



ORDINARY MEETING

HELD AT COUNCIL CHAMBERS

On 25 May 2016

Commencing at 10.00 am

ORDINARY MEETING

WEDNESDAY 25 MAY 2016

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers, Sir Albert Abbott Administration Building, Gordon Street, Mackay on 25 May 2016 at 10.00 am.

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ORDINARY MEETING **AGENDA**

1. **ATTENDANCE:**

2. **OPENING PRAYER:**

3. **ABSENT ON COUNCIL BUSINESS:**

4. **APOLOGIES:**

5. **CONDOLENCES:**

6. **CONFLICT OF INTEREST:**

7. **CONFIRMATION OF MINUTES:**
 - 7.1 **ORDINARY MEETING MINUTES - 27 APRIL 2016**

THAT the Ordinary Meeting Minutes held on 27 April 2016 be adopted.

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

9. **MAYORAL MINUTES:**

10. RECEIPT OF STANDING COMMITTEE MINUTES:**10.1 DRAFT MINUTES - INFRASTRUCTURE AND SERVICES STANDING COMMITTEE MEETING HELD ON 11 MAY 2016**

Author **Director Engineering and Commercial Infrastructure**

Purpose

To receive the draft Economic Development and Planning Standing Committee Minutes of meeting held on 11 May 2016 and consideration of any recommendations.

Officer's Recommendation

THAT the Infrastructure and Services Standing Committee Minutes dated 11 May 2016 be received.

Attachments

1. Infrastructure & Services Standing Committee Minutes - 11 May 2016

INFRASTRUCTURE AND SERVICES STANDING COMMITTEE MEETING

MINUTES

1. COMMITTEE ATTENDANCE:

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

2. NON-COMMITTEE ATTENDANCE:

Also present were Crs J Englert, F Fordham, R Gee, Mr C Doyle (Chief Executive Officer) and Mrs M Iliffe (Minute Secretary).

The meeting commenced at 9.00 am.

The Chair welcomed everyone to the inaugural Infrastructure and Services Standing Committee Meeting and advised it was an honour to Chair this committee. She is looking forward to working with the committee members to provide the best outcome for the region and welcomes public and staff participation throughout the meeting and during the standing agenda item - Public Participation. The Chair acknowledged Council staff for the delivery of services as they are paramount to the success of Council.

3. ABSENT ON COUNCIL BUSINESS:

Nil

4. APOLOGIES:

Cr L G Bonaventura

5. CONFLICT OF INTEREST:

Nil

6. CONFIRMATION OF MINUTES:

Nil

7. BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETING:

Nil

8. CORRESPONDENCE AND OFFICERS' REPORTS:

The Chair advised the Director of Engineering and Commercial Infrastructure and the Chief Operation Officer Water and Waste Services (COOWWS) were an apology for today's Committee Meeting as they were attending the OzWater Conference in Melbourne. The COOWWS won the Queensland Water Manager of the Year award in 2015 and is nominated for the National Water Manager of the Year at OzWater Conference Gala Dinner Awards night.

The Chief Executive Officer would be providing an update to the Committee on the reports for the meeting.

8.1 ADOPTION OF INFRASTRUCTURE AND SERVICES COMMITTEE TERMS OF REFERENCE

Author Director Engineering and Commercial Infrastructure

Purpose

To adopt the Infrastructure and Services Committee Term of Reference, to ensure the proper process and procedures are followed during official Standing Committee Meetings.

Background/Discussion

The *Local Government Act 2009* and the *Local Government Regulation 2012*, via The Standing Orders provide the core requirements to regulate the conduct of meetings of the Local Government. The Terms of Reference will supplement these statutory requirements by providing detailed procedures for the conduct of the Standing Committee meetings.

Adoption of Terms of Reference is considered good governance practice providing open and transparent decision-making.

Consultation and Communication

The Terms of Reference were created as a result of consultation with Mayor, Chairperson and Chief Executive Officer, and Council's Governance and Safety program.

Resource Implications

Nil

Risk Management Implications

The Terms of Reference set the operational aspects of the Standing Committee meeting practices, and are based where needed on the associated legislation. Risk associated with this matter is considered a low risk to Council.

Conclusion

It is appropriate that the Committee adopt the Terms of Reference in keeping with the method of operation of meetings proposed for the coming term.

It is recommended that Committee adopt the Infrastructure and Services Committee Terms of Reference.

Officer's Recommendation

THAT the Infrastructure and Services Committee Terms of Reference be adopted.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Paton

Seconded Cr Walker

CARRIED

8.2

NORTHERN BEACHES ENTRANCE SIGNAGE PROJECT

Author Director Engineering & Commercial Infrastructure

Purpose

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

Background/Discussion

As part of its 2015/2016 adopted capital budget a \$300,000 allocation was provided to create a Northern Entry Statement when entering the urban area of Mackay. Consequently, discussions with the Department of Transport and Main Roads (DTMR) identified that the appropriate

location for the Northern Entry Statement would be at the future roundabout intersection of the Ring Road and the Bruce Highway which is estimated for completion in 2018/2019.

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

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

The objectives of the Northern Beaches entry signage are:

- To enhance the identity or 'community of place' of the Northern beaches community, stakeholders and interest groups. The proposed entry signage would define the geographical location and aid in supporting the merging 'character' of the area.
- Mackay Regional Council encourages the use of public art and local themes as part of the design development and is committed to utilise materials (soft and hardscapes) that reflect the unique character of its community.
- Mackay Regional Council strives to create a long-lasting relationship with the Mackay community and encourages community participation to ensure the quality of project delivered.

