripped on crouched worker's foot and fell. Items in pocket grazed nose
- NTI – Customer became aggressive during interaction with Customer Service Officers (2), two other staff were abused when supporting customer service officers. (4 psychological injuries in one event).
- NTI – Police called to remove aggressive customer, including refusal to wear a mask
- FAI – Staff member burnt hand whilst stirring a pot in the kitchen.
- NTI – Threats of violence made to officer attending property.
- NTI – While chaining down backhoe, slipped and hit elbow on truck tray.
- NTI – Slight twinge in back when getting in and out of truck and loader.
- NTI – Received green ant bites while pruning trees.
- NTI – While working on road reserve, resident came out and started yelling at employees.
- FAI - While cutting piece of fruit, knife slipped and cut finger.

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

#### Lost Time Injuries and Days Lost

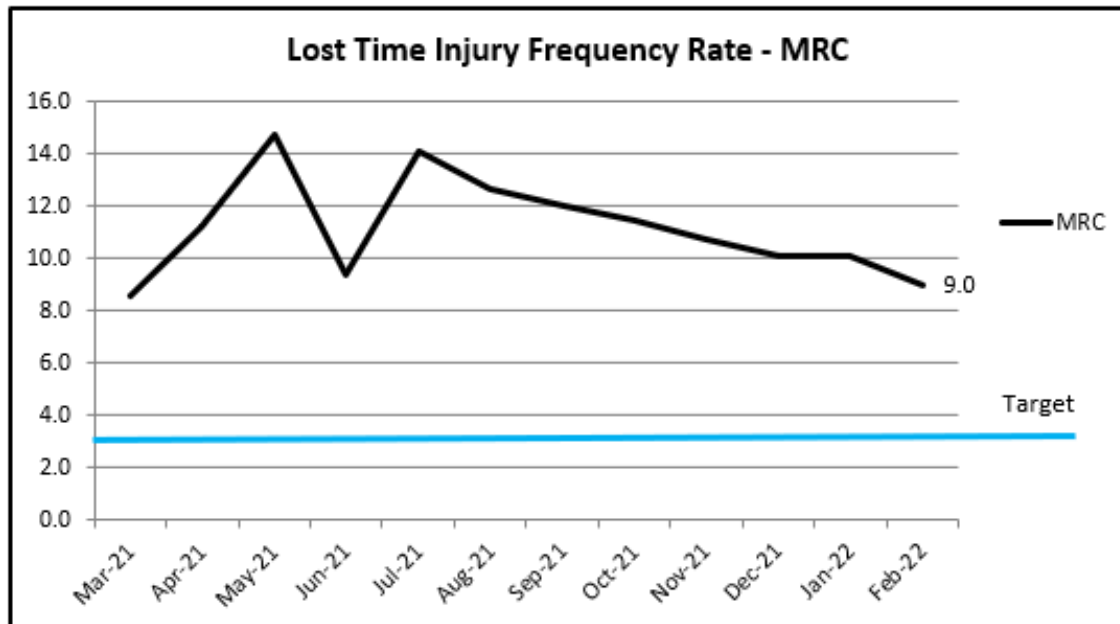


Department	2017-18		2018-19		2019-20		2020-21		2021-22	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Capital Works							1	10		
Community & Client Services	1	1	1	18	1	3	2	14	1	10
Organisational Services	2	25							1	3
Development Services	1	13	1	33	4	154	6	104	3	14
Engineering & Commercial Infrastructure	6	83	1	13	3	410	5	148	3	49
<b>Mackay Regional Council</b>	<b>10</b>	<b>122</b>	<b>3</b>	<b>64</b>	<b>8</b>	<b>567</b>	<b>14</b>	<b>276</b>	<b>8</b>	<b>76</b>

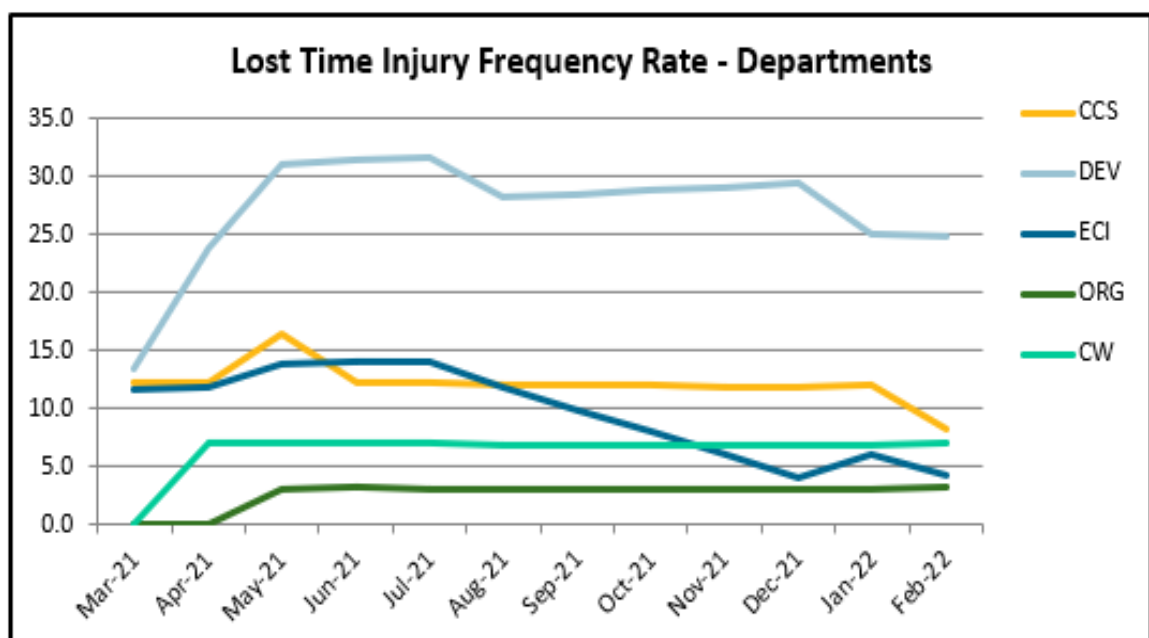
For the 2021-22-year, eight lost time injuries have been recorded:

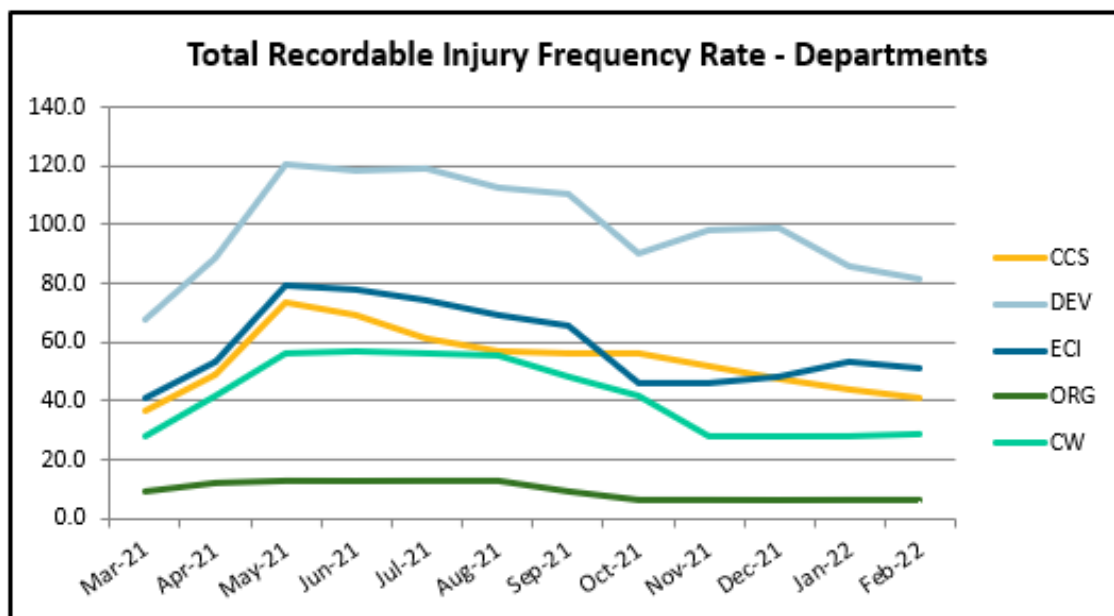
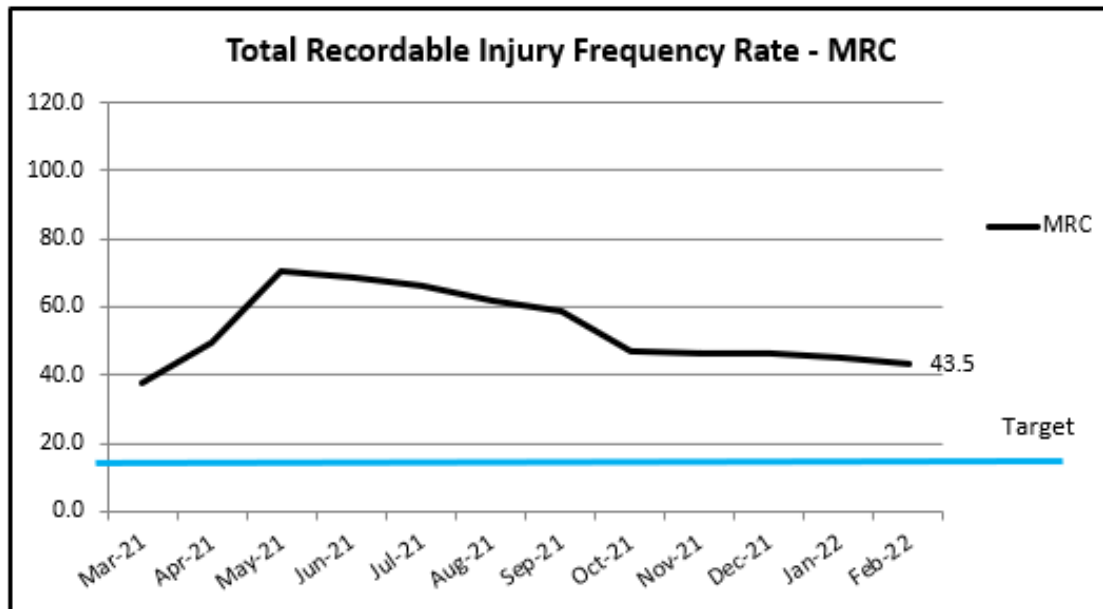
1. In July 2021, a person suffered a finger laceration after coming into contact with the blades of a sand spreader. Following minor surgery, ten days were lost whilst the person recovered.
2. In July 2021, a person had an allergic reaction to a tick bite on the head. One day was lost.
3. In July 2021, 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 3 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.

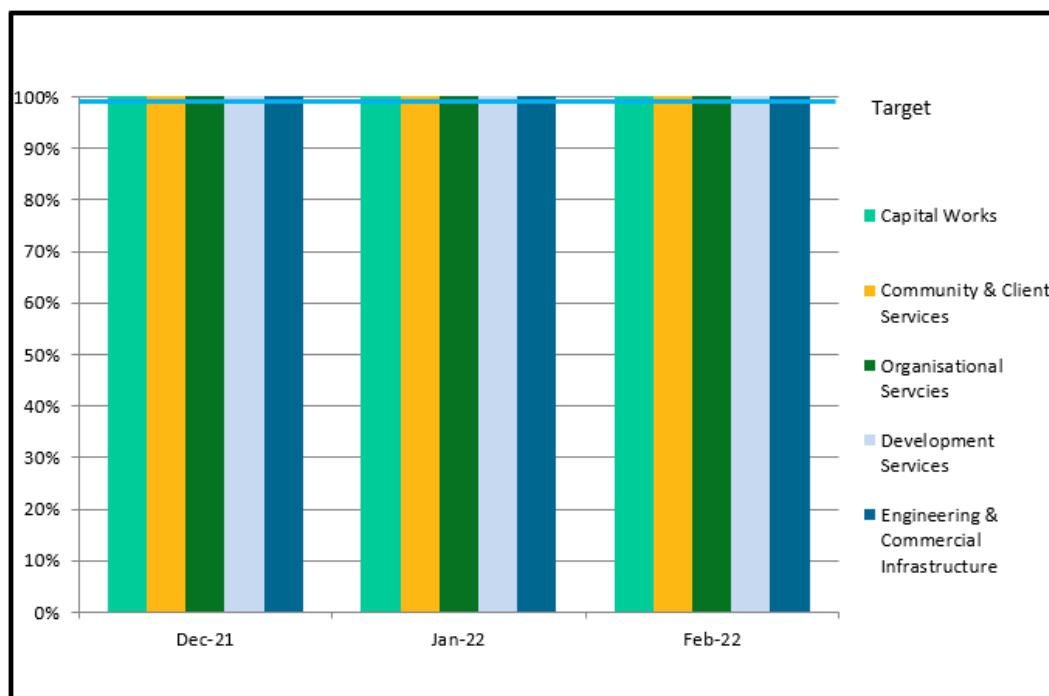


**Injury Frequency Rates 12 month rolling average**


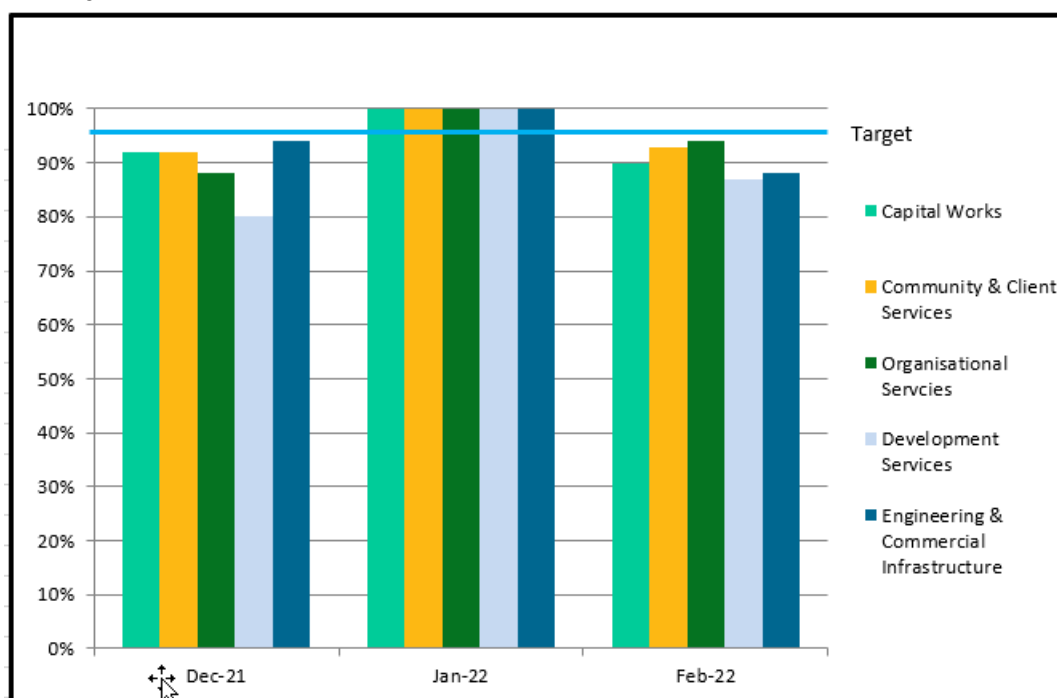
Eight lost time injuries have been recorded in the 2021-22 year.



**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 2020/21.

#### Councillor Activities

#### Councillor Activities

##### Council in Community Day

There was no Council in Community Day held in the month of February and the Council in Community Day for March was cancelled due to the attendance of several Councillors at the ALGWA State and National Conference.

##### Meetings/Briefings

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

- Ordinary Council Meetings – 9 and 23 February 2022
- Briefings – 2, 9, 16 and 23 February 2022

The Ordinary Meetings were moved to the MECC to allow Council to sit in a socially distanced venue with live streaming of Council meetings continuing to ensure public access.

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

### Legal Services

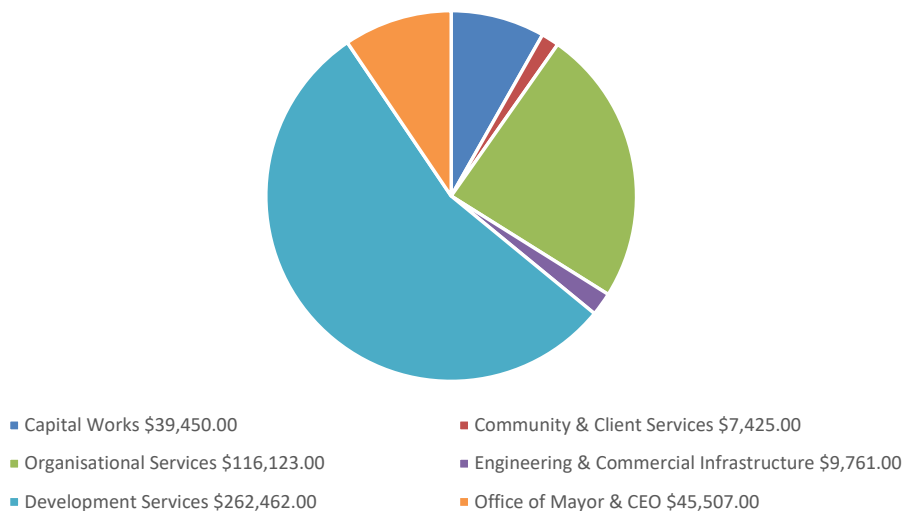
Legal Services is currently working on 205 Matters spread across all Directorates as follows:

Directorate	Matter Type	No.	No.
Capital Works	Aboriginal/Cultural Heritage	2	17
	Disputes/Litigation	1	
	Drafting/Reviewing	1	
	General Advice	3	
	Land Acquisition	7	
	Leasing/Licencing	2	
	Native Title	1	
CCS	Aboriginal/Cultural Heritage	1	25
	Disputes/Litigation	1	
	Drafting/Reviewing	7	
	Regulatory Compliance & Enforcement ( <i>particularly Warrants for overgrown properties and dangerous dogs</i> )	10	
	General Advice	6	
Development Services	Aboriginal/ATSI Cultural Heritage	1	27
	Disputes/Litigation	4	
	Infrastructure Agreements	2	
	General Advice	13	
	Land Acquisition/Disposal	2	
	Drafting/Reviewing	4	
	Land Tenure	1	
ECI	Land Acquisition	23	61
	Disputes/Litigation	7	
	General Advice	12	
	Infrastructure Agreements	1	
	Drafting/Reviewing	14	
	Land Tenure	1	
	Native Title	1	
	Leasing/Licencing	1	
	Regulatory Compliance & Enforcement	1	
OM&CEO	Land Acquisition/Conveyancing	3	21
	Disputes/Litigation	4	
	Drafting/Reviewing	4	
	General Advice	10	
Organisational Services	Disputes/Litigation	7	54
	General Advice	15	
	Drafting Reviewing	8	
	Investigation	1	
	Leasing/Licensing	21	
	Native Title	1	
	Land Tenure	1	
<b>TOTAL CURRENT MATTERS</b>			<b>205</b>

### External Fees Paid

Total external legal fees and outlays paid for the financial year to date are **\$480,728.00** 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 28 February 2022 being actually received by payments to Council is \$19,187,757.91.

The major components received in February being:

- Department of Communities, Housing and Digital Economy – Sarina Neighbourhood Centre \$30,945.00.
- Department of Communities, Housing and Digital Economy – Sarina Neighbourhood Centre Boost Payment \$20,000.00.
- Local Government Association of Queensland – QWRAP Bidpool Funding – Water Industry Worker \$ 41,250.00.
- Department of State Development, Infrastructure, Local Government & Planning – Financial Assistance Grant \$785,199.00.

Funding applications successful during February include:

- Department of Agriculture & Fisheries – Gooseponds Fish Hotels and Fish Habitat Promotion Project \$8,850.00.
- Department of Communities, Housing and Digital Economy – Sarina Neighbourhood Centre Boost Payment \$20,000.00.

## GOVERNANCE

### 3.1 Workplace Health & Safety

- Developed additional Job Demands Checklist to add to library.
- First Aid Risk Assessments developed.
- Incident investigations undertaken in conjunction with relevant programs/ work areas.
- Replacement of all Defibrillator pads.

### 3.2 Corporate Performance Planning & Reporting

- This month, the 2021/2022 second quarter Operation Plan report was tabled with Council who agreed to progress to adoption of the report.
- With the focus on reporting activities able to now be slowed until the next quarter, we turn our attention to the Corporate Performance Planning and Reporting Framework refresh through the Policy, Planning and Risk (PPR) Project.

In particular, Council, the CEO and Directors have been working together in finalising the Corporate Plan 2022-2027. It is expected that content will be validated next month in readiness for formal Council adoption soon after.

Additionally, a new layer of the Corporate Performance Planning and Reporting Framework has been developed this month in the form of ELT's Strategic Plan. The details of this will come to fruition shortly, cascading into the development of Department Plans during March.

Attention will then be turned to the development of the 2022/2023 Operational Plan, in line with the annual budget process.