The project concept consisted of the following works:

- Monument Sign – Consists of a 5000mm long by 1800mm high structure made out of aluminium and high density urethane. The sign is designed by Danthonia Designs in line with previous installed entrance signage. The sign says "Welcome to the Northern Beaches".
- Vegetation and Planting – Based on a coastal planting theme that would comprise 13 native trees and mass planting of shrubs and groundcover species with a river rock edge treatment. An irrigation system would also be installed to maintain the vegetation installed.

Based on this concept an estimated of cost for the works amounting to \$227,000 was established which included a contingency amount of \$21,000.

Once the concept and budget estimate had been established, the next phase was to consult with the community to gain support for the project. This was mainly undertaken through engagement with the Northern Beaches Community Network via their Committee meeting and also through a further meeting with tourism operators from within the area as well.

Following this feedback, the decision at the time was for the project to progress based on the concept estimate of \$227,000. An anticipated completion date of 30 June 2016 was advised and the orders were placed for the sign which had the longest lead time for the project.

The Northern Beaches signage project was raised in an information briefing session on 26 April 2016 for the newly elected Council. Consequently, to understand the scope and associated costs of the project, some further background information was requested around options to stage the works and to understand the level of engagement with the community. This information was presented back on 4 May 2016 where it was agreed for a Committee Agenda Report to be prepared for consideration.

Project Staging Options Considered

1. Proceed with full scope of works as planned - \$227,000 (\$21,000 contingency allocation)
- Incorporates planting of 13 new trees, repair damaged grass, install irrigation, install signage, river rock edge treatments and install garden beds and associated mass plantings
2. Staged Approach - \$160,000 (\$18,000 contingency allocation) for Stage 1
- Stage 1 to plant 13 new trees, repair damaged grass, install irrigation, and install signage and river rock edge treatments
- Stage 2 would be remaining work – Installation of garden beds and mass planting – and can be done when the budget is available or not at all
3. Least Cost Option - \$114,000 (\$10,000 contingency allocation) for Stage 1
- Stage 1 to plant 13 new trees, repair damaged grass, and install signage
- Stage 2 would be remaining work – Install irrigation, river rock edge treatments, installation of garden beds and mass planting – and can be done when the budget is available or not at all

In regard to the options presented, the following matters should be noted for consideration:

- Current tree plantings in the roundabout consist of native trees (Moreton Bay Ash, Blue Gum and Weeping Cabbage Palms) and have been installed without irrigation
- Inspections by arborists prior to the design commencement for the upgrade indicated they are in very poor health from lack of water, are weak structurally and were recommended for removal
- Options presented above, with delayed irrigation installation, risk similar scenarios occurring in relation to tree health for the thirteen (13) trees proposed for installation
- For Option 3, where the irrigation system has been excluded, allowances for ongoing operational costs for watering of the trees during the establishment period of approximately 12 weeks has been accommodated within the estimate

Consultation and Communication

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

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

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

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

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

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

Resource Implications

A budget allocation has been identified from within the 2015/2016 capital budget of \$247,000 that covers all the project options being considered. At present, actual and committed expenditure for the project is approximately \$55,000.

If the full budget is not utilised then any resulting savings could be returned to reserves or used for other priority projects such as tourism signage.

Risk Management Implications

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

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

The matter to consider is the previous engagement that has occurred and the expectations created from this engagement should a staged option be considered as the most appropriate way to proceed.

Conclusion

The current economic position of our region and the perceived value of the rates the ratepayer pays continue to be an ongoing point of discussion for the community and Mackay Regional Council. The Northern Beaches area is a precinct that lacks the same level of community

facilities as the rest of the region based on its population base. The entrance signage as proposed enhances the identity of the Northern Beaches community.

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

Least Cost Option - \$114,000 (\$10,000 contingency allocation) for Stage 1 only

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

Officer's Recommendation

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

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

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

Committee Resolution

THAT the Report be deferred until the Infrastructure and Service Standing Committee Meeting on 8 June 2016.

Moved Cr Casey

Seconded Cr Paton

CARRIED

8.3 ECL - WATER SERVICES MONTHLY REVIEW - 19 MARCH 2016 TO 18 APRIL 2016

Author Director Engineering & Commercial Infrastructure

Purpose

To provide the Committee with Engineering and Commercial Infrastructure - Water Services Monthly Review for the period 19 March 2016 to 15 April 2016.

Officer's Recommendation

THAT the Engineering and Commercial Infrastructure - Water Services Monthly Review for the period 19 March 2016 to 15 April 2016 be received.

The Mayor queried what results were achieved from the letters forwarded to residents advising them of a water leak and what percentage of the water leaks are repaired.

The Business Services Manager, present in the Gallery, advised he would investigate this request and provide the results to the committee members.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Walker

Seconded Cr Bella

CARRIED

8.4 ECI - WASTE SERVICES MONTHLY REVIEW - 19 MARCH 2016 TO 18 APRIL 2016

Author Director Engineering & Commercial Infrastructure

Purpose

To provide the Committee with Engineering and Commercial Infrastructure Waste Services Monthly Reviews for the period 19 March 2016 to 15 April 2016.

Officer's Recommendation

THAT the Engineering and Commercial Infrastructure Waste Services Monthly Review for the period 19 March 2016 to 15 April 2016 be received.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Casey

Seconded Cr Paton

CARRIED

8.5 ECI - TRANSPORT AND DRAINAGE MONTHLY REVIEW - 19 MARCH 2016 TO 18 APRIL 2016**Author Director Engineering & Commercial Infrastructure****Purpose**

To provide the Committee with Engineering and Commercial Infrastructure - Transport and Drainage Monthly Review for the period 19 March 2016 to 18 April 2016.

Officer's Recommendation

THAT the Engineering and Commercial Infrastructure - Transport and Drainage Monthly Review for the period 19 March 2016 to 18 April 2016 be received.

The Mayor queried if the street cleaning budget allocated by Council was sufficient to meet the service level expectations of the ratepayers of the region.

The Civil Operations Manager, present in the Gallery, advised that Council has three (3) street sweepers and they are on a works schedule to ensure all the streets in the region are swept on average three (3) times per year and feels this service level is meeting the expectations of the ratepayers.

The Chief Executive Officer advised that a summary of all Customer Requests lodged with Council in relation to street sweeping would be provided to the Committee.

Cr Bella congratulated the staff on their recent maintenance work on the Koumala Bolingbroke Road.

The Manager of Business Services, present in the Gallery, advised Koumala Bolingbroke Road was a Transport and Main Roads owned road with Council contracted to undertake the maintenance schedule works on behalf of Transport and Main Road.

The Chair asked that the staff responsible for this schedule of works be congratulated on their quality of work on behalf of the Committee.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Casey**Seconded Cr Walker****CARRIED**

9. TENDERS:

Nil

10. CONSIDERATION OF NOTIFIED MOTIONS:

Nil

11. PUBLIC PARTICIPATION:

The Chair welcomed the public to the Committee meeting and thanked them for their interest and time.

There was no requested public participation.

12. LATE BUSINESS:

Nil

13. ADJOURNMENT

THAT as a procedural motion under Council's Standing Orders the meeting stands adjourned until 9.45 am to enable media responsibilities be undertaken.

Moved Cr Casey

CARRIED

9.30 am - Meeting adjourned.

9.45 am - Meeting resumed.

14. 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
• 2016/2017 Budget Review	(c) the Council's budget

Moved Cr Casey

Seconded Cr Walker

CARRIED

9.46 am - The meeting was closed to the public.

THAT the meeting be reopened to the public.

Moved Cr Casey

Seconded Cr Walker

CARRIED

10.41 am - The meeting was reopened to the public.

14.1 2016/2017 BUDGET REVIEW

Confidential

Committee Recommendation

THAT the 2016/2017 Budget Review be noted.

Moved Cr Casey

Seconded Cr Bella

CARRIED

15. MEETING CLOSURE:

The meeting closed at 10.42 am.

16. FOR INFORMATION ONLY:

Nil

INFRASTRUCTURE AND SERVICES STANDING COMMITTEE

WEDNESDAY 11 MAY 2016

Confirmed on Wednesday 8 June 2016

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Chairperson

APPENDIX / ATTACHMENTS

10.2 DRAFT MINUTES - ECONOMIC DEVELOPMENT AND PLANNING STANDING COMMITTEE MEETING HELD ON 11 MAY 2016

Author Director Development Services

Purpose

To receive the draft Economic Development and Planning Standing Committee Minutes of meeting held on 11 May 2016 and consideration of any recommendations.

Operational Plan Linkage

The Economic Development and Planning Standing Committee Minutes address various items of the 2015/2016 Operational Plan.

Committee Recommendations

The following recommendations are referred to the Ordinary Meeting for consideration.

Item 8.3 Application for Extension to the Local Government Infrastructure Plan Preparation Timeframe

That Council adopt the following recommendations at its Ordinary Meeting on 25 May 2016:

- a) To make an application to the Deputy Premier, Minister for Infrastructure, Local Government and Planning and Minister for Trade and Investment for an extension to the LGIP preparation timeframe in accordance with section 997 of the Sustainable Planning Act 2009 (SPA) to extend the timeframes linked to sections 979, 982, 983 and 996 of the SPA; and
- b) To include a copy of the current LGIP Project Management Plan with the application.

Officer's Recommendation

THAT the Economic Development and Planning Standing Committee Minutes dated 11 May 2016 be received.

FURTHER THAT the below recommendations from the Economic Development and Planning Standing Committee Minutes dated 11 May 2016 be approved:

- a. To make an application to the Deputy Premier, Minister for Infrastructure, Local Government and Planning and Minister for Trade and Investment for an extension to the LGIP preparation timeframe in accordance with section 997 of the Sustainable Planning Act 2009 (SPA) to extend the timeframes linked to sections 979, 982, 983 and 996 of the SPA; and
- b. To include a copy of the current LGIP Project Management Plan with the application.

Attachments

1. Economic Development & Planning Standing Committee Minutes - 11 May 2016

ECONOMIC DEVELOPMENT AND PLANNING STANDING COMMITTEE

WEDNESDAY 11 MAY 2016

**ECONOMIC DEVELOPMENT AND PLANNING
STANDING COMMITTEE MEETING****MINUTES****1. COMMITTEE ATTENDANCE:**

Crs A J Camm (Chairperson), K L May, J F Englert, F A Fordham, R C Gee and Mayor G R Williamson were in attendance at the commencement of the meeting.

2. NON-COMMITTEE ATTENDANCE:

Also present were Crs M Bella, K Casey, A Paton, R Walker and Mr C Doyle (Chief Executive Officer) Mr G Carlyon (Director Development Services) and Mrs M Iliffe (Minute Secretary).