### 3.3 Enterprise Risk Management

- This month the Audit Committee was presented with the second quarter Strategic Risk Report, where two control actions that have been identified as not meeting their progress target were discussed. Despite having two control actions behind target, there is no evidence of negative impact on MRC's capacity to meet its corporate objectives.

The relevant business areas are progressing the required changes to ensure improved progress moving forward.

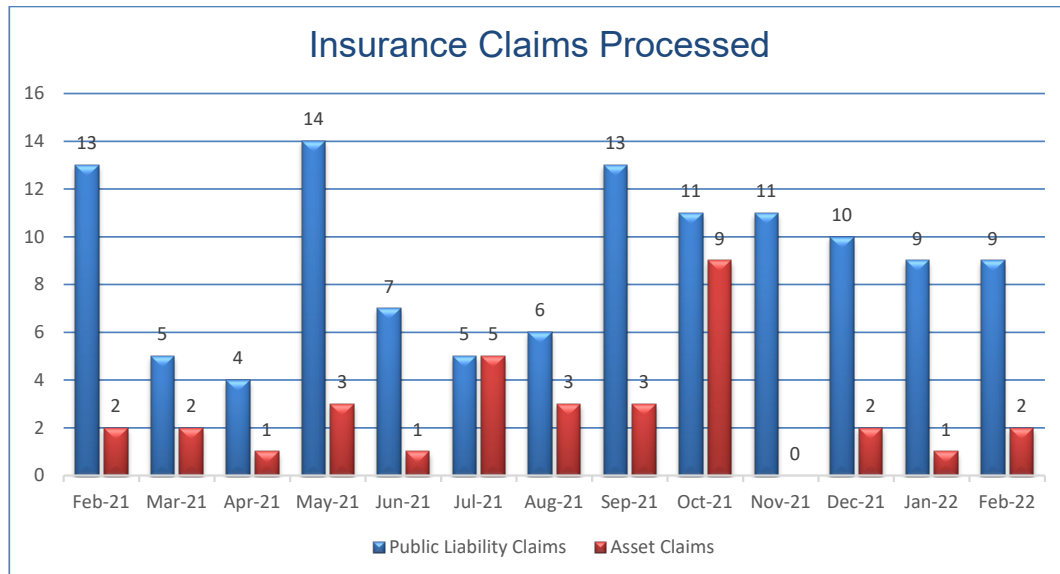
- The PPR Project that will deliver improvements to MRC's Enterprise Risk Management Framework continues this month, enhancing not only the maturity of the framework but also the level at which risk is embedded in our business.

Specifically, this month, the roll out of the refreshed approach to consequence definitions has commenced through the annual strategic risk review process as planned.

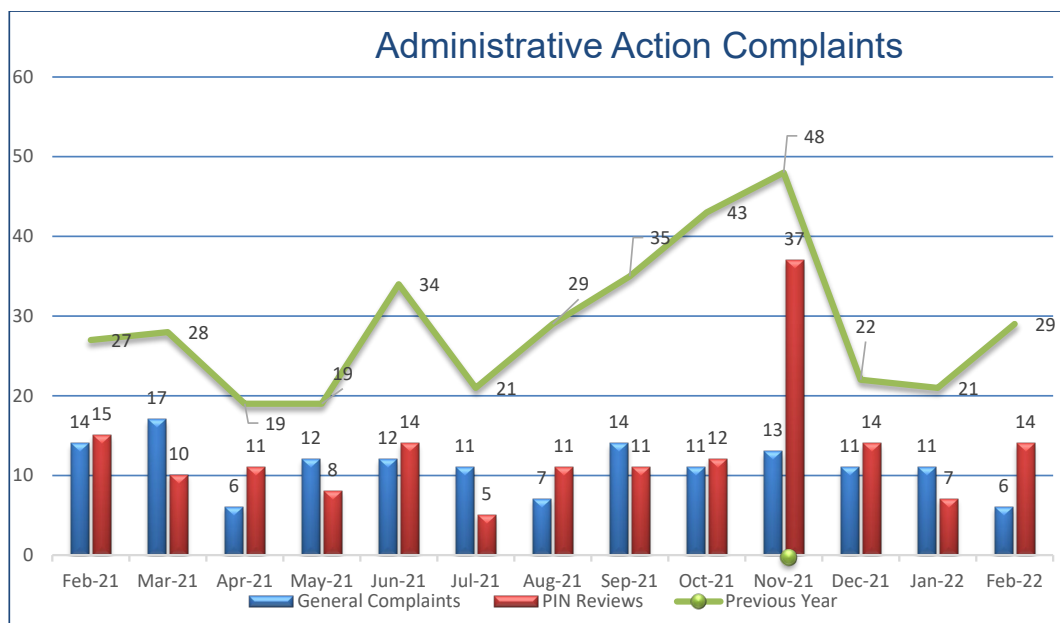
Next month, the build of a new look Risk Register that for the first time identifies both strategic and operational risks moving forward will be progressed. Additionally, a refreshed approach to risk reporting will be explored and the Enterprise Risk Management framework updated to reflect.

- Throughout February, business continuity in an operational context continues to be a focus in response to Government directions regarding the COVID-19 pandemic. Business continuity is also a focus of MRC's COVID-19 Management Response Group.



### 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 February 2022	Documents Requested	Status
11 of 21/22	Request regarding Drainage Study from 2001 to 2003 East Mackay	
12 of 21/22	Copies of correspondence between Council and Surf Lifesaving Queensland	

 In Progress	 Complete
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### 3.5 Fraud & Corruption Prevention

2021/22 Fraud and Corruption Prevention Plan Actions for February 2022		
Action No.	Action Description	Status
	Nil matters to report for February 2022.	

### 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			
The next Audit Committee is scheduled for 24 February 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	

## BUSINESS IMPROVEMENT

### 4.1 Overview

The Business Improvement (B.I.) working group was officially established on 1 February and has settled into their accommodation in Wellington St, early works in this initial period have included:

- Clarification of key deliverables for the B.I. team over the coming months with detailed planning for delivery commenced.
- Human Resource (HR) Services Review working group established with Director Organisational Services as Sponsor. The core purpose of this review is to support effective and efficient delivery of human resource functions. Planning has commenced to collaborate with managers and the HR functional teams to identify opportunities for improvement.

## EMERGENCY MANAGEMENT

### 5.1 Key Updates

#### **Review Cyclone Shelter Management Sub Plan**

Completing final internal review (Emergency Management Team). Will be provided to LDMG members for final feedback and then endorsed by the LDMG. The managed and owned Public Shelter – Operations Checklist Description is still with QBuild for amendments to be completed.

#### **MRC Bushfire Mitigation Sub Plan**

Plan is gaining momentum with key stakeholders actively involved in the development of the plan, internal (MRC departments) and external (QFES). Across the MRC geographical area, 14 areas have been identified as high potential or priorities. These potential/priorities areas were also identified from the Mackay Area Fire Management Group, Bushfire Risk Mitigation Plan, April 2021 to 31<sup>st</sup> August 2021, Operational Cool Burn 2021.

#### **MRC Essential Services and Critical Infrastructure Power Requirements – Ergon**

Continuing with the compiling of data for Ergon. This includes; generator required, capacity, generator able to be plugged in, site access, location, can the asset run without power (gravity fed), if so how long etc.

#### **Disaster Risk Reduction**

The second Disaster Risk Reduction Officer will commence with MRC on the 21st March 2022. This role is funded under the QLD Resilience and Risk Reduction Funding Program. Both these positions will work hand in hand in identifying and building resilience and risk reduction strategies across the Mackay Regional Council Region.

#### **COVID-19 Update**

Council is continuing to respond to COVID-19 under the directions of QHealth.

**Disaster Risk Reduction Project Officer**

Desktop research and analysis have been completed, and consultation undertaken with key stakeholders such as Associate professor Michelle Villeneuve from University of Sydney, NDIS Local Area Coordinator – Feros Care, Queensland Fire and Emergency Services – Central and Northern Region Emergency Management Coordinators, and the MRC Community Programs Team, to develop risk assessment and gaps within the local community. Project brief developed with pathways to achievable goals including project sustainability and exit strategies.

The project objectives include:

1. Development of shared community risk profiles
2. Capacity building among communities at risk through education and awareness
3. Build capacity and awareness for enhancing community resilience
4. Establishing a set of tools and guiding principles to enhance community resilience

Project will be executed in collaboration with:

1. Queensland Fire and Emergency Services
2. Queenslanders with Disability Network

Project will be supported by:

1. University of Sydney through research and data analysis
2. National Recovery and Resilience Agency

**Community Resilience Plan**

The development of the Eungella Community Risk Profile has commenced. As it is a community based and led plan, an introduction of the project and its plan has been developed for the key stakeholders, key community leaders and the local community members. The introduction of the project will be through Council Community Development Officer – Anna Kahler, to the Eungella Progress Association, and will lead to the development of the Eungella Community Risk Profile.

The Community Resilience Plan would lead to the development of the MRC Community Resilience Sub Plan (as an exit strategy) that would include P-CEP and the Community Risk Profile template. Through the development of this sub plan, there will be extensive consultation with various stakeholders on the LDMG, internally in MRC (Community Programs), external stakeholders (QFES, SES), Progress Associations, traditional landowners and so on.

**Person-Centred Emergency Preparedness (P-CEP)**

The development of the PCEP workshop material has completed in collaboration with QDN and QFES. Workshop will be co facilitated with QFES and QDN. Workshop material has been sent through to Council Corporate Communications Team for branding approval before public training begins. Workshops are expected to commence in mid to late march taking into consideration of availability of co facilitators, participants and Isaac and Whitsunday Council.

### SES Operations

Mackay SES Unit has been busy with activations this month with two trees falling, with one landing on the driveway of a home and the other landing on the home. Three storm related activations with roof leaks and one Small Ambulance assist activation for a person who was injured while walking at Cape Hillsborough followed by a large land search for a miss lady at Koumala.



*Sarina and Campwin beach Groups conducting a night search training at Campwin beach lookout.*



*Mackay SES Member cutting up a fallen tree in a driveway at East Mackay*



*Mirani SES Vertical Rescue crew assisting Council by collecting the broken Binoculars from Lamberts Beach Lookout.*

### 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	0	18.00	4.00	1.00	0
Mackay	407.15	580.50	4.30	72.00	0
Mirani	290.30	60.30	6.00	9.45	0
Sarina	31.00	25.00	2.00	31.00	0
Armstrong Beach	0	0	0	0	0
Midge Point	0	0	4.00	1.00	0
DLC North	0	0	0	47.45	0
DLC South	0	0	0	25.00	0
DLC Central	0	0	0	30.00	0

## REGIONAL REPRESENTATIVE GROUPS

### 6.1 Greater Whitsunday Council of Mayors (GWCoM's)

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 17 February 2022 by video conference and attended by the Mayors of Mackay, Isaac and Whitsunday and the CEO's of Mackay and Whitsunday with an apology received from the CEO of Mackay.

GW3 and RDA also attended the meeting via video conference, 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. Crime and Corruption Commission Inquiry
3. Post conference update and Advocacy Action Plan
4. Upcoming Federal Election Advocacy Action Plan
5. Inquiry into the Office of the Independent Assessor
6. 2022 ROC Assembly
7. Queensland Resource Industry Development Plan
8. Housing Update
9. Waste Update
10. Rural & Remote Councils Compact
11. Goondiwindi Regional Council v Tait<sup>10</sup>.
12. Water and Wastewater Update
13. Natural Resources and Environment Update
14. COVID – Workforce Update
15. Industrial Relations Act Review
16. LGAQ Submissions Update

Representatives of Local Buy delivered a presentation via video conference on Local Buy's new system 'Next Gen'.

The meetings for 2022 have been set with the next GWCoM's meeting scheduled for Thursday, 31 March 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 virtually via videoconference on Thursday, 10 February 2022, with the next meeting scheduled for Thursday, 21 April 2022 in Brisbane.

## **11.2. CAPITAL WORKS**

### **11.2.1. CAPITAL WORKS MONTHLY REVIEW REPORT - FEBRUARY 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 - February 2022 [11.2.1.1 - 34 pages]

#### **Purpose**

To provide Council with the Capital Works Monthly Review Report for the month of February 2022.

#### **Related Parties**

Nil.

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

THAT the Capital Works Monthly Review Report for the month of February 2022 be received.

The Director for Capital Works Jim Carless, provided an overview and highlights of the Capital Works Monthly Review Report for February 2022.

Mayor Williamson noted the extensive number of projects listed in the Report Overview, with 8 completed during February and 14 underway.

Cr Bonaventura referred to the Capital Expenditure Forecast and queried when the Dalrymple Street culvert replacement would be completed.

The Director advised that although this is quite a small job, there have been a number of problems which have caused holdups, with the project now expected to be completed in three weeks.

Cr Bonaventura referred to the Key Contracts Approved table and noted the contract awarded for the supply and installation of bus shelters, and queried the breakdown between urban and rural areas.

The Director advised that this is part of Council's agreement with the Department of Transport and Main Roads for the supply and installation of 15 shelters across the Region, with 3 in the Mackay City area and the remainder in rural areas.

Cr Bonaventura queried if the amount listed is for the supply of materials only.

The Director advised that this is for the supply and installation of the shelters with another contractor to lay the slab and do any other civil works required.

Cr Bonaventura queried if this work was done inhouse.

The Director advised that most of the other work is contracted.

Cr Seymour queried if the roadwork on Lorne Road and Creek Street would be chip sealed or asphalt.

The Director advised that he was sure it would be chip sealed but would take the question on notice.



Cr May referred to the Pioneer River North Bank Shared Path, noting the extensive funds spent on that infrastructure, and queried why Council had not chosen an alternative route rather than having to construct a path over a drain.

The Director advised that he would take the question on notice in order to see what other options were presented at the time.

**Council Resolution ORD-2022-43**

**THAT the Capital Works Monthly Review Report for the month of February 2022 be received.**

**Moved Cr Englert**

**Seconded Cr Townsend**

Cr Englert noted several items from the report including safety, delays due to supply chain issues and inclement weather, the Warland Street drain reconstruction, the Riverside revitalisation tender, the work on the Pioneer Valley Mountain Bike Trail and the work on the Seagull Street boat ramp.

**CARRIED**



# Capital Works Monthly Review

February 2022


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## OVERVIEW

This report is for Capital Works Department activities during the month of February 2022. Significant items in this period include:

- No lost time injuries.
- The YTD capital project spend is \$63.2M which is approximately \$3.2M below the YTD forecast of \$66.4M (approximately 95.2%).
- Projects where construction was completed\* includes:
  - ✓ Mackay Entertainment and Convention Centre - two way radios replacement and expansion
  - ✓ Willetts Road, Gooseponds Creek - Stage 3 crossing and path connection
  - ✓ David Muir & Lester Hansen Street, Slade Point – water main upgrade
  - ✓ Dome Tenancies 13 & 14, City Centre - water damage (internal walls/ceiling)
  - ✓ Parks irrigation renewal & upgrade
  - ✓ Belmunda Road, Belmunda - culvert rehabilitation
  - ✓ Botanic Gardens Café, Lagoon Street - renewal of HVAC in kitchen
  - ✓ Glenella Hall - re-sheeting and rodent proofing
- Projects where construction is in progress includes:
  - Disability Access Audit Compliance Works - Augusta Street, Mirani
  - Milton Street, South Mackay - pavement rehabilitation, Farrellys Rd to Gateway Dr
  - Senior Citizens Hall - security system upgrade
  - Blue Water Lagoon – resurfacing and pipe relining
  - Admin Building Ground Floor - staff accommodation
  - Nebo Rd Water Treatment Plant - refurb & renewal of 3 balance tanks
  - Various locations - shelter roof replacements & preventative maintenance
  - Mount Basset Cemetery Road, Mackay Harbour - re-sealing program, section 3
  - Denman Avenue, Shoal Point – sewer pump station pump Replacement
  - Brisbane St, Mackay - water main renewal, Victoria St to Gordon St
  - Koumala Water Treatment Plant - new ground level water storage tanks and pump station
  - Dianne St, Mt Pleasant - park play equipment replacement
  - Boat ramp works – extra lighting, CCTV, etc – various locations
  - Nebo Road 450 water main decommissioning - Lagoon St to Shakespeare, Mackay

*\* 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

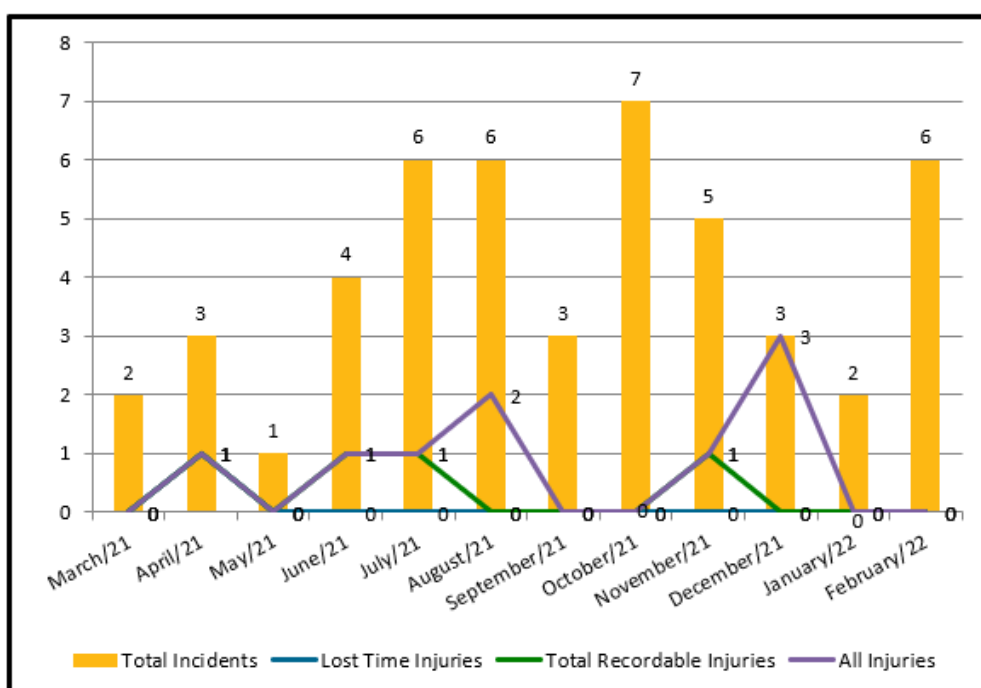
### 1.1. Summary

In February 2022:

- Twelve safety interactions were completed
- Two site safety inspections were completed
- 90% of monthly action plan activities were carried out

Six incidents were reported in February, involving MRC employees, members of the public, or contractors.

### 1.2. Incidents and Injuries



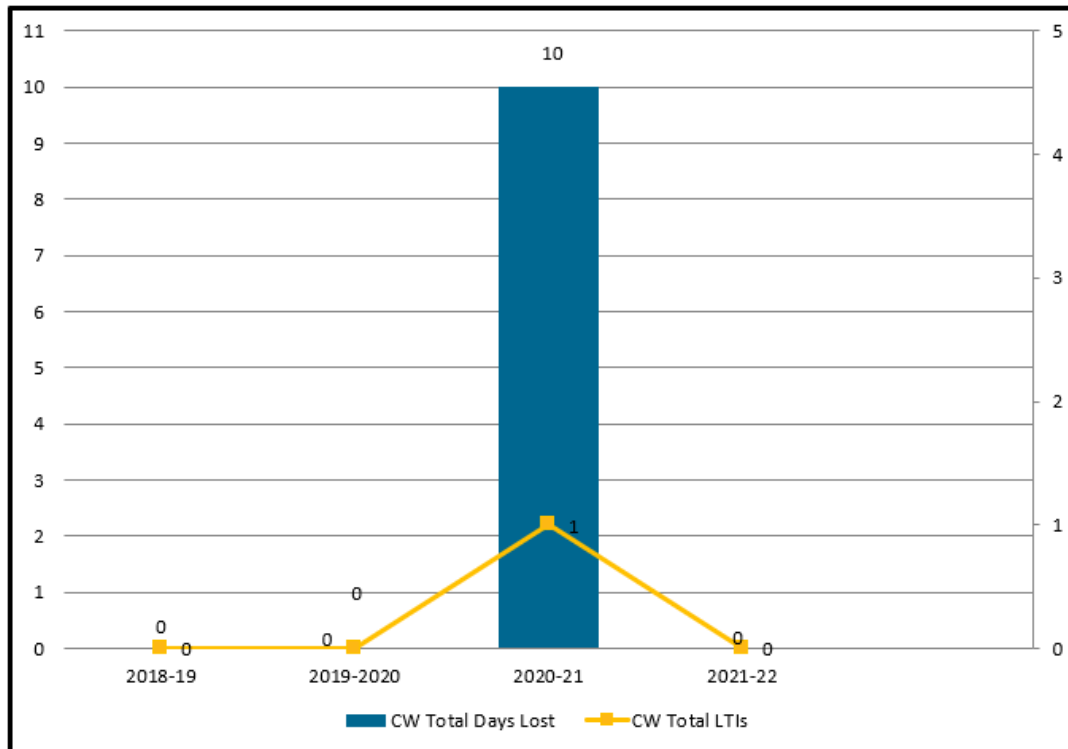
The following near miss incident involving MRC employees was reported in February:

- Light pole footing become dangerous after rain eroded the banks of the trench with potential for the pole to collapse and create an electrical hazard

The following incidents involving contractors were reported in February:

- While reversing grader, collided with job truck causing damage to windshield and front grill.
- Damaged Telstra conduit while replacing culvert.
- Wind has blown unsecured steel cover into open wet well.
- Worker working at heights without correct safety measures in place.
- Existing trench material was saturated from leaking existing main, resulting in the side of the trench collapsing.