The meeting commenced at 1.00 pm.

The Chair welcomed everyone to the inaugural Economic Development and Planning Standing Committee Meeting and felt very honoured to work with her fellow committee members for the betterment of the region.

3. ABSENT ON COUNCIL BUSINESS:

Nil

4. APOLOGIES:

Nil

5. CONFLICT OF INTEREST:

Nil

6. CONFIRMATION OF MINUTES:

Nil

7. BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETING:

Nil

8. CORRESPONDENCE AND OFFICERS' REPORTS:**8.1 ADOPTION OF ECONOMIC DEVELOPMENT & PLANNING COMMITTEE TERMS OF REFERENCE**

Author Director Development Services

Purpose

To adopt the Economic Development and Planning Terms of Reference to ensure the proper process and procedures are followed during official Committee Meetings.

Background/Discussion

The *Local Government Act 2009* and the *Local Government Regulation 2012*, via The Standing Orders provide the core requirements to regulate the conduct of meetings of the Local Government. The Terms of Reference will supplement these statutory requirements by providing detailed procedures for the conduct of the Standing Committee meetings.

Adoption of Terms of Reference is considered good governance practice providing open and transparent decision-making.

Consultation and Communication

The Terms of Reference were created as a result of consultation with Mayor, Chairperson and Chief Executive Officer, and Council's Governance and Safety program.

Resource Implications

Nil

Risk Management Implications

The Terms of Reference set the operational aspects of the Standing Committee meeting practices, and are based where needed on the associated legislation. Risk associated with this matter is considered a low risk to Council.

Conclusion

It is appropriate that the Committee adopt the Terms of Reference in keeping with the method of operation of meetings proposed for the coming term.

ECONOMIC DEVELOPMENT AND PLANNING STANDING COMMITTEE

WEDNESDAY 11 MAY 2016

It is recommended that the Committee adopt the Terms of Reference Infrastructure and Services Committee.

Officer's Recommendation

THAT the Economic Development and Planning Committee Terms of Reference be adopted.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Fordham

Seconded Cr Gee

CARRIED

8.2 DEVELOPMENT SERVICES - MONTHLY REVIEW REPORT FOR APRIL 2016

Author Director Development Services

Purpose

To review the attached Development Services Monthly Review Report for the month on April 2016.

Officer's Recommendation

THAT the attached report be received.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Fordham

Seconded Cr Englert

CARRIED

8.3 APPLICATION FOR EXTENSION TO THE LOCAL GOVERNMENT INFRASTRUCTURE PLAN PREPARATION TIMEFRAME

Author Infrastructure Planner

Purpose

For Council to resolve to make an application to the Deputy Premier, Minister for Infrastructure, Local Government and Planning and Minister for Trade and Investment (Planning Minister) requesting an extension to the Local Government Infrastructure Plan preparation timeframe in accordance with section 997 of the *Sustainable Planning Act 2009*.

Background/Discussion

Council currently levies infrastructure charges through its Adopted Infrastructure Charges Resolution, adopted in December 2014 (AICR) and prepared in accordance with the *Sustainable Planning Act 2009* (SPA). If Council wants to levy infrastructure charges and condition for trunk infrastructure from 1 July 2016, the SPA requires that Council must have a Local Government Infrastructure Plan (LGIP) as part of its planning scheme. Although work has commenced on the preparation of the LGIP, due to delays with the Draft Mackay Region Planning Scheme (MRPS), having an LGIP completed by 30 June 2016 will not be possible.

Amendments to the SPA in November 2015 make provision for the Planning Minister to approve an extension to the LGIP preparation timeframe up until 30 June 2018. The Planning Minister wrote to the former Mayor on 8 January 2016 advising of the SPA amendments and included a copy of advice prepared by the Department of Infrastructure, Local Government and Planning (DILGP) outlining the requirements for any application. The SPA and the advice note require that the application must include evidence of the Council Resolution to make the application (this report) and a project plan demonstrating how the project will be delivered (see Attachment 1).

To allow Council additional time to prepare its LGIP and to ensure that Council can continue to levy infrastructure charges and condition for trunk infrastructure from 1 July 2016 under the AICR, it is proposed that an application to the Planning Minister be made to request an extension to the LGIP preparation timeframe. This resolution and the attached project plan prepared in accordance with Mackay Regional Council's Enterprise Project Management Framework (EPMF) addresses the SPA and the DILGP advice to support the application to the Planning Minister. The project management plan will be monitored and amended as necessary throughout the life of the project.

Consultation and Communication

Correspondence has been received from the Planning Minister dated 8 January 2016 about the opportunity to apply for an extension to the LGIP preparation timeframe.

A letter to the Chief Executive Officer was received from Mr Frankie Carroll, Director General of DILGP on 8 April 2016 reminding Council of the opportunity to make application for the extension to the LGIP preparation timeframe, which must be received by 27 May 2016.

Public consultation on the Draft LGIP will be undertaken in accordance with the Statutory Guidelines (04/14) at the appropriate time in the project.

Resource Implications

There are no direct resource implications as a result of the extension application. All resource requirements relating to the development of the LGIP are already accommodated within the respective Council Program areas.

Budget Implications

There are no direct budget implications as a result of the extension application. All costs associated with the LGIP project are already accommodated within the Council budget.

Risk Management Implications

If an application to the Planning Minister is not submitted and approved before 1 July 2016, Council will not be able to levy infrastructure charges or impose trunk infrastructure conditions under the AICR from this time. If this was to occur, there is a significant risk to Council's budget and the ability of Council to fund future trunk infrastructure in the Capital Works Program.

Conclusion

If Council wants to continue to levy infrastructure charges from 1 July 2016 under the AICR, then an application to the Planning Minister for an extension to the LGIP preparation timeframe must be made.

Officer's Recommendation

THAT the Economic Development and Planning Committee recommends that Council adopt the following recommendations at its meeting on 25 May 2016:

- a) To make an application to the Deputy Premier, Minister for Infrastructure, Local Government and Planning and Minister for Trade and Investment for an extension to the LGIP preparation timeframe in accordance with section 997 of the Sustainable Planning Act 2009 (SPA) to extend the timeframes linked to sections 979, 982, 983 and 996 of the SPA; and
- b) To include a copy of the current LGIP Project Management Plan with the application.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Fordham

Seconded Cr Gee

CARRIED

**8.4 FACILITATING DEVELOPMENT IN THE MACKAY REGION POLICY -
WERNER ENGINEERING - 1-11 SILVERTON COURT, PAGET**

Author **Principal Economic Development Officer**

Purpose

To assess an application under the Facilitating Development in the Mackay Region Policy.

Background/Discussion

Werner Engineering is a locally owned Mackay based machining and fabrication workshop, specialising in the manufacture and repair of parts for the mining, transport, sugar, agricultural and local industries.

The application is for a proposed general industry workshop development located at 1-11 Silvertown Court, Paget. The development has current planning approval.

The project is an expansion (Stage 2) and located adjacent to the current Werner Engineering premises. The proposed Stage 2 warehouse has a GFA of 1,647sqm plus associated car parking and hardstand.

The applicant has requested the following Specific Incentives under the *Facilitating Development in the Mackay Region Policy Schedule 2*:

- 50% concession on infrastructure charges:
 - Infrastructure Charges = \$139,604
 - Requested concession = \$69,802
- Delayed payment of infrastructure charges
- Development application fee refund:
 - Development Application Fee = \$13,330
- Service connection fee refund

As per the policy, infrastructure charges may be reduced up to 50% based on the net charge amount identified on the Infrastructure Charges Notice. Council may consider reductions in infrastructure charges beyond 50% for applications that can demonstrate that they will generate significant long-term economic benefits, job creation and have transformative outcomes that will diversify the existing economic base of the region.

Under Schedule 2 of the Policy, delayed payment of the infrastructure charges under the Infrastructure Charges Notice may be considered for Reconfiguration of a Lot (RoL). DA-2016-2 for Werner Engineering is a combined application for Reconfiguration of a Lot (1 into 2) and Material Change of Use (General Industry).

However, Council's infrastructure charge notice has only required the charge to be paid at commencement of the use (MCU). Thereby, already deferring the charge from RoL to MCU. Delayed payment is not applicable for a Material Change of Use (MCU) application for major industry development.

The development application fees relevant to the application may be refunded up to 100%. The refund amount will be calculated as a discount to the outstanding infrastructure charges payable, at the required time of payment. Development application fees must still be paid as part of the development application process.

A discount of 50% (up to a maximum of \$500) on water connection fees and 50% (up to a maximum of \$500) on sewerage connection fees would be applied at the time the fees would be payable for the activity.

General Eligibility Criteria

Based on information provided by the applicant in the Stage 1 Expression of Interest, the proposal satisfies all requirements under the General Eligibility Criteria for consideration under the policy.

Criteria	Eligibility
Timing of development Estimated Commencement of Use within 2 years	Estimated commencement of use January 2017.
Non-Government Development	Yes
Infrastructure capacity	The development is located within a recently constructed industrial estate with all infrastructure services readily available to the site.

Location Specific Eligibility Criteria – Schedule 2

Based on information provided by the applicant in the Stage 2 Application, the proposal satisfies the requirements under the Location Specific Eligibility Criteria.

Criteria	Eligibility
Economic Investment The applicant must demonstrate that the minimum capital investment in the development is equal to or greater than \$3M in Paget and \$1M in other locations.	<ul style="list-style-type: none"> Estimated total capital investment: \$4.195M Estimated construction cost \$3.095M. Based on economic modelling, from a direct injection of \$3.095M (construction costs), total economic output would increase by \$6.26M. The applicant has committed to 80% utilisation of local contractors and suppliers.
Employment Generation	<ul style="list-style-type: none"> The development is projected to generate approximately 14 jobs during the construction phase. The development is projected to generate an increase in approximately 10 ongoing positions due to an expansion in the business.
Applicable Area For eligible development located inside the Priority Infrastructure Area in the Paget, Marian, Mirani, Sarina, Slade Point and Glenella urban areas,	<ul style="list-style-type: none"> The development is located inside the Priority Infrastructure Area in the Paget industrial area.

Criteria	Eligibility
the policy is applicable to land within the bounds of the industrial zoned areas.	
Applicable Land Uses The policy applies to material change of use (MCU) for uses that are consistent with the “applicable land uses” listed in the policy as defined by the relevant planning schemes in effect at the time of application.	<ul style="list-style-type: none"> The development is defined as General Industry and is consistent with the applicable land uses under the Mackay City Planning Scheme 2006.

Business and Regional Benefits

Based on information provided by the applicant in the Stage 2 Application, the development is considered to be value-adding to the existing business activity and will generate full time employment and business activity within a key sector of the Mackay economy.

Consultation and Communication

Development Assessment and Development Engineering were consulted during the development application assessment process and the Director Development Services has also considered this matter.