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.

## CAPITAL PROJECT UPDATES

### 2.1. Capital Summary Report

Following is the capital financial summary for the YTD delivery to end of February 2022.

The current approved 2021/22 amended budget is \$123.8M. This value now includes the carryover of incomplete projects from the prior financial year.

The YTD capital project spend is \$63.2M which is approximately \$3.2M below the YTD forecast of \$66.4M (approximately 95.2%). The top five projects underspent account for \$1.3M 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 February is \$63.2M, approximately \$60M below the 21/22 Amended Budget of \$126.7M (51% 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 February 2022.

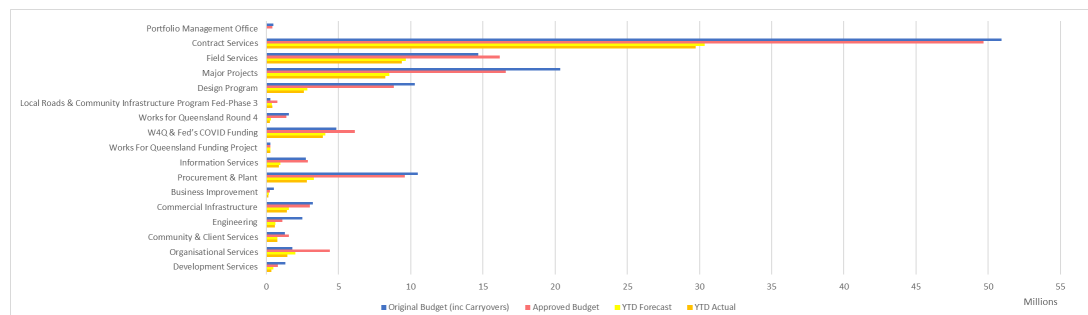
#### Capital Projects Expenditure 2021/2022

February 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	167,375	156,295	111,295	111,295	100.0%	66.5%
Organisational Services	14,975	43,745	43,745	22,745	745	3.3%	1.7%
Community & Client Services	985,801	948,571	895,619	510,064	582,287	114.2%	61.4%
Engineering	121,394	128,614	128,614	62,780	53,380	85.0%	41.5%
Commercial Infrastructure	431,999	352,598	327,595	143,907	119,907	83.3%	34.0%
Procurement & Plant	10,497,992	9,602,545	10,548,263	3,288,319	2,795,422	85.0%	29.1%
Information Services	2,737,371	2,876,697	2,876,523	972,566	851,654	87.6%	29.6%
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	45,387	50,087	110.4%	17.7%
Field Services	50,000	50,000	65,000	23,000	0	0.0%	0.0%
Contract Services	66,455	70,841	70,840	31,587	27,120	85.9%	38.3%
	<b>15,537,779</b>	<b>14,536,991</b>	<b>15,402,959</b>	<b>5,225,311</b>	<b>4,605,559</b>	<b>88.1%</b>	<b>31.7%</b>
<b>CAPITAL PROJECTS (Excluding Plant &amp; Equipment)</b>							
Development Services	1,097,240	638,458	537,387	386,668	233,288	60.3%	36.5%
Organisational Services	2,076,281	5,116,655	5,321,626	2,391,882	1,884,265	78.8%	36.8%
Community & Client Services	292,045	606,109	511,169	248,650	188,369	75.8%	31.1%
Engineering	2,374,226	992,040	991,227	558,662	541,689	97.0%	54.6%
Commercial Infrastructure	2,792,311	2,650,893	2,662,762	1,397,737	1,294,971	92.6%	48.9%
Business Improvement	527,944	230,000	326,457	174,784	137,954	78.9%	60.0%
Information Services	0	0	0	0	0	0.0%	0.0%
Works For Queensland Funding Project	293,094	276,711	276,291	276,291	276,291	100.0%	99.8%
W4Q & Fed's COVID Funding	4,809,336	6,126,955	5,488,333	4,085,897	3,882,381	95.0%	63.4%
Works for Queensland Round 4	1,550,000	1,375,000	1,375,001	307,175	257,550	83.8%	18.7%
Design Program	9,903,958	8,539,167	8,141,105	2,794,773	2,558,090	91.5%	30.0%
Major Projects	20,359,515	16,594,993	15,935,104	8,515,660	8,226,053	96.6%	49.6%
Field Services	14,638,733	16,113,593	15,851,521	9,651,323	9,385,313	97.2%	58.2%
Contract Services	50,877,231	49,608,609	49,860,515	30,335,573	29,716,296	98.0%	59.9%
Portfolio Management Office	500,000	423,724	500,000	0	0	0.0%	0.0%
	<b>112,091,914</b>	<b>109,292,907</b>	<b>107,778,498</b>	<b>61,125,074</b>	<b>58,582,510</b>	<b>95.8%</b>	<b>53.6%</b>
<b>Total</b>	<b>\$ 127,629,693</b>	<b>\$ 123,829,898</b>	<b>\$ 123,181,457</b>	<b>\$ 66,350,385</b>	<b>\$ 63,188,068</b>	<b>95.2%</b>	<b>51.0%</b>
Capital Expenditure	124,929,339	120,533,222	119,970,314	64,914,685	61,908,673	95.4%	51.4%
Operational Expenditure	2,700,354	3,296,676	3,211,143	1,435,700	1,279,395	89.1%	38.8%

### Capital Spend by Department for February 2022

The table below summarises the year to date financial summary for the 2021/22 Capital program at the end of February 2022.



### Capital Expenditure Forecast 2021/2022

The top five variances (underspend) between actuals and forecast for the month of February 2022 are:

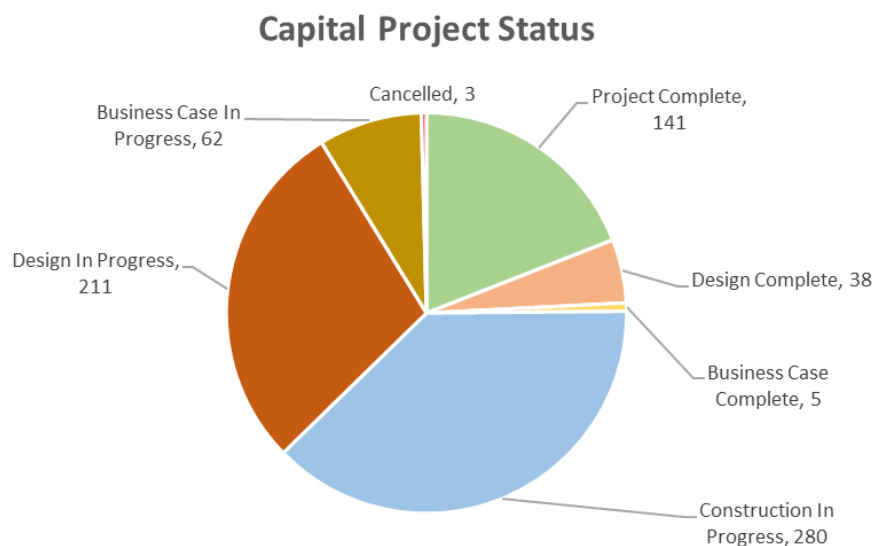
Project	Description	Comments	Variance	Forecast Spend Achieved (%)
10390	Plant & Equipment - Replacement Program	Plant delivery delays for builds due to supply chain delays on parts and materials (Covid) and delivery delays to dealer with subsequent delay in schedule for fit out. <ul style="list-style-type: none"> <li>Truck and Trailer combination \$333,000</li> <li>Amphibious buggy (Argo) \$60,000</li> </ul> Utility \$41,816	(\$462,897)	85%
51538	Milton St / Archibald St Intersection Upgrade	There were 10 working days affected by inclement weather which caused slow progress on the construction of road pavement.	(\$209,949)	90%
51699	Stormwater Relining FY21-22	Money was withheld due to payment reduction factors being applied and defects not being completed (3 main defects remaining). Some internal costs to be applied from the MRC sewer and water team for reviewing the installations.	(\$199,700)	80%
51720	Dalrymple St Culvert Replacement ASSET ID 71320/71321	Inclement weather and the clean up associated with it have slowed progress. Site has been impacted by both rain events and tidal movements. Project behind schedule though will still be delivered.	(\$160,442)	51%
51783	Marwood Sunnyside Shoulder Widening Stage 1	Inclement weather and absence of critical resources has slowed progress. Project will still be delivered.	(\$245,707)	53%



### 2.3. Capital Projects Phases at End of February 2022

Currently tracking 740 capital projects in the 2021/22 year.

The below graph shows the phases of capital projects at the end of February 2022.



### 2.4. Key Contracts Approved for February 2022

Contracts finalised and approved during February 2022 are valued at \$2,978,215.96

Below is a listing of the key contracts awarded during the same period.

Contract	Design / Construction	Amount Award (ex GST)	Contractor
MRC 2022-027 Sewage Pump Station Refurbishment and Renewals	Construction	\$2,181,403.25	Roebuck Civil Pty Ltd
MRC 2022-029 Gargett and Finch Hatton Disinfection Facility – Upgrade to Chlorine Gas	Construction	\$316,975.00	Trility Solutions Australia Pty Ltd
Quote 2022-022 supply and installation of Bus Shelters	Construction	\$258,553.00	G James Extrusion Co. Pty Ltd
Quote 2022-032 Supply, Installation and Commission of Raw Water supply Bore Pumps	Construction	\$134,384.71	Dowdens Group Pty Ltd
Quote 2022-029 Stockroute Road - house Removal	Demolish	\$86,900.00	Cortis Civil & Demo Pty Ltd

## PORTFOLIO MANAGEMENT OFFICE

### 3.1 Monthly Achievements

This month had a busy start with February 7, 2022, marked as the due date for Quarter 3 Concept and Business Case Submissions. It was great to see the increased capability of staff in lodging and approving of Concepts and Business Cases in The System (Sharepoint Online). The Program Development Review Group assessment of Concept and Business Cases is underway and initial scoring is to be completed by February 24th.

The Systems operating environment has been a challenge this month with issues to workflow execution and ECM integration identified. Collaboration with users and Information Services staff has been high as mitigation and remediation strategies are implemented.

As part of the Enterprise Project Management Framework Review assessment and scoring of training providers to provide Project Management training has been undertaken, with a recommendation to be made. Planning activities are scheduled to compile the 22/23 Master Program, once the draft listing of 22/23 projects becomes available, work will commence on resource planning and building the draft Master Program of Works.

We continue to deliver monthly reporting to the team detailing schedule position and upcoming tasks, along with Asset Owners reporting from a financial, scheduling, performance, and risk perspective.

## DESIGN SERVICES

### 4.1 Design Summary Report

#### Overview

Design Services commenced and completed several notable design projects during this period.

The initiative to promote active lifestyle, improved access to public transport and public facilities has been added to the design program. Design briefs prepared for concrete footpaths to service several cluster housing sites in the urban area accompanied by some prioritised rural sites have been issued to commence these proposed works.

Detailed design is well advanced for the next section of the unsealed Gorge Road which accesses this popular national park. It builds on the recently completed sections improving not just the access but also addressing the regular maintenance requests received for wash-outs in the pavement. The concrete roadway has proved to be a successful design solution in this rainforest environment.

#### Designs Completed

- ✓ Owen Jenkins Rd park
- ✓ Creek St and Lorne Rd widening stage 2
- ✓ Plath Ct K&C replacement
- ✓ Kochs Rd culvert replacement
- ✓ Mackay/Eungella Rd shared path from Tolchers La to Collett Ct
- ✓ Hamilton St drainage from Canberra St to Forgan St.
- ✓ Nebo Rd Shared Path Crossing at Marryatt St
- ✓ Allan Cameron Rotary Park

#### 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

### 4.2 Survey Office Summary Report

#### Overview

February saw the survey team working on another long survey – the 11.3 km section of road between Bloomsbury and Midge Point – for a new water main. They also completed projects for various facility upgrades and investigations.

#### Surveys were completed for:

- ✓ Forbes Rd, Bloomsbury Causeway
- ✓ Paradise St Southern Rising Main
- ✓ Shakespeare St Trash Rack
- ✓ Section 1 of Midge Point Rd Water Main (2 km of the 11.3 km)
- ✓ Main St, Bakers Creek Drainage

- ✓ Brooks Rd, Sarina Drainage Investigation
- ✓ Mangrove Cap Erosion Investigation
- ✓ Baronga Dr Driveways
- ✓ Otterburn Transfer Station Office Upgrade
- ✓ Extra Survey for the Mirani Heritage Precinct
- ✓ Sarina Youth Centre Upgrade
- ✓ Sarina Sugar Shed Building Improvement
- ✓ Service Locations for Gorge Rd, Main St, Scott St, Sweeney Ct and Oak St

**Surveys in Progress:**

- ✓ Midge Point Rd Water Main (Section 2)



*Figure 1: Surveying the bank of the Pioneer River at the Mangrove Cap*

#### **4.3 Estimating and Specifications Summary Report**

##### **Overview**

The Capital Works Estimating & Specifications (CWES) team has completed business case for additional Benchmark licences. Subsequently, this will be submitted for approval with a goal for rollout to Council possible by the end of FY21/22. Also, continuing with building unit rates for road work activities in the Benchmark Estimating Software.

The CWES team have also completed reviews of the following estimates to identify any rates that are below current market conditions:

##### **Detailed Design Estimates**

- 51695 – Mackay Eungella Road, Stage 3 Shared Path (Tolchers Lane to Collett Court)
- 51717 – Nebo Road Shared Path, Crossing at Marryatt Street
- 51756 – Willetts and Sams Road North Mackay, Drainage Upgrade
- 51841 – Gorge Road Finch Hatton, Extension of Road at last causeway CH7760-7860
- 53791 – Sarina Beach Road Culverts, Northern Drainage.
- 53989 – Malcomson Street and Norris Road, Intersection realignment
- 51812 – Mackay Eungella Road Mirani, Footpath Connection, Nanyima Aged Care
- 51874 – Peaks Downs Highway – Kelly's Road Bus Stop Reconstruction.

Our teams will continue to monitor and report on market trends and in particular changes to construction timeframes and costs, where it may affect council's delivery program.

## 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, Water Tower Road. 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	December 2021  <b>Revised Date</b> Late March 2022	\$2,563,301.00	Works behind schedule. Now targeting late March 2022 completion. Contractor experiencing Covid-related delays on some specific components and is working with Council to resolve.

Funds have been obtained from 2019-21 Local Government Grants and Subsidies Program.

#### Recent Project Activities

- ✓ Structural works – blockwork complete, roof installation complete, interior and exterior painting 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
- ✓ Installation of package plant external pipework, pumps and components ongoing
- ✓ Electrical works – installation ongoing
- ✓ Communication works – HMI development complete, PLC and HMI complete and testing ongoing, SCADA development commenced



Figure 2: Chlorine dosing shed installation.



Figure 3: Agitator installation

## 5.2 Sydney Street Water Main Replacement between River Street and Shakespeare Street

### Overview

This project includes the replacement of the DN200 mPVC (Unlined) water main running along the eastern side of Sydney Street between the extents of River Street and Shakespeare Street.

The works will entail open trenching within a barricaded area, as well as horizontal directional drilling (HDD) / under-boring installation, in highly trafficked cross sections of the project extents (Gordon Street and Alfred Street intersections). The works will predominantly be within the existing kerbside parking lane / road shoulder, however, also include new customer service connection trenching from the new main to existing water meters. Construction works will also include connections to house services, connections to existing reticulation infrastructure, supply and installation of new valves and hydrants, decommission of existing water main, road restoration and rehabilitation works to work areas, 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> April 2022	\$3,881,616.00	Covid-related resourcing and material supply issues, service clashes and wet weather impacting works progress, currently completion expected end of April 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 close to complete



### 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 stage comprises delivering 0.5km of 3m wide (nominal) concrete shared path, 0.39km of boardwalk and also 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, with a bridge underpass. Council was successful in obtaining 50% funding of the project estimated cost, under 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> April 2022	\$2,997,510.50	Some Covid-related resourcing issues, however works progressing on schedule. TMR handover of Area affected by Northern access upgrade works received 17/02/2022 – due to delayed handover works expected to push out 1 month and complete in April 2022.

#### Recent Project Activities

- ✓ Superstructure of Composite boardwalk complete under Ron Camm Bridge
- ✓ Solar Lighting installation
- ✓ Installation of Composite boardwalk on western side of Bruce Highway in front of Car yards progressing well.



Figure 4: Ongoing Composite Boardwalk installation



Figure 5: Lighting 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 between in 2 reaches 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 seen significant adjacent development since the drain was originally constructed causing increased flow in the open channel. The drain has been subject to significant public complaints due to flood overtopping potential and bank erosion and slip circle failure. In addition, it has been difficult to maintain due to poor access and vegetation growth. Silting during minor events largely reduces the cross-sectional depth and erosion of banks on major events has raised safety concerns from the 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> April 2022	\$2,968,795	Works held up due to wet weather, this has impacted works progress

##### Recent Project Activities

- ✓ Concrete base, batters and cut off walls installed from Paradise Street to Warland St.
- ✓ Existing headwalls removed and installation of new wingwalls and aprons at Paradise Street and Warland St culverts.
- ✓ Stage 3 excavation and minor rock base installed. Works stopped due to continual wet weather



Figure 6: Stage 2 Warland St ramp access



Figure 7: Paradise St ramp access



Figure 8: Stage 2 impacted by wet weather



Figure 9: Stage 3 impacted by wet weather



### 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 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  <b>Revised Date</b> March 2022	\$2,530,157	Works underway. Clashes with existing services requiring minor redesigns, which together with water table and current wet weather is impacting progress

#### Recent Project Activities

- ✓ The installation of the 1500, 1350 & 1200mm diameter stormwater pipe along Shakespeare Street and Hoey Street including SW Chambers
- ✓ Shakespeare St and Hoey St all asphalted up to Nott St
- ✓ Marsh St stormwater line complete.
- ✓ High water tables, tides and wet weather and services clashes have impacted the construction at times.



Figures 10 & 11: Works in progress

## 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.

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	<u>STAGE 1</u> December 2020	STAGE 1 December 2021	\$3.39M	Project delays due to COVID19 impacts on resources and wet weather.
		<u>STAGE 2</u> December 2021	STAGE 2 May 2022		Project is within budget.

Stage 1 of the project is now complete and is now operational for Council Health & Regulatory Services staff and the public.

The contractor has completed footings and commenced in ground services for a new purpose-built enforcement kennel and cattery building (Stage 2). Structural steel works anticipated to commence early March 2022.

Upcoming planned works includes:

- Construction of building foundations
- Installation of underground 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.

#### Recent Project Activities

##### STAGE 1

- ✓ Construction complete
- ✓ Facility operational
- ✓ Carpark complete
- ✓ Street lighting complete

##### STAGE 2

- ✓ Footings commenced
- ✓ In ground services
- ✓ Preparation of strip footings
- ✓ Structural steel delivered



Figure 12: Stage 2 Structural steel being unloaded and commencement of in ground services.

## 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:

- Multi-sports covered area including some pavement, services and landscaping components
- Community Hub – Main Building
- Infrastructure including earthworks and stormwater construction
- Construction of J4 Road including intersections of Eimeo Road and Rosewood Drive.
- Future Stages including an Aquatic Facility and Commercial Premises

The functional brief for detailed design of the multi-sports facility and Community Hub building is in the process of being finalised and should be completed by end of February 2022.

Drainage and earthworks design has commenced, with the flood modelling to be completed, following completion of the design, Council will be able to proceed with the tender phase, with earthworks commencing for stage 1A.

### Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Multi-sports covered area (Stg 1A)	Detailed Design	February 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 7th March, Detailed design estimated to take 3 months. Following Detailed Design completion, the design will be presented to Council approximately July 2022, for Council review and endorsement.
Community Hub – Main Building (Stage 1B)	Detailed Design	February 2022	October 2022	TBA	
Infrastructure Works (Earth Works)	Detailed Design	Detailed Design commencement February 2022	Earthworks Construction August / September	\$4.5M	The preliminary drainage & stormwater design has been completed. Flood modelling design has commenced with completion expected May 2022, following completion of the flood modelling, designs will be consolidated completing the design phase for the earthworks, and drainage.
J4 Road and Intersections	Detailed Design	Design commencement February 2022	Earthworks Construction August / September	TBC	The J4 design is in progress. Flood modelling design has commenced with completion expected around May 2022, following completion of the flood modelling, designs will be completed.

**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 commenced for Building Works, ready for review early March 2022.
- ✓ Stakeholder engagement continuing
- ✓ Flood modelling under design.
- ✓ Commencement of detailed design April 2022



*Figure 13: 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	TBC	Dec 2021	Funding discussion application being managed by Council Exco Project Estimate at \$8M	Detailed design 100% completed. Discussion in progress with stakeholders and Mirani community. Stakeholder update meeting happened 25 <sup>th</sup> February 2022.
Detailed Design of Road and Parkland	External	Dec 2021	May 2022	\$170K	Design commenced, now at 30%. 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 30%
- ✓ Stakeholder update presentation scheduled 25<sup>th</sup> February
- ✓ Contaminated Land register errors being resolved



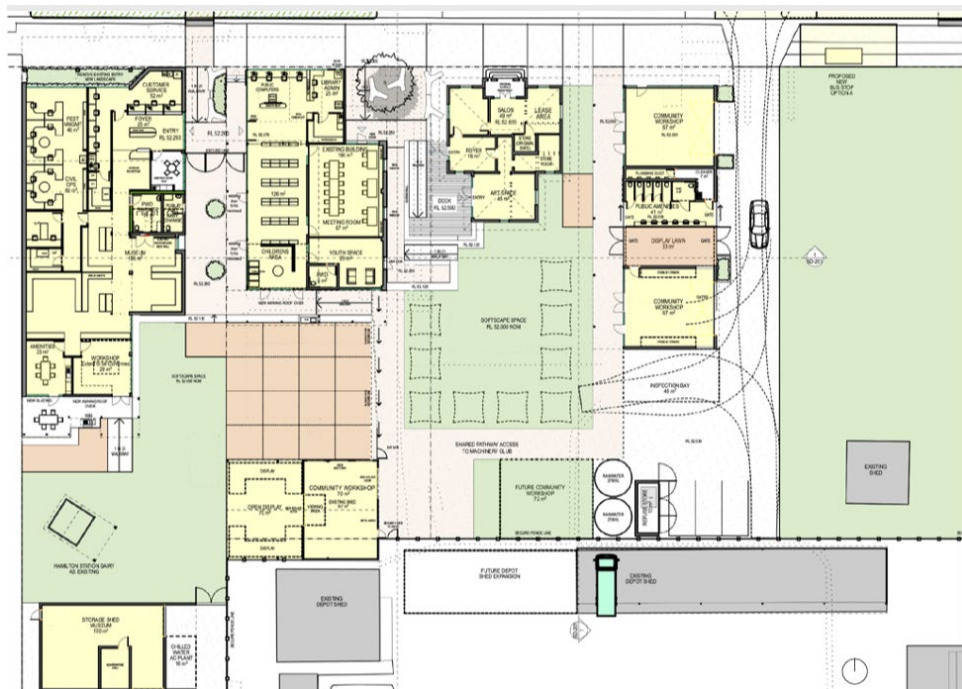


Figure 14: Proposed layout of the Mirani Community Precinct

#### 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 \$4.219M.

##### Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Detailed Design	External	TBC	February 2022	\$4.219m	Detail design has been completed and is currently being reviewed by Council major projects, prior to being submitted to Council for review and endorsement. Tender document is in progress. Construction to commence July / August 2022
Construction	External	May 2022  <b>Revised Date</b> July / August 2022	December 2022		

##### Recent Project Activities

- ✓ Stakeholder engagement
- ✓ Detailed Design under review
- ✓ Preparation of Tender Documentation
- ✓ Construction commencement due for late July / August 2022.



*Figure 15: 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	Tender awarded at council meeting 27.01.2022. Anticipated site establishment Mid-March 2022.
Riverside Pontoon	Design (External)	Design commenced			Design underway.
8 River Street Improvement	Design & Construction	Investigations commenced			Design review, investigations & stakeholder engagement ongoing.

### Recent Project Activities

- ✓ Riverside Link
  - Contract awarded
  - Funding agreement executed
  - Stakeholder Engagement
  - Marketing and Media documentation coordinated with Woollam Constructions and Australian Government Building Better Region Funding rep.
  - Contractor Management Plans submitted

- ✓ 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 16: Marketing and media banner mesh



Figure 17: Artists impression of overall precinct

## 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	Internal / External	Commenced	January 2022  <b>Revised Date</b> May 2022	TBC	Detailed design underway. Design completion date end of May 2022

### Recent Project Activities

- ✓ Civil Design progressing
- ✓ Landscape design underway Stakeholder and presentations undertaken with positive outcomes
- ✓ Playground and boardwalks design in progress
- ✓ Carpark and changing places (accessible public toilets) is work in progress
- ✓ Lighting design completed
- ✓ Carpark 1 design completed.



Figure 18: 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

Trailhead master plan has been completed and currently in detailed design. Detailed designs in 50% design and is anticipated to be completed by end of March 2022. Development Assessment approval is underway for the trailhead site and associated Council owned freehold land.

The concepts for the trail head 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.

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
50% Design	External / Internal	December 2021	March 2022	\$250,000	50% Design Drawings currently under review by Internal stakeholders.

### 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 are scheduled to return in March/April to continue ground truthing of the remaining approx. 80km.

Australian Heritage Specialists (AHS) and Yuwi have commenced cultural heritage investigation field work on the ground truth 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 these trails to determine if there are any further investigations to be required.

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Ground truthing	External	December 2021	Est. June 2022	\$250,000	World Trail to conduct ground truthing over a number of visits



Figure 19: Current Ground Truthing Alignments



## 6.8 MECC Fire

### Overview

An upgrade of the fire hydrant system in the Mackay Entertainment and Convention Centre (MECC), was required to meet current compliance requirements. This includes the construction of a hydrant fire pump station to supplement the existing fire systems.

In January 2019, the Entertainment Centre and Convention Centre converted to one integrated fire detection and alarm system, thus providing integrated coverage over the whole MECC Site. During 2018/2019 the Council engaged AURECON to provide a Scope of Works to upgrade the fire hydrant system to the entertainment centre part of the MECC. Note the Convention Centre part of the MECC is currently compliant.

The hydrant system of the Entertainment Centre was upgraded over December 2019 and January 2020. There are further and future works required to other areas of the facility to meet current compliance requirements, that will need to be scoped and delivered in future years.

### Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	September 2021	March 2022	\$350,000	Nearing completion, waiting on commissioning.



Figure 20: Fire Pump Room and Water Tanks

## 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	Awarded to BH Building

### Recent Project Activities

- ✓ Works are progressing: Excavation works progressing, compaction levels, tests carried out and setting up boxing up for the concrete edging for the front fencing are well underway. Concrete for the footpaths have been poured. Footings for the basketball court lighting completed.
- ✓ Upcoming works: Prep for turf, basketball court concrete pour, timber fence works along southern end to commence, footings for basketball hoop to proceed.
- ✓ The project has been experiencing some delays associated with inclement weather (rain). The project is tracking to be completed by end of April 2022.



Figure 21: Works in progress



Figure 22: Works in progress

### **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	TBC	\$132,445	Works complete however compliance issues identified with play equipment. Working through supplier to resolve.

### **Recent Project Activities**

- ✓ A third-party inspector conducting final inspection raised concern that some equipment could be non-compliant. Council is working through issues with the play equipment supplier to resolve the matter as soon as possible.
- ✓ Council is procuring a specialised playground inspector to investigate further.
- ✓ Residents have been advised that the playground will remain closed to the public until compliance concerns are resolved.



## FIELD SERVICES

### 7.1 Glenella Richmond Road Rehabilitation

#### Overview

All road networks suffer pavement surface deterioration from traffic and environmental impact. Rehabilitation treatments are designed to restore the road surface to a suitable condition as works could include pavement drainage, 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.

#### Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	Internal	Late Aug 2021	Late Feb 2022	\$2,902,250	On track for forecast completion date revised to end of Feb 2022.

#### Recent Project Activities

- ✓ Pavement works completed
- ✓ Signage installed
- ✓ Concrete dish completed
- ✓ Asphalt completed (was delayed due to rain in February)
- ✓ Road re-opened to traffic 21st February
- ✓ Linemarking and other minor works to be completed under traffic control where required.



Figures 23: Looking north towards Mackay Habana Rd





*Figure 24: Looking north from middle of work site*

## 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 April 2022. Line marking, landscaping May 2022	\$1,752,000	Delays in engaging contractors for marine works have pushed expected completion out.

### Recent Project Activities

- ✓ Rock core and footings for ramp complete
- ✓ Hand placed rock pitching commenced, concrete stairs complete on northern side.
- ✓ Precast planks 70% placed with upper anchor block.



Figure 25: Hand placed rock grouting northern side, hard task approx. 1m2 per hour



*Figure 26: 70% of precast concrete planks ramp planks*

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

#### **11.3.1. COMMUNITY & CLIENT SERVICES MONTHLY REVIEW FEBRUARY 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 FEBRUARY 2022 [11.3.1.1 - 42 pages]

#### **Purpose**

Attached is a copy of the Community and Client Services Monthly Review for the month of February 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 February 2022 be received.

The Acting Director Stephen Burke provided an overview and highlights of the Community and Client Services Monthly Review Report for February 2022. The Acting Director commended the front facing staff for their work during the difficult time of the mask mandate.

Cr Mann noted that booking details for the Andergrove Community Hall were included in the report and queried the reason for this.

The Acting Director advised that the management of the Andergrove Community Hall was handed back to Council last year as the then manager wished to relinquish the role, which provided Community and Client Services with the opportunity to trial the management of the hall to determine the relevant management expertise required.

Cr May queried if Council was considering sourcing State Government funding to engage a permanent officer and use the Andergrove Community Hall as a community hub.

The Acting Director advised that the focus has only been on the operational side at this point, with focus being on how Council's experience there relates to the other community halls across the Region.

Cr Bella queried how many businesses that Council is aware of, are operating without approvals.

The Acting Director advised that Council has 39 open cases at the moment in the Regulatory Services area, with 21 operating without a development application, 3 operating without a certificate of classification, 4 in conflict of development approvals and 11 operating from residential dwellings. Of these, 16 are less than 3 months, 5 are between 3 and 6 months, 1 is between 7 and 12 months and 17 are more than 12 months. The Acting Director advised that Council officers are working with the business owners, with most willing to work toward meeting approvals.

Cr Green referred to the Access and Inclusion Reference Group, noting that an Expression of Interest for group membership has circulated, and queried how this was distributed and when it closes.

The Acting Director advised that it was distributed through Council's usual networks being My Community, newsletters and Council's website. The Acting Director advised that he would take the query about the closing date on notice.

#### **Council Resolution ORD-2022-44**

**THAT the Community and Client Services Monthly Review for February 2022 be received.**

**Moved Cr Mann**

**Seconded Cr Townsend**

Cr Mann highlighted several items from the report including the planning which is underway for Youth Week, Wine and Food Day and the Festival of Arts activities, the travelling photo exhibition, home library service, the number of abandoned vehicles and the unacceptable aggressive behaviour toward staff. Cr Mann noted the challenges faced by the MECC with many events impacted by COVID, including the Zonta International Women's Day.

Cr Jones referred to the Youth Out Loud update, noting that the core team were to have 1,000 conversations with young people and are currently sitting at 819 conversations with a workshop to occur in early April. Cr Jones noted the many projects listed in Connecting Mackay, which provides residents the opportunity to have their say and includes Alsatia Park and the Pioneer Valley Mountain Bike Trails.

Mayor Williamson noted that it was great to see 19 applications for the Council supported Small Business Mentoring program.

Cr Bella advised that he had recently inspected several sites which were affected by Giant Rats Trail grass, including one which resembled a wheat field. Cr Bella expressed disappointment that Councillors aren't being kept up to date with weed and pest management and advised that he would like to see Councillors provided with periodic reports and suggested that the reporting process be improved so that Councillors can get back to residents. Cr Bella advised that in recent times, the cost of poison has doubled, with many weed infested sites needing to have been actioned some time ago.

Mayor Williamson advised that he had spoken to the CEO about the weed management issues and noted that in terms of private paddocks, Council has limited power and it takes some considerable time to work through the process to be able to exercise that power.

The Acting CEO advised that the first approach is to work with the landowner, noting that Council has some limited powers, but can issue biosecurity orders under the Biosecurity Act. The Acting CEO advised that she will look into this particular case.

Cr Bonaventura referred to the online Sports Expo, noting that there were 24 posts during February which reach some 93,000 people, 123 participating clubs and 31 Come and Try Days. Cr Bonaventura thanked Corporate Communications, Cr Hassan, Cr Seymour and Cr Jones for their assistance, noting that as Chair of the Committee, he was very appreciative of their support and looks forward to the debrief.

Cr Townsend highlighted several items from the report including Neighbour Day and the recent community engagement at Alsatia Park and advised that she had recently had the pleasure of attending the Resource Industry Network International Women's Day Lunch, with guest speaker Chloe McCardel, who has swum the English Channel 44 times, speaking of her experiences.

Mayor Williamson agreed that the International Women's Day Lunch had been a great event.

Cr Green encouraged people to put expressions of interest forward to joining the Access and Inclusion Reference Group.

**CARRIED**



Community and Client Services Monthly Review 1-28 February 2022



# Community and Client Services

## Monthly Review

### February 2022





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# 1. Highlights of the Month

- Community Programs have been preparing Neighbour Day activities to celebrate National Neighbour Day on March 2, with Corporate Communications launching the *My Legendary Neighbour* campaign.
- Corporate Communications' Community Engagement team helped with a public ideas session at Alsatia Park in Walkerston. The play equipment in the park has reached the end of its design life and Council has been seeking community feedback to inform a concept plan for the park.
- The online Sports Expo proved popular with clubs and the community. With 124 participating clubs and 31 Come and Try Days, there were 5,114 page views on the online portal.
- Current exhibitions at Artspace are proving popular: Jasmine Togo-Brisby: Home Swit Hom in the Main Gallery and Dylan Mooney: Boundless in the Foyer Gallery. These exhibitions have been supported with 3D virtual programs, attracting 111 virtual visitors to date.
- The installation of Bar TV's in the MECC's North Foyer has commenced. These screens will allow patrons to see menus before arriving at counters and will also be available for hire during private events.
- Mackay Regional Council participated in the Get Local Exhibition in Sydney which attracted more than 500 event-related buyers and 150 exhibitors. The MECC's Business Development team, along with Economic Development, promoted the Centre and region to the business events market.
- Council has been successful in receiving State funding through the Local Government Illegal Dumping Partnership Program. This will fund the employment of one Compliance Officer to address the growing challenges caused by illegal dumping across our region.



Stephen Bourke  
A/Director Community & Client Services.

## 2. Workplace Health & Safety

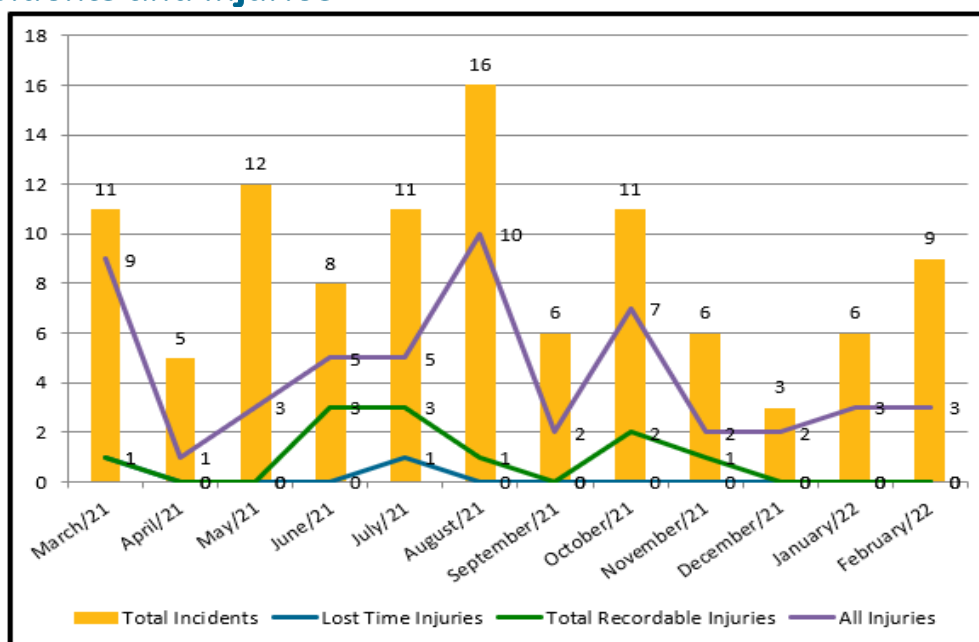
### Summary

In February 2022:

- Eighteen safety interactions were undertaken.
- Two site safety inspections were undertaken.
- 93% of monthly action plans activities were carried out.

Nine incidents were reported in February, involving MRC employees, members of the public, or contractors.

### Incidents and Injuries



The following injuries to MRC employees were reported in February:

- Police called to remove aggressive customer, including refusal to wear a mask.
- Staff member burnt hand whilst stirring a pot in the kitchen.
- Threats of violence made to officer attending property.

The following incidents involving a member of the public were reported in February:

- Child's hands became trapped between fixed wall and sliding glass door.
- Snake sighted on footpath outside library entrance.

The following asset damage incident involving an MRC employee was reported in February:

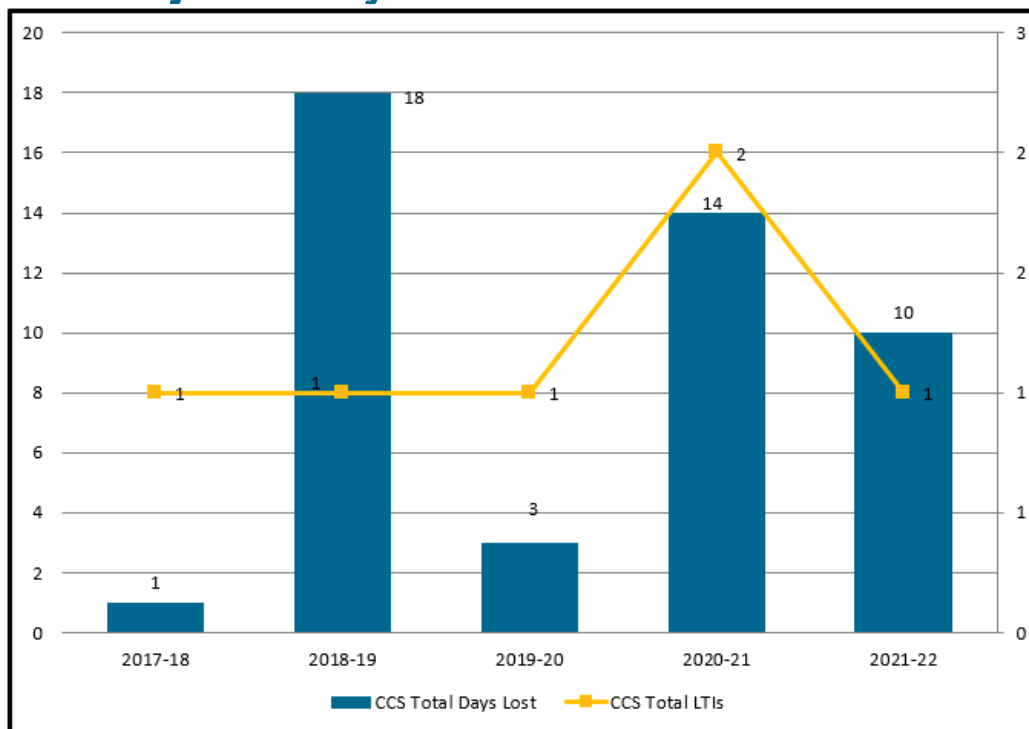
- Whilst roadside spraying passing vehicle has clipped driver side mirror and chipped the mirror casing resulting in the back casing being dislodged.