Resource Implications

Under the Adopted Infrastructure Charges Resolution, the proposed development would generate a total gross charge of \$139,604 for Material Change of Use (MCU). The total Development Application fee is \$13,330.

A 50% reduction of infrastructure charges and development application fee refund would reduce the charges received by Council by \$83,132.

A discount of 50% up to a maximum of \$500 on water connection fees and 50% up to a maximum of \$500 on sewerage connection fees would be applied at the time the fees would be payable for the activity.

It is important to note that the concession would only apply if the development proceeds in accordance with the conditions of the Facilitating Development in the Mackay Region Policy and in particular the recommendations noted below.

Risk Management Implications

If the development is not completed and operational within the recommended timeframe, the concessions will no longer be applicable and 100% of the applicable Infrastructure Charges will be applicable to the development.

There is a risk that granting significant concessions can leave Council exposed to similar claims in future and that a potential infrastructure funding gap could present. These risks are sufficiently mitigated by the fact that infrastructure is available to service the development and by the strict timeframes detailed on claiming any concession grants under the facilitating development policy.

Conclusion

The *Facilitating Development in the Mackay Region Policy* provides incentives for developments that will deliver significant economic development and growth outcomes in alignment with Council's policy and planning objectives and this project meets the policy objectives and therefore should be positively considered for support.

Officer's Recommendation

THAT the following Specific Investments are approved under the Facilitating Development in the Mackay Region Policy for Werner Engineering;

- a) Concession of 50% (\$69,802) on the infrastructure charges based on the net charge amount identified on the Infrastructure Charges Notice for DA-2016-2, payable at the commencement of use;
- b) Development application fee refund (\$13,330) calculated as a discount to the outstanding infrastructure charges payable at commencement of use; and
- c) A discount of 50% up to a maximum of \$500 on water connection fees and 50% up to a maximum of \$500 on sewerage connection fees applied at the time the fees would be payable for the activity.

FURTHER THAT the approval of the concessions is dependent on the development being completed and use commencing by 31 May 2018.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr May

Seconded Cr Gee

CARRIED

**8.5 FACILITATING DEVELOPMENT IN THE MACKAY REGION POLICY -
ADVENTURE RIDERS RANCH - LOT 4 RUNNING CREEK ROAD,
OAKENDEN**

Author Principal Economic Development Officer

Purpose

To assess an application under the Facilitating Development in the Mackay Region Policy.

Background/Discussion

Adventure Riders Ranch is located at Lot 4 Running Creek Road, Oakenden. The project is a small scale rural tourism development which includes a proposal for six cabins, camping sites, amenities, bar, kitchen and dining area. A Development Application has not been lodged.

Adventure riding is defined as using a 'dual sport' motorcycle that has the ability to go on both dirt tracks and sealed roads/highways.

The applicant has requested the following Specific Incentives under the *Facilitating Development in the Mackay Region Policy Schedule 4*:

- 75% concession on infrastructure charges
 - Estimated Infrastructure Charges = \$49,920
 - Requested concession = \$37,440
- Delayed payment of infrastructure charges
- Development application fee refund
 - Estimated Development Application Fee: \$6,800
- 2015-16 Food business license annual fee = \$401

As per the policy, infrastructure charges may be reduced up to 75% based on the net charge amount identified on the Infrastructure Charges Notice for *Rural Based and Nature Based Tourism*. Council may consider reductions in infrastructure charges beyond 75% for applications that can demonstrate that they will generate significant long-term economic benefits, job creation and have transformative outcomes that will diversify the existing economic base of the region.

Under Schedule 4 of the Policy, delayed payment of the infrastructure charges under the Infrastructure Charges Notice may be considered for a Material Change of Use (MCU) up to 12 months from the commencement of the use, subject to a suitable agreement with Council.

The development application fees relevant to the application may be refunded up to 100%. The refund amount will be calculated as a discount to the outstanding infrastructure charges payable, at the required time of payment. Development application fees must still be paid as part of the development application process.

A reduction in the annual food license and commercial trade waste fees may be provided for eligible development, as per the table below:

Application	Discount	Timing
1 st year of operation	100% discount	Applied at the time when the fees would be payable for the activity.
2 nd year of operation	50% discount	Calculated at the anniversary date of the 1 st year of operation, when the fees would be due for the activity.

General Eligibility Criteria

Based on information provided by the applicant in the Stage 1 Expression of Interest, the proposal satisfies all requirements under the General Eligibility Criteria for consideration under the policy.

Criteria	Eligibility
Timing of development Estimated Commencement of Use within 2 years	Estimated commencement of use October 2016.
Non-Government Development	Yes
Infrastructure capacity	Additional council infrastructure is not required to service the development.

Location Specific Eligibility Criteria – Schedule 4

Based on information provided by the applicant in the Stage 2 Application, the proposal satisfies the requirements under the Location Specific Eligibility Criteria.

Criteria	Eligibility
Economic Investment The level of economic investment will be assessed on a case by case basis.	<ul style="list-style-type: none"> Estimated total capital investment: \$756,000. Estimated construction cost: \$370,000 Based on economic modelling, from a direct injection of \$370,000 (construction costs), total economic output would increase by \$748,000. The applicant has demonstrated a commitment to use local contractors and materials.
Employment Generation	<ul style="list-style-type: none"> The development is projected to generate approximately 2 jobs during the construction phase. The development is projected to generate an increase in approximately 3-5 FTE ongoing positions.

Criteria	Eligibility
Applicable Area Appropriately zoned land located outside established urban areas of Mackay, Marian, Mirani, Walkerston and Sarina.	<ul style="list-style-type: none"> The project is located on appropriately zoned land.
Applicable Land Uses The policy applies to material change of use (MCU) for uses that are consistent with the “applicable land uses” listed in the policy as defined by the relevant planning schemes in effect at the time of application.	<ul style="list-style-type: none"> The development would be classified as <i>Undefined Use: a use not otherwise covered by any other definition</i> under the Mackay City Planning Scheme 2006. The applicable land use is not listed under Schedule 4 of the policy but is considered to be consistent with the objectives of the policy as a small scale tourism development.

Business and Regional Benefits

Based on information provided by the applicant in the Stage 2 Application, the development supports a new business and tourism product to the Mackay region. The aim of the project is to attract riders to the property for approximately 3 days, utilising the ranch as a base for day trips. The business would be unique to the Mackay region, operating in a niche market with the potential for future growth.

The development would support tourist visitation and spending as motorcyclist travellers are heavily dependent on buying local due to limited capacity to carry supplies.

Consultation and Communication

Development Assessment and Health and Regulation have been consulted through pre-lodgement meetings with the applicant and the Director Development Services has also considered this matter. The applicant has also engaged with the Department of Infrastructure, Local Government and Planning.

Resource Implications

Under the Adopted Infrastructure Charges Resolution, the proposed development would generate an estimated total gross charge of \$49,920 for Material Change of Use (MCU). The total estimated Development Application fee is \$6,800.

A 75% reduction of infrastructure charges and development application fee refund would reduce the estimated charges received by Council by \$44,240.

Under the policy a reduction in the annual food license and commercial trade waste fees is applied over a two year period. The current Food Business License Annual Fee is \$401 with a potential discount of \$401 for the first year of operation and \$200.50 for the second year of operation (based on the Cost Recovery Fees and Charges 2015-16).

It is important to note that the concession would only apply if the development proceeds in accordance with the conditions of the Facilitating Development in the Mackay Region Policy and in particular the recommendations noted below.

Risk Management Implications

The policy states that Council will only decide a Stage 2 Application and issue a notice when there is a current development approval in place for the development. Considering the rationale of the policy to promote development in the local tourism industry, the infrastructure charges and development application fee could be considered prohibitive for small scale tourism development. Concessions could be a key factor in the financial viability of a project and the decision by the applicant to proceed to development application.

To mitigate this risk, the proposed development will need to be assessed for any changes from the information previously provided to Council through the development assessment process. The approval of the specific incentives will be dependent on the lodgement and subsequent approval by Council of a properly made development application.

If the development is not completed and operational within the recommended timeframe, the concessions will no longer be applicable and 100% of the applicable Infrastructure Charges will be applicable to the development.

There is a risk that granting significant concessions can leave Council exposed to similar claims in future and that a potential infrastructure funding gap could present. These risks are sufficiently mitigated by the fact that infrastructure is available to service the development and by the strict timeframes detailed on claiming any concession grants under the facilitating development policy.

Conclusion

The *Facilitating Development in the Mackay Region Policy* provides incentives for developments that will deliver significant economic development and growth outcomes in alignment with Council's policy and planning objectives and this project meets the policy objectives and therefore should be positively considered for support.

Officer's Recommendation

THAT the following Specific Incentives are approved under the Facilitating Development in the Mackay Region Policy for Adventure Riders Ranch:

- a) Concession of 75% (estimated \$37,440) on the infrastructure charges based on the net charge amount identified on the Infrastructure Charges Notice, payable 12 months from the commencement of use;
- b) Development application fee refund (estimated \$6,800) calculated as a discount to the outstanding infrastructure charges payable at the required time of payment; and
- c) Reduction in applicable food licence and trade waste fees (2015/16 Food business license annual fee = \$401).

FURTHER THAT the approval of the concessions is dependent on the development being completed and use commencing by 31 May 2018.

The Mayor queried why there was a 75% concession given on the infrastructure charges.

The Director of Development Services advised it was within Council's Facilitating Development in the Mackay Region Policy for rural tourism applicants to be provided with up to 75% concession on infrastructure charges.

The Chair confirmed this application was for a rural tourism project which will help diversify the tourism throughout our region.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Gee

Seconded Cr Englert

CARRIED

**8.6 FACILITATING DEVELOPMENT IN THE MACKAY REGION POLICY -
SARINA BEACH CARAVAN PARK - 44 OWEN JENKINS DRIVE,
SARINA BEACH**

Author Principal Economic Development Officer

Purpose

To assess an application under the Facilitating Development in the Mackay Region Policy.

Background/Discussion

Sarina Beach Motel is located at 44 Owen Jenkins Drive, situated on Sarina Beach. The project includes the development of three vacant beachfront blocks into a 15 site caravan park with amenities block (converted motel room), relocation of swimming pool and BBQ shelter. A Development Application has not been lodged.

The applicant has requested the following Specific Incentives under the *Facilitating Development in the Mackay Region Policy Schedule 4*:

- 100% concession on infrastructure charges
 - Estimated Infrastructure Charges: \$63,000
- Delayed payment of infrastructure charges (if applicable)
- Development application fee refund
 - Estimated Development Application Fee: \$6,825

As per the policy, infrastructure charges may be reduced up to 75% based on the net charge amount identified on the Infrastructure Charges Notice for *Rural Based and Nature Based Tourism*. Council may consider reductions in infrastructure charges beyond 75% for applications that can demonstrate that they will generate significant long-term economic benefits, job creation and have transformative outcomes that will diversify the existing economic base of the region.