The following near miss incident involving MRC employee was reported in February:

- Small brown snake sighted on footpath.
- MRC officers witnessed disagreement between customers while attending location on MRC business. MRC officer was yelled at during the disagreement.
- Traffic control had stopped cars, signage not visible from side street, MRC employee had to brake hard to prevent collision with stopped cars

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		2021-22	
	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:

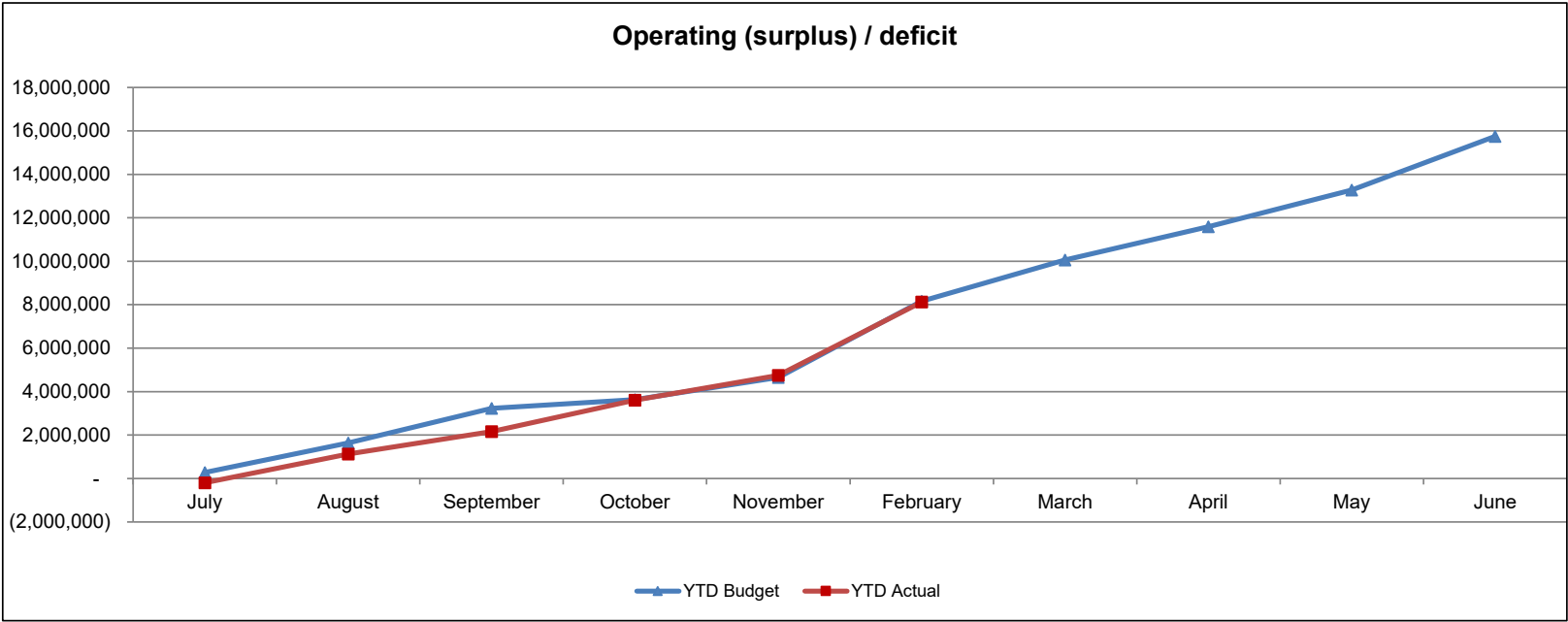
1. In July, a person suffered a finger laceration after coming into contact with the blades of a sand spreader. Following minor surgery, ten days were lost whilst the person recovered.

### 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 - February 2022

Financial Performance Report		Community & Client Services			% YTD Variance of YTD Budget	
Period Covered: 1 July 2021 to 28 February 2022						YTD Variance favourable of budget
						YTD Variance unfavourable, between 0% and 5% of YTD Budget
						YTD Variance unfavourable, more than 5% of YTD Budget
	Revised Budget	YTD Budget	Actual	YTD Variance	Comments	
4.01 - Community & Client Services Management	363,318	224,836	221,077	(3,759)	On track.	
4.03 - Community Lifestyle	8,011,119	4,758,152	4,808,349	50,197	Some Covid-19 related costs, particularly wages.	
4.04 - MECC & Events	2,578,356	1,124,035	1,296,031	171,996	Variance from previous months; 36% improvement on last month.	
4.05 - Corporate Communication & Marketing	1,731,115	1,101,110	1,087,691	(13,419)	On track	
4.07 - Health & Regulatory Services	3,013,204	1,157,017	986,411	(170,606)	Increased income from licenses and registrations received, and reduction in employee costs	
Operating (surplus) / deficit	15,697,111	8,365,150	8,399,559	34,409		



## 4. Community Lifestyle

### 4.1 Community Programs

Number of Community Enquiries: Community Building - 369  
 Lifelong Learning - 15  
 Civic Participation - 13

Number of Emergency Relief Assistance Packages provided – 34

Sarina Neighbourhood Centre meeting rooms utilisation – 12 services visited weekly, servicing 169 clients


Occasions of JP Services provided to community - 6


Number of external bookings in Jubilee Community Centre for the month – 41

Total Jubilee Community Centre usage (internal/external) – 230

Andergrove Community Hall: Regular Bookings - 43  
 Casual Bookings - 2

#### Community Development

Activity	Comments
<b>Neighbour Day activities</b>	<p>Community Programs have been busy preparing Neighbour Day activities to celebrate National Neighbour Day on March 27. The My Legendary Neighbour Award is back in 2022 and will be bigger and better with a partnership with 4MK to increase the reach of the campaign. In addition, locality 'Coffee with a Neighbour' mornings have been arranged for 6 communities around the region in the lead up to Neighbour Day. The mornings will see residents invited to join us for a coffee and encourage them to bring along their neighbour. Media marketing for the campaign and coffee sessions will commence on Tuesday, March 1.</p> 
<b>Programming and Events planning</b>	<p>While Community Programs usual schedule of activities have been on hold for the months of January and February, the team has been busy planning for the resumption of programming and events with several signature activities and events to occur in the next couple of months.</p> <ul style="list-style-type: none"> <li>Community Governance Workshops will kick off in partnership with Greater Whitsunday Communities in March, with 3 workshops to be delivered around the region. Following this, a Recruiting Volunteers workshop in partnership with Volunteers Queensland is scheduled for April 26.</li> <li>Harmony Week activities are in planning with internal and external stakeholders. A culture sharing activity will be hosted internally in collaboration with Shared Services and People and Culture and a community culture sharing activity will be</li> </ul>

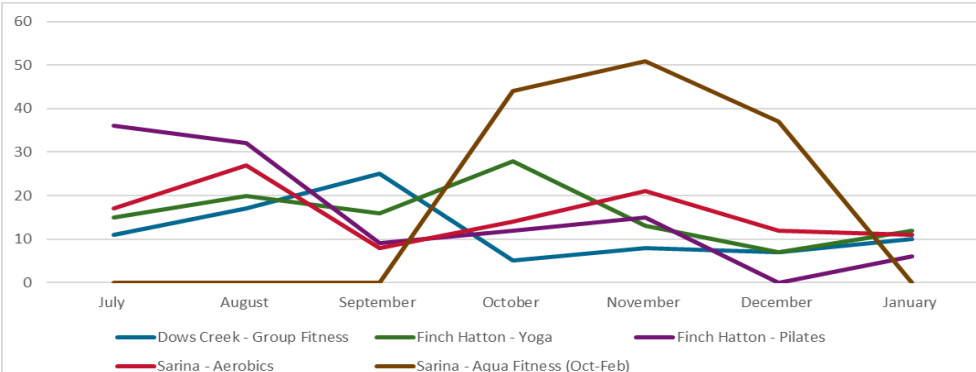
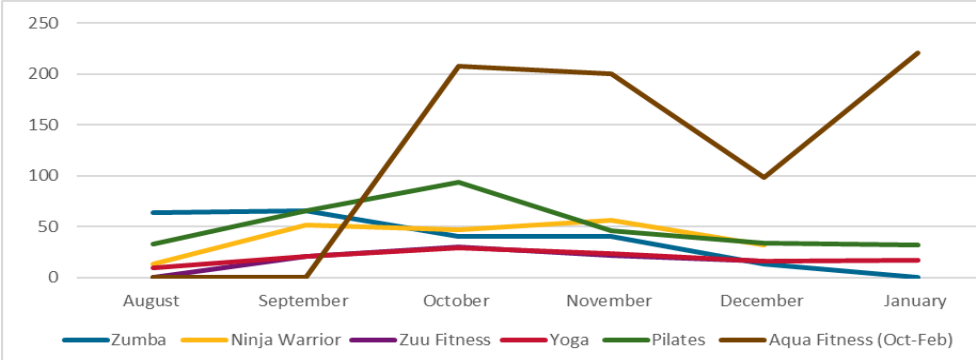
	<p>facilitated via our Migrant Voice Facebook page in collaboration with The Neighbourhood Hub.</p> <ul style="list-style-type: none"> <li>Youth Week activities are advanced in planning with 3 open air movie nights in planning for Marian, Sarina and Mackay on April 6, 7, 8 respectively. The movie nights will be accompanied by a travelling photo exhibition displaying works from our Valley and Sarina young people, culminating in its display in the Jubilee Community Centre Foyer.</li> <li>Volunteers Expo is slated to occur on Sunday 15, May. A save the date has been developed for sharing with our volunteer organisations and wider community.</li> </ul>
<b>YOL1000 update</b>	<p>The YOL1000 core team are edging closer to achieving our 1000 conversations with young people. February saw an online push to hold conversations in compliance with COVID requirements, resulting in 79 conversations completed during the month taking the end of month total to 819 conversations completed. A YOL1000 stakeholder workshop is advanced in planning to occur on Monday, 4 April and will be facilitated by our Collaboration for Impact consultant. A further workshop with young people will be facilitated on Tuesday, 5 April.</p> 

**Community Meetings / Events / Interagency Meetings.**

164 meetings and events were held or attended; highlights include:

<b>Mackay General Interagency Meeting</b>	The Mackay General Interagency meeting was convened on Tuesday, 16 February via Microsoft Teams. Guest speakers at the meeting included representatives from the Better Together Project and Suicide Prevention project both auspiced by Greater Whitsunday Communities and the Mackay NBN Community Ambassador. The meeting was attended by 31 people representing 27 community services.
<b>Access and Inclusion Reference Group</b>	Our Access and Inclusion Reference Group met in February and welcomed an engagement session on the Woodlands Park development. 23 members were in attendance via Microsoft Teams. An Expression of Interest for group membership for 2022 has been distributed.
<b>Mackay Youth Connections Network</b>	The first Mackay Youth Connections Network meeting for 2022 was hosted via Microsoft Teams on Wednesday, 23 February. 26 people from 21 organisations participated in the meeting which welcomed guest speakers from QShelter and Greater Whitsunday Communities.

## Sport and Recreation

Activity	Comments
<b>2022 Sports Expo and Sign-On</b>	The Sports Expo website displays 124 participating clubs and 31 Come and Try Days ( <a href="https://playsport.com/Mackay2022SportsExpo">https://playsport.com/Mackay2022SportsExpo</a> ). There were 5114 page views and 4042 unique page views on the online portal during the month of February.
<b>Active in the Regions</b>	<p>Active in the Regions is funded by the North Queensland Public Health Network and administered by the North Queensland Sports Foundations <i>Move It</i> program to deliver subsidised physical activities in rural localities such as Sarina, Pioneer Valley and Dows Creek.</p> <p>Participation numbers for Active in the Regions activities are reflected below. (Please note that Finch Hatton Pilates only operates during the school term)</p> 
<b>Activate Mackay Region</b>	<p>Formerly <i>Active in the City</i>, this program is funded by Mackay Regional Council and currently delivers subsidised activity programs in Mackay CBD, Blacks Beach and West Mackay.</p> <p>Participation numbers for Activate Mackay Region activities are reflected below.</p> 



**Museums**

Museum	Comments
<b>All Museums</b>	All museums are currently closed for the summer. Administrative preparations in place for planned museum openings on 7-8 March 2022.
<b>Collection Rationalisation Program</b>	<p>Progress overview for Pioneer Valley Museum;</p> <ul style="list-style-type: none"> <li>Estimated size of collection: 13,000 – 15,000 items, including photographs</li> <li>Number of objects inventoried: 3,489</li> <li>Number of photographs sighted (not inventoried): 3735</li> <li>Estimated percentage completed: 52%</li> </ul> <p>Ongoing investigations into history of Hamilton Dairy building and liaison with Museum Development Officer (Qld Museum) to inform upcoming recommendation report.</p>



**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
Ronald McDonald House Charities North Australia	Colours for Kids	18 March	Lighting up Admin Building	\$250.00
Mackay Epilepsy Support Group	Purple Day 2022	28 – 31 March	Turn Council Fountain Purple	\$250.00
FNQ Offroad Challenge Inc	Mackay Offroad Challenge	14 – 18 April	25 general waste bins, 10 recycle bins, Large Skip Bin	\$563.31
Mackay African Community	Africa Day Celebrations	28 May	20 general waste bins, 20 recycle bins	\$241.12
Myasthenia Gravis Association of Qld	Myasthenia Gravis Awareness Month	6 -12 June	Lighting up Admin Building - Teal	\$250.00
Mackay & District Pipe Band Inc.	Mackay Scottish Bluewater Fling	9 July	10 general waste bins, 10 recycling bins and waiver of park hire fee	\$336.12
Limbs for Life	National Amputee Awareness Week	4 October	Lighting up Admin Building and Libraries Kiosks - Green	\$250.00
				<b>\$2,140.55</b>

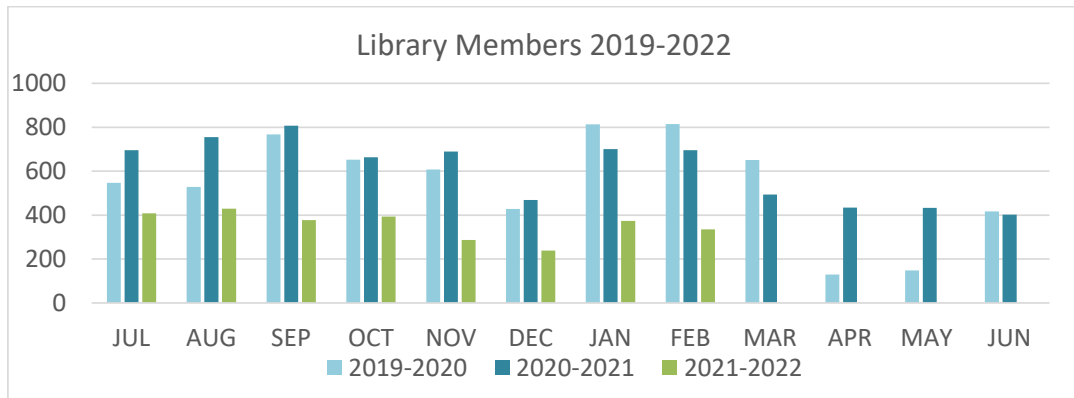
## 4.2 Libraries

Activity	Comments
<b>Workshops for Library Staff and Play Group leaders</b>	<p>Since the impact of COVID, there has been an increase in young families accessing local libraries and community playgroups. These environments are often the first social outings for families, so are the perfect settings for promoting the importance of their child's first five years. To do this well, it's important that all staff and leaders are confident and knowledgeable of the importance of play and how to promote early literacy strategies.</p> <p>Unfortunately, staff and leaders have limited exposure to face-to-face workshops hosted by experienced facilitators due to our regional location and costings. By successfully obtaining a First 5 Forever Micro Grant, Libraries were able to collaborate with Louise Dorrat to host inspirational and interactive workshops focusing on early literacy through play, song, dance and storytelling.</p> <p>Attendees found the sessions to be extremely practical and relevant to our work environments. Topics covered could easily be adapted to interactions with all ages and within all programs. With programs about to be reintroduced staff are excited about putting their new learnt skills into action.</p> 
<b>Young People's Services and First 5 Forever</b>	<p>Face-to-face programs were suspended in February due to Covid. Programs will be reinstated in March 2022.</p>
<b>Community Outreach Programs</b>	<p><b>Face-to-Face Programs:</b>  <b>Programs # of events: 37</b>  <b>Programs # attendance: 1,898</b>  <b># new adult attendees: 43</b></p> <p>While face-to-face programs were suspended due to COVID restrictions, we still held Quiet Hour, Footloose Friday, Library Lovers Photo Walls and Our Space Exhibitions during the month of February.</p> 

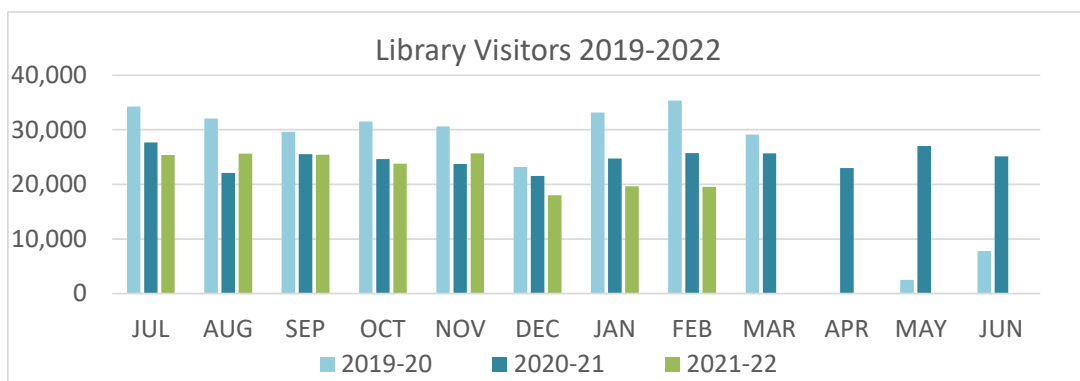
<b>Digital Literacy &amp; Young Adult Programs</b>	<p><b>Face-to-Face Programs: n.a.</b>  <b>Programs # of events: n.a.</b>  <b>Programs # attendance: 233</b></p> <p>Whilst programs were suspended during February, Libraries continued to offer drop-in Tech Talk sessions to provide continued assistance with digital literacy and technology support.</p>
<b>Outreach and Engagement</b>	<p><b>Outreach # events F5F /YPS: 2</b>  <b>Outreach # engagements F5F/YPS: 14 adults (7 at each event)</b></p> <p><b>Community Outreach and Presentations:</b>  An outreach activity scoped programming in the Eungella area that will enhance our program delivery for the Pioneer Valley and Finch Hatton community. When programming resumes, we will start by attending markets and community events to have a greater understanding of needs in these areas. Utilisation of the Finch Hatton Railway and Eungella Hub will draw community into our programs, as they are centrally located in these communities.</p> <p><b>Home Library Service:</b></p> <p><b>Items Loaned: 993</b>  <b>HLS Members: 78</b>  <b>Select and Collect Members: 14</b>  <b>Bulk Delivers: 6</b>  <b>New Members: 7</b></p> <p>During the past month, the Community Outreach Team was on the road delivering Home Library to our members. Due to COVID restrictions and some volunteers not being able to deliver, the team ensured that our members were cared for by delivery ourselves.</p>
<b>Virtual Programs</b>	<p><b>Virtual Programs YPS:</b>  <b>Total Posts: 15</b>  <b>Total Reach: 13742 (Instagram 321, Facebook 13421)</b>  <b>Total Engagement: 1465 (Instagram 0, Facebook 1465)</b>  <b>Total Comments: 53 (Instagram 1, Facebook 52)</b>  <b>Total Shares: 15 (Instagram 0, FB 15)</b></p> <p><b>Virtual Programs COT:</b>  <b>Total Posts: 11</b>  <b>Total Reach: 6,084</b>  <b>Total Engagement: 246</b>  <b>Total Comments: 6</b>  <b>Total Shares: 7</b></p>
<b>Heritage Collection</b>	11 information requests were received from clients with staff conducting 10.25 hours of research
<b>Library Operations</b>	Additional security guard hours were allocated to Dudley Denny City Library and Gordon White Library to relieve the pressure on MRC Libraries staff oversight of public compliance to the Queensland Health mask mandate.

## Statistics

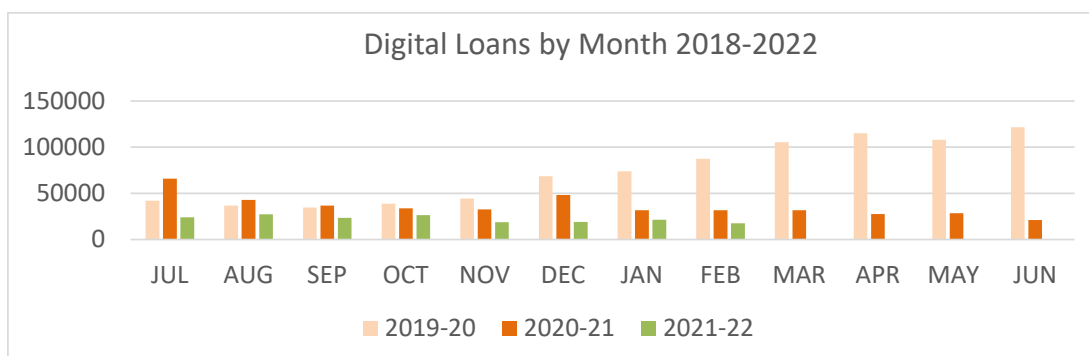
### New Library Members

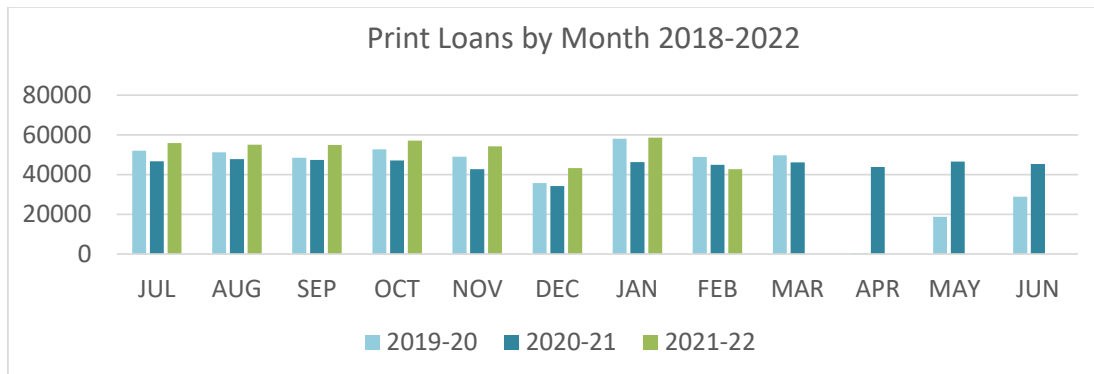
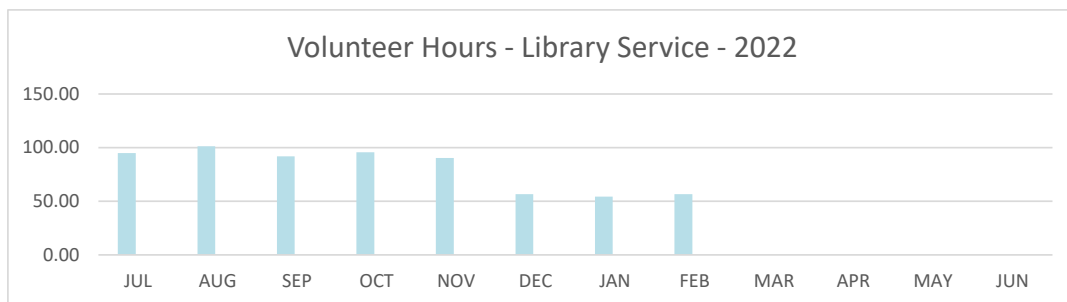


### Library Visitors



### Digital Loans by Month



**Print Loans by Month****Volunteer Hours****Monthly KPI Update**

Service/Activity	Annual KPI	YTD Achievement	Status	Comment
Library Membership	54,500	50,367	🌟	42.5% of community
Library Loans	1,000,000	599,884	🌟	On target
Database Hits	75,000	41,743	🌟	Usage remains steady
Social Media Followers	8,000	Instagram: 1,642 Facebook: 7,794	🌟	Above target
eNewsletter audience	-	18,717	🌟	Registrations remain steady
In-Person Visits	350,000	183,164	🌟	Visitors remain steady with the impact of program suspension



Web + Catalogue Visits	300,000	333,512	★	On target
Active Volunteer Hours	N/A	641.25 hours	★	Volunteer hours have reduced due to Covid impacts.
% of Scheduled Programs Delivered	95%-105%	90.88%	★	To date: 1053 program sessions advertised with 96 cancelled due to COVID impacts, attendance or staffing constraints
Number of new program initiatives	5	32	★	<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> </ul>
Outreach Events	N/A	75 events	★	12,410 attendees
Virtual Program Outcomes	N/A	130,338 reached	★	11,552 engagements

## 4.3 Artspace Mackay

### Exhibitions

Activity	Comments
<b>Jasmine Togo-Brisby: Home Swit Hom</b> <b>Main Gallery, Artspace Mackay</b> <b>28 January – 27 March</b>	<p><i>Hom Swit Hom</i> is a Bislama language version of “home sweet home,” an expression that speaks to artist Jasmine Togo-Brisby’s ancestral connections to Vanuatu, blackbirding, and indentured labour in the late-nineteenth century sugar industry in Australia. Through her large-scale sculpture, photography and cinematic installations, the artist delves deep into her Australian South Sea Islander story.</p> 
<b>Dylan Mooney: Boundless</b> <b>Foyer Gallery, Artspace Mackay</b> <b>14 January – 20 March</b>	<p>Yuwi, Torres Strait Islander and Australian South Sea Islander artist Dylan Mooney explores intersections between identity and ancestry in <i>Boundless</i>, a combination of graphic illustration and mixed media work. ‘<i>Queer, Blak and Here</i>,’ Mooney’s first major series of graphic illustrations, narrate the artists’ lived experience of love within the queer community. Mooney also looks to his South Sea Islander heritage in a new series of portraits rendered in sugar. This symbolic choice of material draws attention to the artist’s familial legacy in the Mackay region, starting a dialogue about contemporary Australian South Sea Islander identity.</p> 

## Public Programs

Activity	Comments
<b>Note:</b> All MRC public programs and events paused due to Coronavirus from 11 January to 22 February 2022 (inclusive)	
<b>3D Gallery Jasmine Togo-Brisby: Hom Swit Hom &amp; Dylan Mooney: Boundless</b>	<p>To be more accessible during Covid-19 restrictions, 3D virtual tours of <i>'Jasmine Togo-Brisby: Hom Swit Hom'</i> &amp; <i>'Dylan Mooney: Boundless'</i> were created. To date, this has attracted 111 virtual visitors (<a href="https://bit.ly/3sOSfjM">https://bit.ly/3sOSfjM</a>).</p> 
<b>BMA Kidspace online</b>	<p>February's BMA Kidspace was delivered online with the launch of video tutorials featuring local artists and a recorded singing and dancing activity with local musician Kathleen Campbell shared via our website and Facebook page. Toddlers and parents were also encouraged to download artist-drawn templates for DIY at-home art projects from our website. 100 special, take-home art activity packs were created to give away to any toddlers or parents that came into the gallery. To date, Facebook posts have attracted 86 engagements and 29 free, at-home art activity packs have been disseminated.</p> <p>It feels like Christmas!</p> <p>The BMA Kidspace elves have been working hard putting together 100 special prize packs to be given away tomorrow! Here's a peek of what's inside the take home packs 🥰</p> <p>To get your hands on a pack, drop into the gallery between 10am - 5pm and ask the volunteers at the front counter. Only available until stocks last ✂️🎨</p> <p>🎨 Stay tuned for more BMA Kidspace fun, including video tutorials featuring Rosemary and Traci and a musical sing-a-long with Kathleen. Visit <a href="http://www.artspacemackay.com.au">www.artspacemackay.com.au</a> for more details!</p> <p>Special thanks to <a href="#">BHP Queensland</a> and <a href="#">New South Wales</a>.</p> 



<p><b>CANCELLED: Conversations with Art</b></p> <p>Re-scheduled to March</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. Due to COVID and the pause on public programs we unfortunately had to cancel February's <i>Conversations with Art</i>.</p>
<p><b>CANCELLED: Kids Art Club, term 1</b></p>	<p>Renowned local artists deliver this rich six-week morning program of creative art for kids aged 8 to 12 years. Each week they'll explore and respond to the exhibitions on show at Artspace Mackay through fun-filled art making activities. Due to COVID and the pause on public programs we unfortunately had to cancel term 1 of Kids Art Club. We closed the event on the 10 February and issued refunds to 3 participants who were booked in.</p>

**Monthly KPI Update**

Service / Activity	Annual KPI	YTD February 2022	February 2022	Comments
Visitors: Artspace	20,000	10,193	467	(As of 23.02.2022.) On target.
Web Visits	14,000	7,267	1,049	On target.
Total Number of e-Newsletter Subscribers	1,800	1,835	1,835	Subscriber numbers remained steady for the month of February. Above KPI target.
Facebook Subscribers	6,600	8,173	22	22 new subscribers in the month of February Combined total for Artspace and Rock Paper scissors Facebook pages. Above KPI target.
Exhibitions	12	6	0	No new exhibitions for the month of February
Public Program Participants	5,000	6,747	226	Public programs and activities paused due to COVID-19 restrictions
Public programs (Inc. tours, BMA Kidspace, workshops, exhibition openings, markets, etc.)	140	50	4	Below target due to paused programming
Volunteer hours	1,200	1,393	115.5	(As of 23.02.2022.) Above target.

## 5. Mackay Entertainment & Convention Centre and Events

	Target	as at FEBRUARY		Comments
Number of Performances fully cost recovered	50%	41%	●	Impacted by Covid-19
Minimum number of catered functions (excluding performances)	120	75	●	On Track
Average attendance at events	Auditorium 260	418	●	On Track
	Foyer/space 100	242	●	On Track
	Halls 300	336	●	On Track
	One Hall only 100	54	●	On Track
Number of non-utilised days	200	81	●	On Track
Number of Performances at the MECC	180	136	●	On Track
Number of Conferences/Expos	14	4	●	Impacted by Covid-19
Number of Events with Attendance from outside Mackay Region LG area (Post Code Data)	30	32	●	Reached target
#Events at BB Print Stadium	10	22	●	Reached target
#in Attendance at BB Print Stadium	10000	42264	●	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	63,363	●	On Track
Customer Hire Satisfaction	80%	97%	●	On Track
Number of regional events assisted through either financial or in-kind assistance	6	1	●	On Track
Number of regional events ticketed	8	11	●	Reached target
Friends of the MECC Volunteer Hours	N/A	3733	N/A	N/A



The MECC team has successfully delivered a number of events during February as listed below and detailed in the departmental team updates.


Management continues to work on a number of large-scale projects including renewal of the Stadium Management contract, MECC Masterplan, Stadium Masterplan, 2023/24 Programming and Business Event sales, as well as ongoing engagement with Economic Development relating to the MRC Event Resource Audit.



### 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>• Mackay Regional Sport Expo – moved online.</li> <li>• The Veronica's featuring Hope D, Yorke and Wild Ones – postponed to April.</li> <li>• Parents and teachers ADF Careers Night – postponed to March.</li> <li>• GRIP Student Leadership Conference – postponed to April.</li> <li>• Zonta International Women Day Luncheon – cancelled.</li> <li>• John Paul Young 50 Years Young – cancelled.</li> <li>• 3 other business events – postponed with date to be advised.</li> </ul>
<b>Performances</b>	<ul style="list-style-type: none"> <li>• Arj Barker</li> <li>• Celtic Illusion Reimagined</li> <li>• Rockaria the ELO Experience</li> </ul>
<b>Conferences/Expos/Meetings/Dinners</b>	<ul style="list-style-type: none"> <li>• MRC - Council Briefings</li> <li>• MRC - Council Chambers Meetings</li> <li>• MRC Workshop for Councillors and Executive Leadership Training</li> <li>• MRC – Senior Leadership meeting and Management Forum</li> <li>• Friends of the MECC training</li> <li>• MECC Educator's Launch 2022 - live streamed event</li> <li>• Mackay - Business Networking Breakfast</li> </ul>



**Team Updates**

Team	Actions Completed
<b>Festival and Events</b>	<p>Mackay Festivals have submitted two applications for funding via the Regional Arts Fund (RAF) for the total sum of \$25,000.</p> <p><b>Targeted Marketing Campaign for postcodes 4700, 4744, 4800 and 4802</b> Mackay Festivals aims to increase overnight visitation by 60 stays with the successful implementation of this funding grant.</p> <p>A strategic and targeted marketing campaign designed to drive out of town visitation during the month of July, to coincide with MFOA. If successful, this strategic and targeted marketing campaign will be delivered in neighbouring postcodes 4700 (Rockhampton), 4744 (Moranbah), 4800 (Proserpine) and 4802 (Airlie Beach/Cannonvale) and will highlight Mackay's biggest arts and cultural festival, the Mackay Festival of Arts.</p> <p><b>The Festival Hub - Mackay Festival of Arts (MFOA) Partnership Initiative</b> Aiming to partner with businesses to entice visitation and activate #MackayInJuly, a grant application has been submitted requesting financial assistance towards operating costs associated with MFOA's Festival Hub. Located at the Bluewater Quay and overlooking the picturesque Pioneer River during two weekends of the Queensland school holidays, the Festival Hub will showcase musicians, street performers, furniture, lighting, food options, a licenced bar and a nightly fireworks display. Festival Hub will provide an end of evening activity for visitors to the region in the school holidays and therefore increase overnight visitation.</p> <p><b>Wonder Rooms – Expressions of Interest now open!</b> Expressions of interest are now open for local artists, who are interested in joining the Mackay Festival of Arts for upcoming inclusion, Wonder Rooms. Mackay Festivals are seeking qualified artists to transform shipping containers into vibrant and immersive selfie museums, which will be delivered to key locations in the Mackay region this July. This is a paid employment opportunity in line National Association of Visual Arts, with a materials budget to suit. All EOIs will be taken to the Visual Arts Advisory Committee with Artspace Mackay, for deliberation.</p> <p><b>2022 Mackay Festival of Arts Program</b> Programming of MFOA continues to gain momentum with the contracting of artists and musicians. Wine and Food Day planning is well underway, with the headlining act now decided.</p>
<b>Catering</b>	<p><b>Catering at BB Print Stadium</b> NRL Trial game on Saturday 26<sup>th</sup> February saw a few challenges with the inclement weather, however the Retail Kiosk had record takings.</p> <p>Mackay Cutters Season starts on Saturday 5<sup>th</sup> March with the MECC Catering Retail and tasty menus to our Corporate Guests on Level 1 and 2.</p> <p><b>Resource Industry Network International Women's Day Business Luncheon</b> The team is working towards delivering catering requirements for the upcoming RIN International Women's Day Luncheon that is being held on Tuesday 8<sup>th</sup> March. Over 520 patrons are expected.</p>

<b>Operations</b>	<p><b>Friends of the MECC Annual Training</b> Training was recently held in the Auditorium on Thursday 10<sup>th</sup> February. Over 75 Friends attended the compulsory training. Currently we have 138 Volunteers signed up for 2022.</p>  <p><i>Above: Friends of the MECC attending the training night.</i></p> <p><b>New banquet chairs</b> 1500 new chairs have arrived and have been unpacked. This was a massive 2-day job for the Operations team.</p>
<b>Technical Services</b>	<p><b>BB Print Stadium Tech support</b> The Technical Team recently helped offsite at BB Print Stadium for the NRL Trial Match to ensure Fox broadcast requirements were met.</p> <p><b>Mackay Regional Council Chambers</b> The MECC AV Team continues to deliver the live streaming of Council Chambers Meetings.</p> <p><b>North Foyer Bar TV Screens</b> The installation of North Foyer Bar TV's has commenced. The TV's will be managed by the Catering Team to assist in marketing food &amp; beverage items, allowing patrons to see menus before arriving at counters. The screens will also be available for hire during private events in the North Foyer.</p>
<b>Sales and Business Development</b>	<p><b>Online Educator's Launch 2022</b> This year the Educator's Launch was rescheduled to Tuesday, 1<sup>st</sup> February and changed to an online event due to constraints with COVID-19 which caused a delay in the beginning of the school year. Typically, this event allows teachers, our sponsors and MECC staff to enjoy a meal while networking and watching the presentation. Goody bags are usually handed out at the event's sign-in table containing resources and marketing materials such as: the School Entertainment Program, DBCT Kids' Theatre Season, Pathways to Performance information and links to the school curriculum. Instead, we delivered goody bags directly to schools prior to the launch with a box of locally produced sweets (in lieu of the meal they would usually enjoy). This gesture was met with positive feedback from our grateful teachers:</p> <p><i>'Thank you so much! This was a lovely treat and gesture!' – Mirani State High School.</i></p> <p><i>'Thank for the gift bag, it was a lovely thought! I look forward to the launch today.'</i> – Mackay Northern Beaches High School.</p> <p>The Launch was recorded by the Tech team and streamed live online through YouTube: <a href="https://youtu.be/l7f4y6Ff5vc">https://youtu.be/l7f4y6Ff5vc</a>. Currently the views are up to <b>37</b> from the</p>

	<p>video recording (this is up from <b>12</b> which it received on the day it was launched, with some of these being live viewers). Considering how busy teachers are with the date changes (especially during the start of the school year), this is a pleasing result and higher than we had predicted.</p>  <p><i>Above – MECC Tech Crew live streaming the online launch</i></p>
<p><b>Sales and Business Development</b></p>	<p><b>Mackay Regional Council represents the Mackay Region at Get Local</b> More than 500 buyers, 150 exhibitors recently attended Get Local.</p> <p>The Exhibition was held over two days at ICC Sydney in Covid Safe conditions. Get Local was the first in-person business event exhibition held in Australia for almost two years. The MECC Business Development team are currently following up on several strong leads in the hopes of attracting more business events to our Region.</p>  <p><i>Above: Manager – Economic Development &amp; Tourism, Business Development Assistant, and Acting Assistant Manager MECC recently represented the Mackay Region at Get Local in Sydney.</i></p>

**Other Highlights**

Activity	Comments						
<b>Social Stats</b> <b>Facebook</b> 	<table> <tr> <td>People reached</td><td>65,821</td></tr> <tr> <td>Page visits</td><td>1,166</td></tr> <tr> <td>New likes and followers</td><td>146</td></tr> </table>	People reached	65,821	Page visits	1,166	New likes and followers	146
People reached	65,821						
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<b>Social Stats</b> <b>Instagram</b> 	<table> <tr> <td>Reach</td><td>3,159</td></tr> <tr> <td>Profile visits</td><td>76</td></tr> <tr> <td>New Followers</td><td>11</td></tr> </table>	Reach	3,159	Profile visits	76	New Followers	11
Reach	3,159						
Profile visits	76						
New Followers	11						

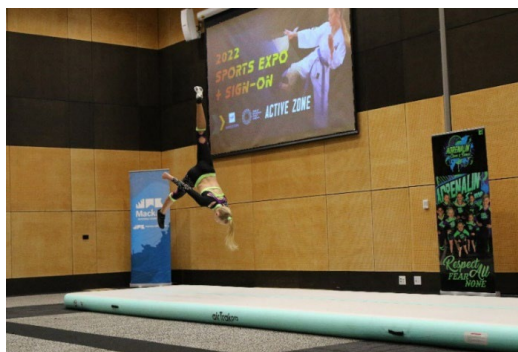


## 6. Corporate Communications and Marketing

### Online Sports Expo and Sign-on event reaches the masses

With COVID forcing council's popular Online Sports Expo and Sign-on event online for the second year in a row, Corporate Communications and Marketing, partnering with the Sport and Recreation team, again played a major role in its delivery.

The event is usually held in-person at the MECC, however it was held online for the first time in 2021 due to the pandemic.



The organising committee had been working on both a ticketed in-person event and online version for 2022, but once again COVID prompted the decision to provide the free event via an online platform.

Corporate Communications and Marketing helped coordinate videos for the portal's active zone, including some filmed at the MECC and others at club venues. Those videos were also featured among social media content on council's Facebook page, promoting the online portal, during the month of February.

There were 24 posts during February, or nearly one a day, with a total of 87 shares, 5813 post clicks, and 525 link clicks. The posts reached just under 93,000 people. There were a total of 5114 page views and 4042 unique views on the online portal. Given that the in-person event usually attracts about 6000 to 8000 people, and people clicking on the portal were probably often doing so on behalf of a family and/or friends, this is a great result.

Thanks to sponsors Star 101.9 and 4MK Mackay, Harrup Park and Great Barrier Reef Arena, Wests Leagues Club, Visionworx, WIN Mackay and Channel Nine and Intersport Mackay for their support.



### Nominate a backyard hero today

Do you have the most legendary neighbour? We want to know!

During February, we prepared for the launch of council's My Legendary Neighbour campaign on March 1.

It is the second year in a row the campaign has been held.

Our region is full of generous people, who regularly carry out selfless acts for their neighbours.

Whether it's taking bins out, mowing a mate's lawn or sharing homegrown produce with neighbours over the fence – we are lucky to have some of the best people living in our local communities.

As part of Neighbour Day (March 27), council is celebrating the region's backyard heroes with its very own neighbour-centred competition, My Legendary Neighbour.

To enter, residents simply need to head to council's website, [mackay.qld.gov.au/mylegendaryneighbour](http://mackay.qld.gov.au/mylegendaryneighbour) and tell us what makes your neighbour great.

Last year we had outstanding nominations, including our winners Donna and Mark Sanim, who were nominated by their neighbour Heather Arnold.

**Photo:** Mayor Greg Williamson with 2021 My Legendary Neighbour winners Heather Arnold (second from right) pictured with Donna Sanim and her sons.



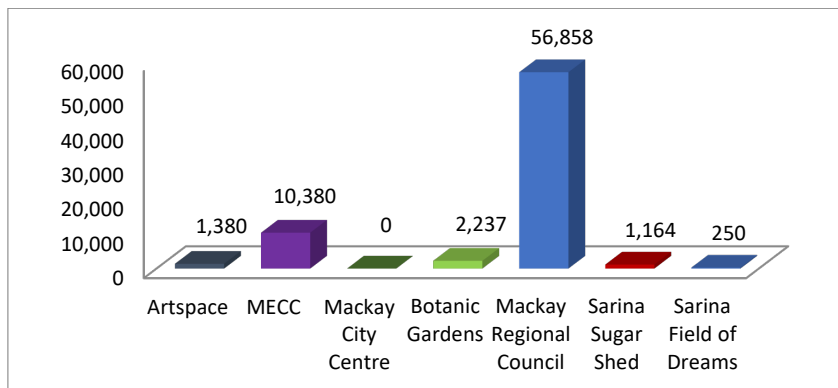
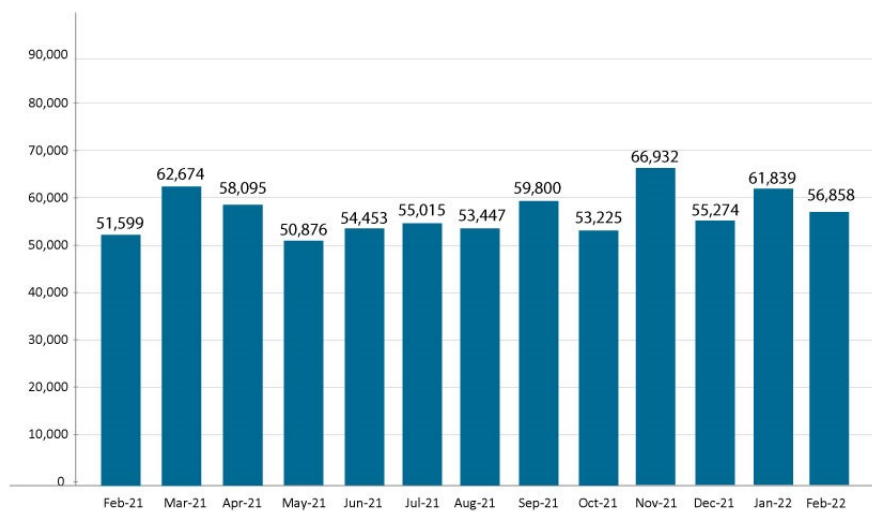
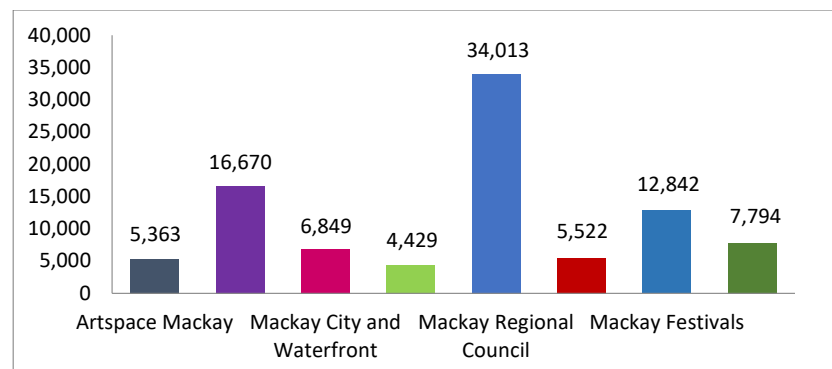
### Community engagement seeks ideas for Alsatia Park, Walkerston, upgrade

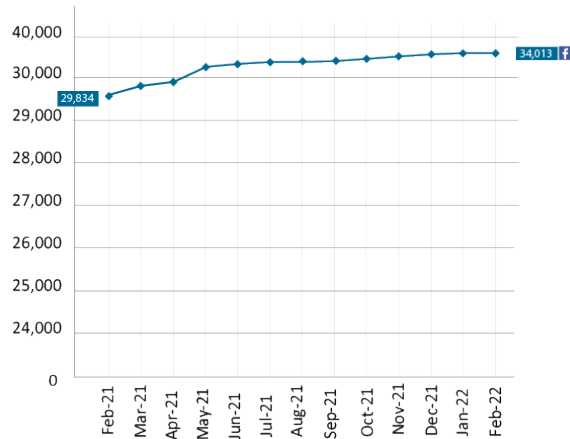
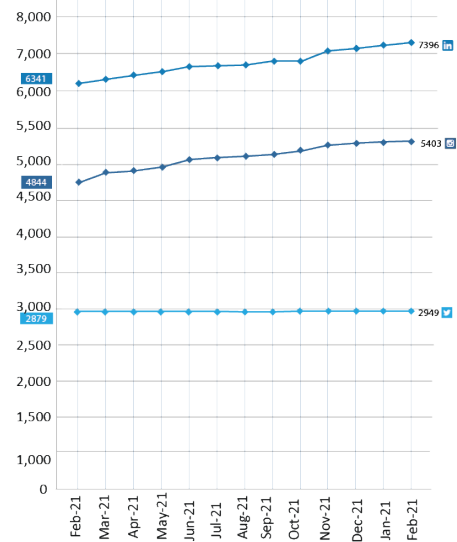
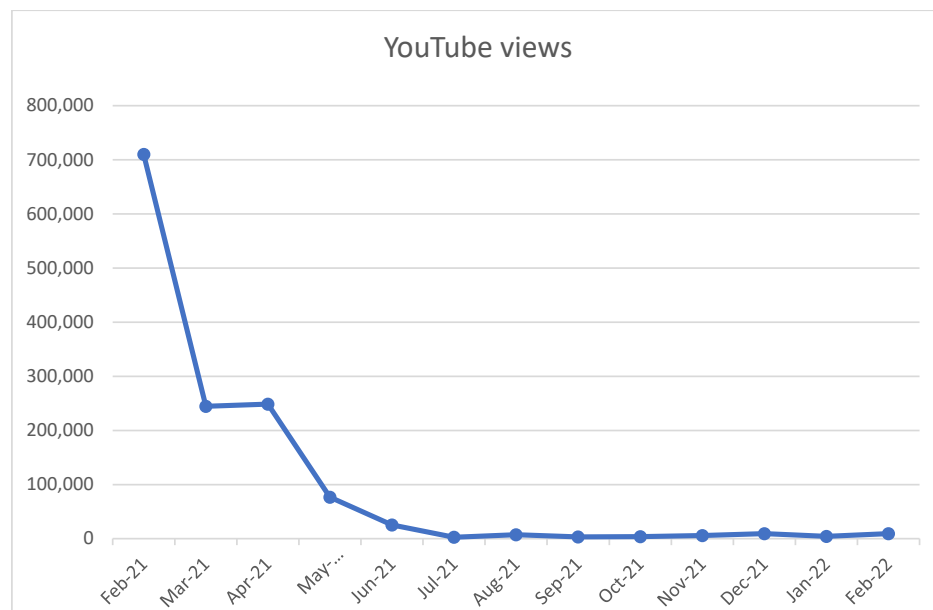
Corporate Communications' Community Engagement team helped with a public ideas session at Alsatia Park in Walkerston late last month.

The play equipment in the park has reached the end of its design life. Council is developing a concept plan for the park and wants the community's feedback.

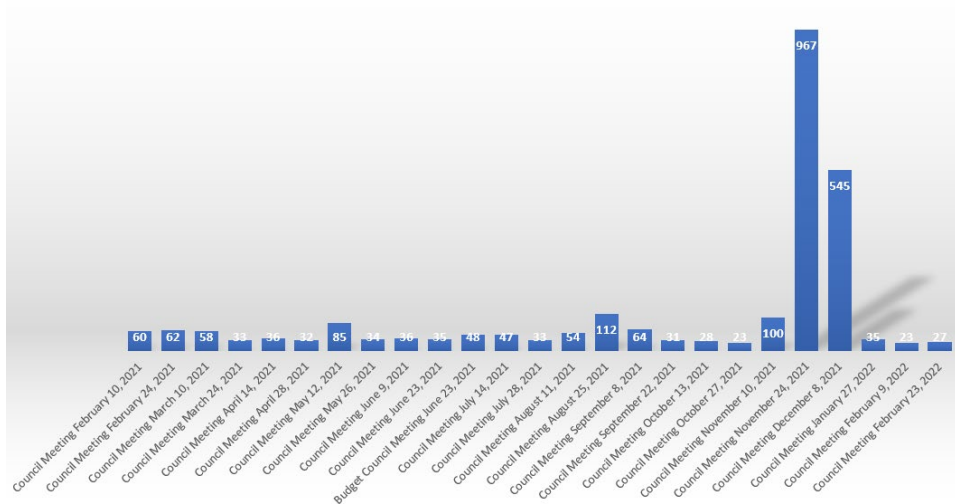
More than 20 residents attended and put forward their suggestions.

Anyone wanting to have a say can still do so via council's Connecting Mackay website. More details in Community Engagement section of this report.

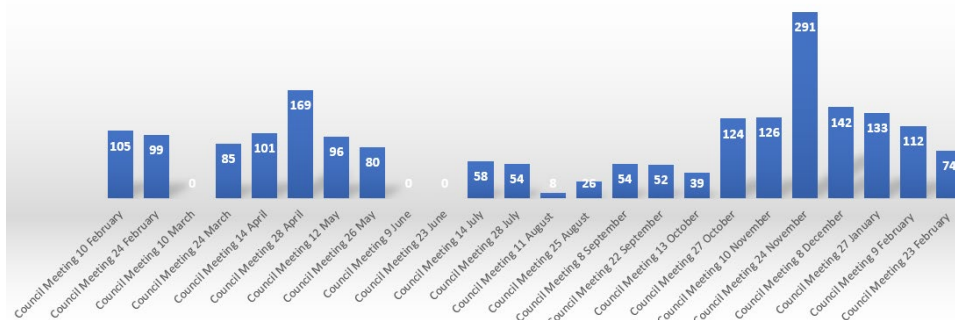
**All website visits for February 2022****Trend of MRC website (mackay.qld.gov.au) visits****Facebook facilities followers for February 2022**

**MRC Facebook followers for February 2022****MRC social media for February 2022****MRC YouTube views for February 2022**

### Council Meeting Live Stream – February 2022 YouTube



### Facebook

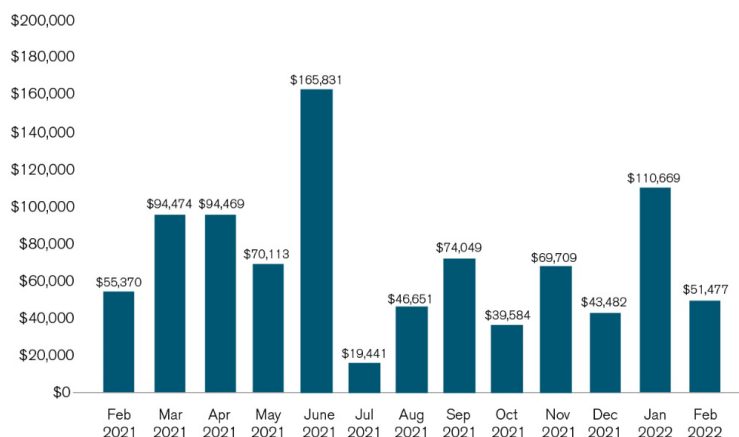


### eNewsletter Subscribers

Publication	January 2022	February 2022
Artspace	1830	1836
Botanic Gardens	1145	1145
Council Connect	3429	3419
Library	17,764	17,807
Recreation Services	1077	1078
Mackay Planning	1216	1211
Connecting Mackay	2990	2980
Sarina Sugar Shed	466	445



### Advertising spend across council



### Community Engagement

#### Blacks Beach Road drainage works

In early March, council will be constructing and installing storm water gully pits at the end of Blacks Beach Road, near Pacific Drive, to reduce flooding on the road and improve flood immunity for surrounding residents.

Property access will be maintained during the works and the works will be completed under traffic control.

A notification letter was sent to nearby property owners, and the works were publicised on council's Connecting Mackay and Facebook pages.

[connectingmackay.com.au/blacks-beach-road-drainage](https://connectingmackay.com.au/blacks-beach-road-drainage)

#### Creek Street and Lorne Road reconstruction – stage two

Council began stage two of the Creek Street and Lorne Road reconstruction in Walkerston in late February.

The works include a full reconstruction and shoulder widening of Lorne Road to improve the road condition and road safety. Lorne Road will be closed for the duration of the works, and the works are expected to be completed by late May.

Mackay Sugar, Mackay Transit Coaches and Emergency Services were consulted about the road closure. Two digital road signs were installed two weeks prior to the road closure, a notification letter was sent to nearby residents and schools, and the project was publicised on council's Connecting Mackay and Facebook pages.

[connectingmackay.com.au/creek-st-and-lorne-road-reconstruction-stage-1](https://connectingmackay.com.au/creek-st-and-lorne-road-reconstruction-stage-1)

#### Alsatia Park consultation

The play equipment at Alsatia Park in Walkerston has reached the end of its design life. Council is developing a concept plan for the park and wants the community's feedback.

As reported, a public meeting was held in the park in late February for the community to have their say on park improvements. More than 20 residents attended this meeting.

A Connecting Mackay page was also developed for those who couldn't attend the meeting. Residents have until March 11 to have their say online. When the online consultation period ends a feedback report will be prepared for council.

[connectingmackay.com.au/alsatia-park-upgrade](https://connectingmackay.com.au/alsatia-park-upgrade)

**Pioneer Valley Mountain Bike Trails project**

Due to Covid-19, the February community update session was postponed. This session has been rescheduled for late March and will be held in Eungella. Those who cannot attend will be able to view the presentation on council's Connecting Mackay website.

The project manager and Community Engagement officer have been meeting with nearby property owners to provide project updates and discuss shuttle access roads. These meetings will continue in March.

The second round of the small business mentoring program was launched in February. Existing businesses, as well as start-ups with a business idea that supports the Pioneer Valley Mountain Bike Trails, are eligible to apply.

[connectingmackay.com.au/mountain-bike-trails](https://connectingmackay.com.au/mountain-bike-trails)

**Southern rising water main repair**

The draft engagement strategy, communications material and key messages for this major project are currently being developed.

**Community Development Strategy consultation**

A survey was developed to help formulate the new Community Development strategy. From February 17 to March 2, 2022, the survey was available to the Connecting Mackay (18+) panel. Once this data is reviewed, the survey will be available to the wider community from March 8 through to April 3, 2022.

**Riverside Revitalisation project**

The Riverside Revitalisation project was awarded to local contractor Woollam Constructions in late January. Works are expected to begin in March and be completed before Christmas. Stakeholder discussions are continuing with directly affected businesses to ensure they are informed of upcoming works and traffic changes relating to the project. A Connecting Mackay page has been completed for this and will be regularly updated throughout the project. Media releases, social media and letter drops will be completed regularly.

[connectingmackay.com.au/riverfront-revitalisation-project](https://connectingmackay.com.au/riverfront-revitalisation-project)

**Marwood-Sunnyside Road shoulder widening**

Council's Field Services will be upgrading drainage and widening the shoulder on the northern side of Marwood-Sunnyside Road in Balberra. Works started early January and are anticipated to be completed in April, weather permitting. Traffic control will be in place for the duration of the works, including temporary traffic signals. A notification letter was sent to residents and bus services, VMS boards were installed, a media release, social media and Connecting Mackay page was done for this project.

[connectingmackay.com.au/marwood-sunnyside-road](https://connectingmackay.com.au/marwood-sunnyside-road)

**Dalrymple St culvert replacement**

Council's Field Services will be replacing aging culverts in Dalrymple Street, East Mackay. Works started in late January and are anticipated to be finished late April, weather permitting. Traffic control and detours are in place for the works. Residents were notified via a letter drop of the project. A media release, social media and Connecting Mackay page has been done for this project.

[connectingmackay.com.au/dalrymple-street-culvert-replacement](https://connectingmackay.com.au/dalrymple-street-culvert-replacement)

**Willetts Road shared path**

This project is now complete.

**Brisbane Street WMR (between Victoria and Gordon streets)**

Council's Field Services are replacing an aging water main down the eastern side of Brisbane Street between Victoria and Gordon streets. Works started late January and are expected to be finished early March, weather permitting. Traffic control and detours were used for this project. Surrounding businesses were contacted via phone and email regarding the works and to discuss parking arrangements during the works. Community Engagement have had continuous discussions with directly affected stakeholders regarding parking changes throughout the project to ensure minimal interruptions. A media release, social media and Connecting Mackay page was completed for this page.

[connectingmackay.com.au/brisbane-street-water-main-renewal](https://connectingmackay.com.au/brisbane-street-water-main-renewal)

**McCready Creek flood and stormwater management survey**

A flood and stormwater management study has now closed for the McCreadys Creek area. The study is expected to fill gaps in flood data for a developing area in Mackay. A postcard was created, and letter dropped to catchment area for the study. It directed residents to a Connecting Mackay page where they could submit their data or images for the survey. This survey closed Friday, February 24. Social media posts were also used to inform residents of the survey.

[connectingmackay.com.au/mccreadys-creek-flood-and-stormwater-management-study](https://connectingmackay.com.au/mccreadys-creek-flood-and-stormwater-management-study)

**Regional Arts Development Fund (RADF) survey**

The Regional Arts Development Fund (RADF) survey is now under way. This survey will be used to review the current program and ensure that it is meeting the needs of applicants and the creative community. The survey is open until Wednesday, March 30. The survey has been promoted through a media release, social media and events. A Connecting Mackay page has been created for the survey.

[connectingmackay.com.au/2022-regional-arts-development-fund-community-review](https://connectingmackay.com.au/2022-regional-arts-development-fund-community-review)

**Sydney Street WMR**

This project is continuing. The works are being completed at night to reduce the impact to businesses and traffic. Roebuck Civil are completing the works on behalf of council and have been keeping stakeholders updated as they progress with the works. VMS boards and social media has been used where needed for notifications throughout the project and the Connecting Mackay page is updated regularly.

[connectingmackay.com.au/sydney-street-water-main-replacement](https://connectingmackay.com.au/sydney-street-water-main-replacement)

**Milton and Archibald Street intersection upgrade**

This project is continuing. Bellwether is completing the works on behalf of council. There will be a traffic change in early March, which will temporarily close Archibald Street. Detours will be set up for traffic. A project update was sent out to surrounding residents and businesses, VMS boards are updated to warn traffic of upcoming changes, and a Connecting Mackay page has been created for this project.

[connectingmackay.com.au/milton-street-and-archibald-street-intersection-upgrade](https://connectingmackay.com.au/milton-street-and-archibald-street-intersection-upgrade)



## 8. Health & Regulatory Services

### Overview

Health and Regulatory Services has been busy over the past month. 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.

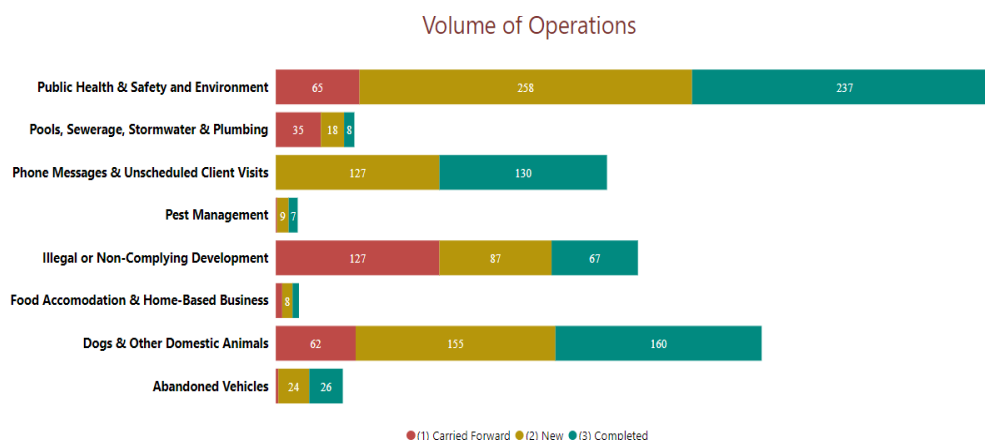
### Customer Requests

Throughout February 2022, 681 requests for service were received, compared with 582 requests for January 2022.

84% 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 1106



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

From commencement of the animal registration renewal period on 1 June 2021 to the end of February 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 February 2022 is 17,001.

Animal Type	Renewed Registrations	New Registrations	Total Registrations
Cat	2,328	389	<b>2,717</b>
Dog	12,253	2,031	<b>14,284</b>

### Proactive Patrols

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

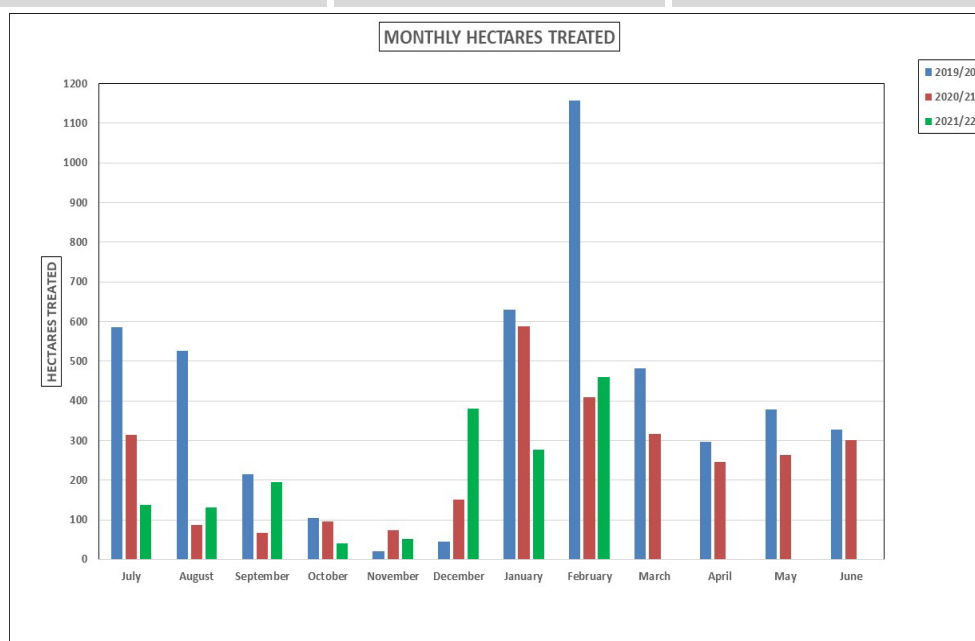
During February, 296 patrols were conducted across the region at locations including East Mackay, North Mackay, Gooseponds, South Mackay, North Mackay, Botanical Gardens, Ooralea, Queens Park, Slade Point, West Mackay, Mackay Harbour, Bucasia Esplanade, Andergrove, Bucasia, Shoal Point Waters, Royal Sands Boulevard, Mackay City Centre, Sarina and Haliday Bay.

296 dogs were identified on leash, 23 people were cautioned and provided education at East Mackay, Botanical Gardens, West Mackay Bucasia Esplanade, North Mackay, Mackay City Centre, Slade Point and Bucasia, and 2 people was issued an infringement for their dog not being on a leash at South Mackay and Slade Point.

### Vector Control

The table below represents the mosquito control work carried out by the Vector Control team in February 2022.

Sites Inspected	Sites Treated	Hectares Treated
144	101	461







**Licensing and Approvals Summary for February 2022**

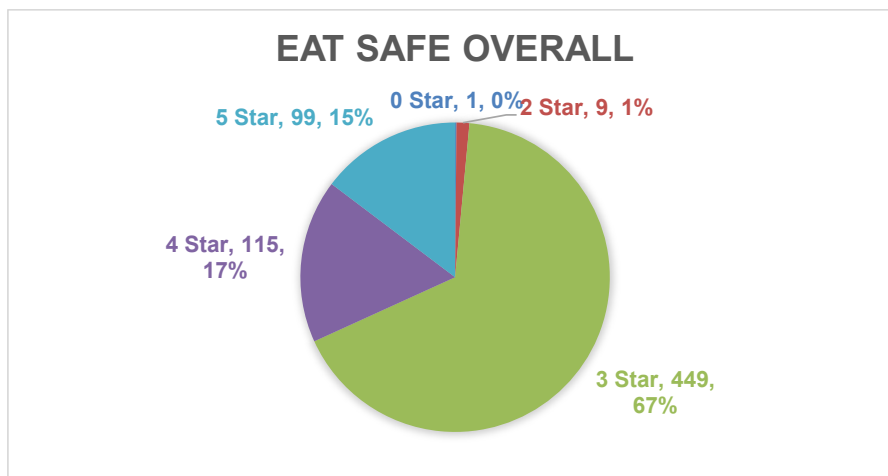
Premises	Premises Inspected	% Compliant	% Non - compliant	New and Renewal Applications Approved
Accommodation	2	100%		
Public Swimming Pool	2	100%		
Caravan Park	1	100%		
Skin Penetration	1	100%		
<b>Total</b>	<b>6</b>			<b>0</b>

Premises	Premises Inspected	5 Star	4 Star	3 Star	2 Star	0 Star	New and Renewal Applications Approved
Food Business	23	4	5	12	2	0	7

**Basic summary of star rating meanings:-**

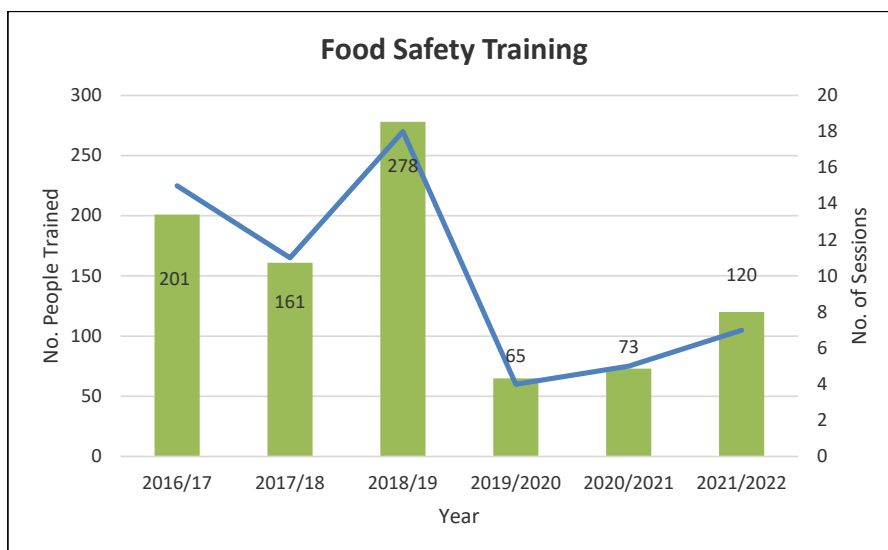
 <b>5 Star</b>	<b>Excellent performer</b> – Excellent record keeping, procedures, cleanliness and sustainable food safety practices.
 <b>4 Star</b>	<b>Very good performer</b> – Very good cleanliness, food safety practices and some records and procedures.
 <b>3 Star</b>	<b>Good performer</b> – Good level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

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



#### Education and Training Sessions

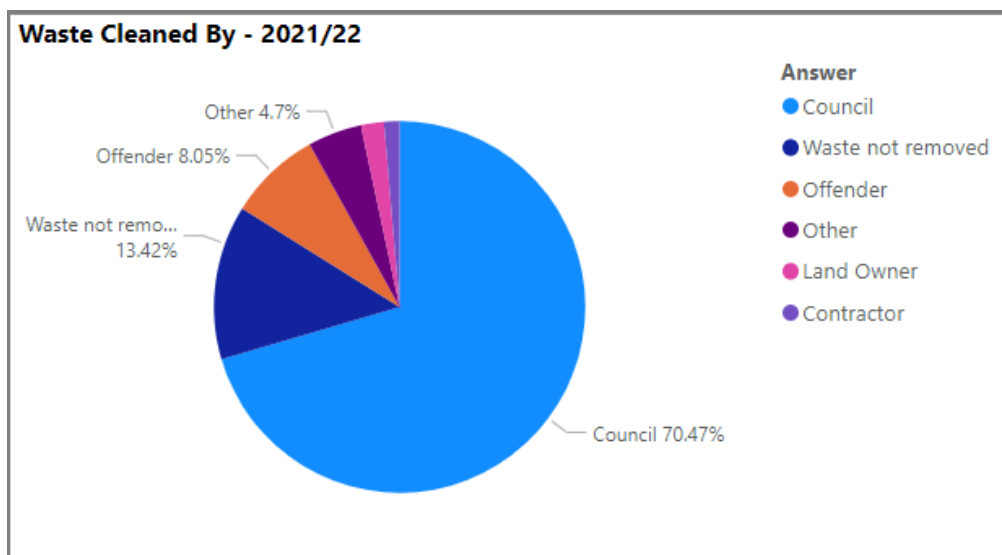
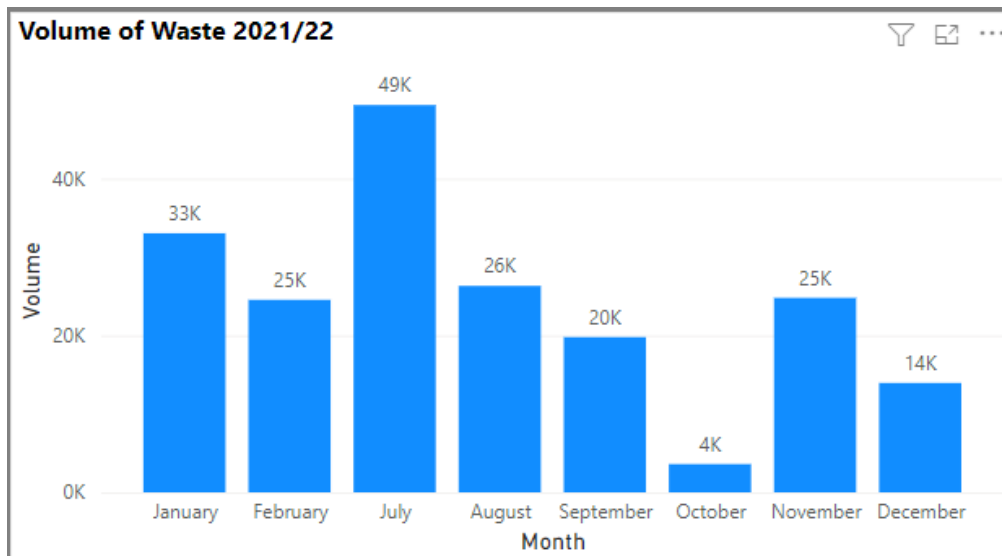
Food training sessions are conducted for non-profit organisations and for festival and events.  
Summary of sessions conducted: -

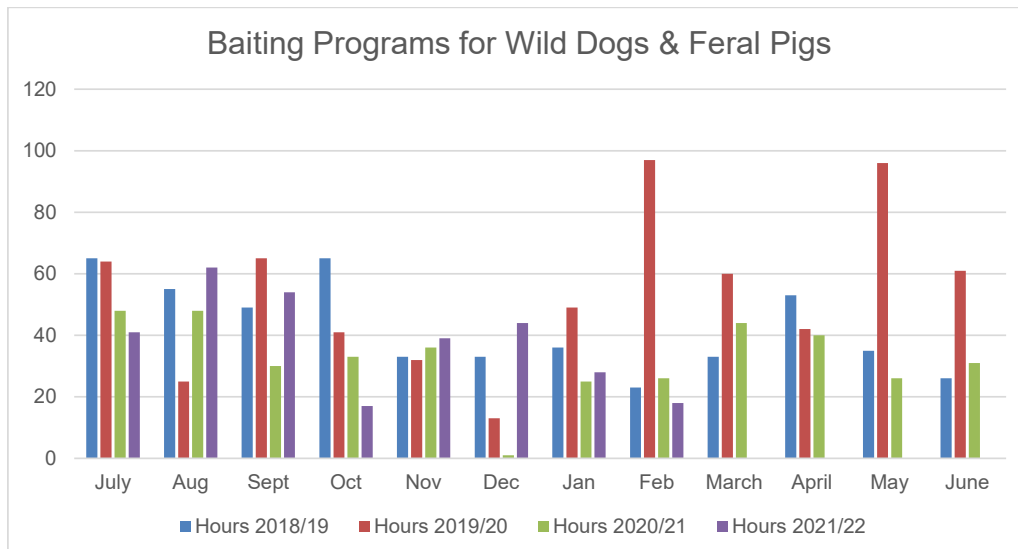


### Illegal Dumping and Littering

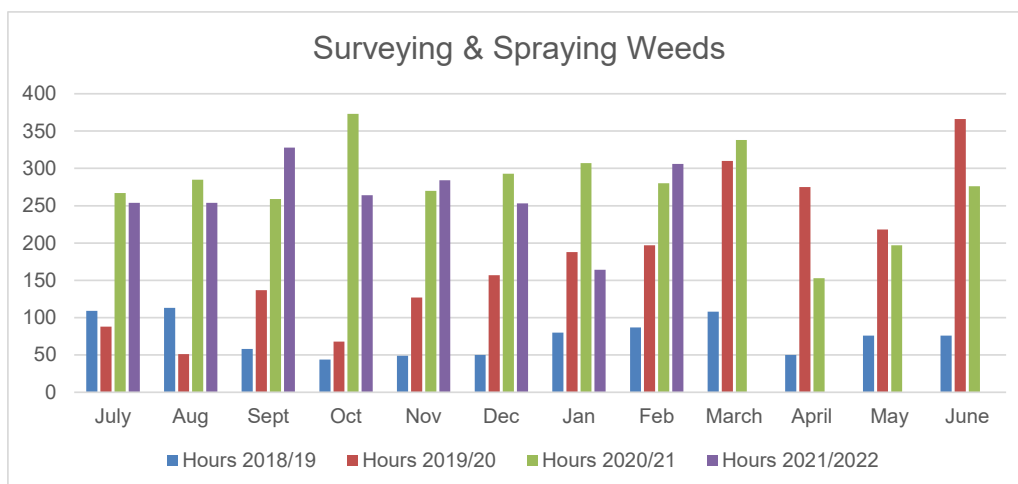
Council has been successful in receiving State funding of \$101,557 through the Local Government Illegal Dumping Partnership Program. This will fund the employment of one compliance officer to address the growing challenges caused by illegal dumping across our region.

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.

**Points of interest:**

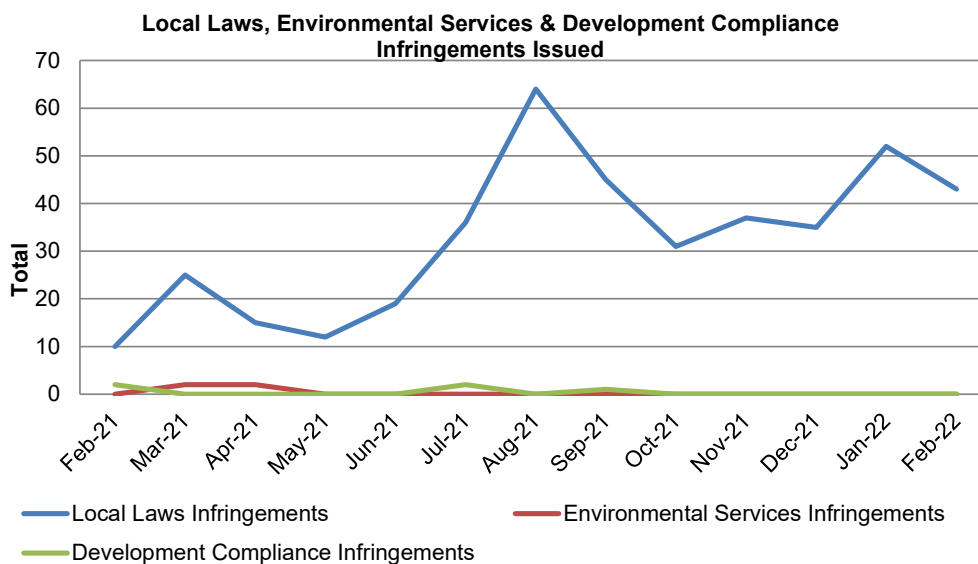
Successful Pig Trapping in Swayneville area.

After a couple of months setting traps on different properties with no luck, a pig trap was set on a property near an orchard. Different attractant foods were used including fallen fruit. Six pigs were

caught in the trap. Pest Management Officer Mark Oswald's perseverance, assistance and customer service provided in this situation was outstanding and produced a great result for the community.

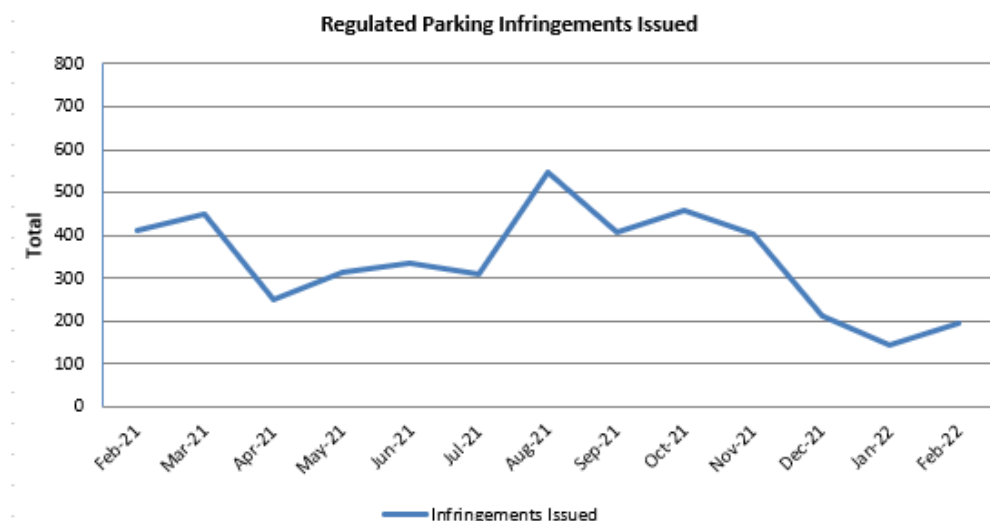
### Monthly Infringements Activity

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



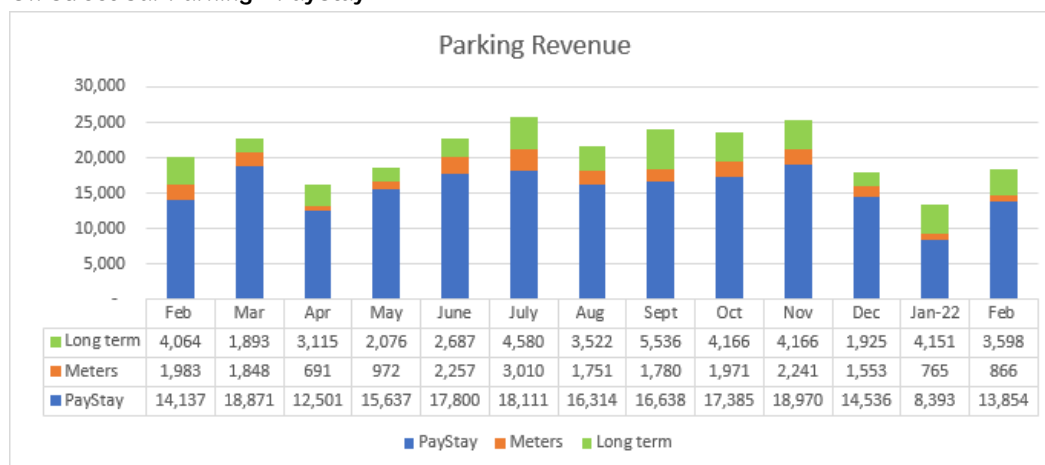
### February 2022

Local Laws Infringements	Environmental Services Infringements	Development Compliance Infringements
<ul style="list-style-type: none"> <li>Animal not registered within 14 days of keeping (12)</li> <li>Animal wandering at large (16)</li> <li>Cat not registered within 14 days of keeping (2)</li> <li>Fail to comply with compliance notice (10)</li> <li>Overgrown allotment on more than once in 12 month (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.

#### Off Street Car Parking – PayStay



Long term parking and use of the PayStay app this month are consistent with February 2021. However, revenue for Meters is less than half of that from February 2021.

Overall, currently we are seeing a reduction in the use of our paid car parking areas and this is consistent with all parking in the Mackay City Centre. With more businesses evolving to include working from home as part of their normal business practice, we are seeing a reduction in the demand for parking.

Meter use is also down with customers that usually use this method of payment either avoiding the use of the paid off street car parking areas or transitioning to payment by their smart phone.

It is expected that customers choosing the long term parking option will continue to be limited until there is more certainty regarding COVID 19 restrictions and not being exposed to the virus.



## 12. RECEIPT OF PETITIONS

Nil

## 13. TENDERS

Nil

## 14. CONSIDERATION OF NOTIFIED MOTIONS

Nil

## 15. PUBLIC PARTICIPATION

Nil

## 16. LATE BUSINESS

Cr Bella advised that elecosis disease, which effects dogs and is spread by the brown tick, is circulating throughout the Region, and urged residents to inspect their dogs and keep their tick and flea medication up to date.

Mayor Williamson suggested that this message could be added to Council's social media.

Cr May noted that the My Legendary Neighbour campaign includes 'Cuppa with your Neighbour' events in St Helen's Beach, Farleigh, Mirani, Sarina Beach, Eton and Slade Point and encouraged residents to participate. Cr May noted the recent release of the Land of the Clouds Eungella book which was published by Queensland Museum in conjunction with Mackay Regional Council, and recognised the efforts of the past Director of Organisational Services Dan McKinlay, who drove the project from the Council side. Cr May advised that Councillors will be distributing a copy of the publication to all schools in the Mackay Region. Cr May congratulated the MECC on their very successful hosting of the recent International Women's Day event.

Cr Bonaventura advised that the Habana and District Progress Association is linking Neighbour Day and the postponed Australia Day celebrations into a family friendly afternoon on Saturday March 26, which includes a water slide, food trucks and live music. Cr Bonaventura thanked Council for its sponsorship of the Australia Day part of the event and encouraged residents to attend.

Mayor Williamson noted that the Neighbourhood Day went off very well last year and was well supported with tremendous salutations made to neighbours.

## 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
17.1 Draft Minutes - Invest Mackay Events and Conference Attraction Program Advisory Committee Meeting - 21 February 2021	(c) the Council's budget.

**Moved Cr Jones**

**Seconded Cr Bonaventura**

**CARRIED**

11:02 am - The meeting closed to the public.

**THAT the meeting be reopened to the public.**

**Moved Cr Jones**

**Seconded Cr Englert**

**CARRIED**

11:06 am - The meeting reopened to the public.

**17.1. DRAFT MINUTES - INVEST MACKAY EVENTS AND CONFERENCE ATTRACTION PROGRAM  
ADVISORY COMMITTEE MEETING - 21 FEBRUARY 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-2022-45**

**THAT the draft minutes of the Invest Mackay Events and Conference Attraction Program Advisory Committee meeting dated 21 February 2022 be received.**

**Moved Cr May**

**Seconded Cr Englert**

**CARRIED**

**18. MEETING CLOSURE**

Meeting closed at 11:07 am.

**19. FOR INFORMATION ONLY**

Nil

Confirmed on Wednesday 23 March 2022.

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MAYOR