Under Schedule 4 of the Policy, delayed payment of the infrastructure charges under the Infrastructure Charges Notice may be considered for a Material Change of Use (MCU) up to 12 months from the commencement of the use, subject to a suitable agreement with Council.

The development application fees relevant to the application may be refunded up to 100%. The refund amount will be calculated as a discount to the outstanding infrastructure charges payable, at the required time of payment. Development application fees must still be paid as part of the development application process.

General Eligibility Criteria

Based on information provided by the applicant in the Stage 1 Expression of Interest, the proposal satisfies all requirements under the General Eligibility Criteria for consideration under the policy.

Criteria	Eligibility
Timing of development Estimated Commencement of Use within 2 years	Estimated commencement of use September 2016.
Non-Government Development	Yes
Infrastructure capacity	Additional council infrastructure is not required to service the development.

Location Specific Eligibility Criteria – Schedule 4

Based on information provided by the applicant in the Stage 2 Application, the proposal satisfies the requirements under the Location Specific Eligibility Criteria.

Criteria	Eligibility
Economic Investment The level of economic investment will be assessed on a case by case basis.	<ul style="list-style-type: none"> Estimated total capital investment: \$300,000. Estimated construction cost: \$300,000. Based on economic modelling, from a direct injection of \$300,000 (construction costs), total economic output would increase by \$607,000. The applicant has demonstrated a commitment to use local contractors and materials.
Employment Generation	<ul style="list-style-type: none"> The development is projected to generate approximately 1 job during the construction phase. The development is projected to generate an increase in approximately 2 FTE ongoing positions to service the additional demand.
Applicable Area Appropriately zoned land located outside established urban areas of Mackay, Marian, Mirani, Walkerston and Sarina.	<ul style="list-style-type: none"> The project is located on appropriately zoned land.
Applicable Land Uses The policy applies to material change of use (MCU) for uses that are consistent with the “applicable land uses” listed in the policy as defined by the relevant planning schemes in effect at the time of application.	<ul style="list-style-type: none"> The development is defined as Caravan Park under the Sarina Shire Planning Scheme 2005. The applicable land use is not listed under Schedule 4 of the policy but is considered to be consistent with the objectives of the policy as a small scale tourism development.

Business and Regional Benefits

Based on information provided by the applicant in the Stage 2 Application, the development is servicing an identified gap in the caravan and RV market seeking beach front caravan park sites. The development will expand on the current business product and cost points to appeal to a diverse range of guests.

The applicant has included that the future benefits of the project will include:

- Creating additional employment.
- Boosting tourism in our local area.
- Supporting other local business (cafes, petrol stations).
- Showcasing Sarina Beach for guests to recommend to others.

Consultation and Communication

Development Assessment and Health and Regulation have been consulted through pre-lodgement meetings with the applicant and the Director Development Services has also considered this matter.

Resource Implications

Under the Adopted Infrastructure Charges Resolution, the proposed development would generate an estimated total gross charge of \$63,000 for Material Change of Use (MCU). The total estimated Development Application fee is \$6,825.

A 100% reduction of infrastructure charges and development application fee refund would reduce the estimated charges received by Council by \$69,825.

It is important to note that the concession would only apply if the development proceeds in accordance with the conditions of the Facilitating Development in the Mackay Region Policy and in particular the recommendations noted below.

Risk Management Implications

The policy states that Council will only decide a Stage 2 Application and issue a notice when there is a current development approval in place for the development. Considering the rationale of the policy to promote development in the local tourism industry, the infrastructure charges and development application fee could be considered prohibitive for small scale tourism development. Concessions could be a key factor in the financial viability of a project and the decision by the applicant to proceed to development application.

To mitigate this risk, the proposed development will need to be assessed for any changes from the information previously provided to Council through the development assessment process. The approval of the specific incentives will be dependent on the lodgement and subsequent approval by Council of a properly made development application.

If the development is not completed and operational within the recommended timeframe, the concessions will no longer be applicable and 100% of the applicable Infrastructure Charges will be applicable to the development.

There is a risk that granting significant concessions can leave Council exposed to similar claims in future and that a potential infrastructure funding gap could present. These risks are sufficiently mitigated by the fact that infrastructure is available to service the development and by the strict timeframes detailed on claiming any concession grants under the facilitating development policy.

There is also a risk in the current economic environment that granting concessions could be seen by some as facilitating a development that could have negative impacts on surrounding competitors. These risks are mitigated by the fact that the product being delivered is of a different type and scale to much of what already exists in close proximity to the proposed development.

Conclusion

The *Facilitating Development in the Mackay Region Policy* provides incentives for developments that will deliver significant economic development and growth outcomes in alignment with Council's policy and planning objectives and this project meets the policy objectives and therefore should be positively considered for support.

It should be noted that the request for assistance included concessions in excess of the parameters set by the *Facilitating Development in the Mackay Region policy* and based on the nature of the development it is appropriate to contain the level of support provided to the level generally envisaged by the Council endorsed policy. As per the policy, a 75% reduction of infrastructure charges would reduce the estimated charges received by Council by \$47,250.

Officer's Recommendation

THAT the following Specific Incentives are approved under the *Facilitating Development in the Mackay Region Policy* for Sarina Beach Motel:

- a) Concession of 75% (estimated \$47,250) on the infrastructure charges based on the net charge amount identified on the Infrastructure Charges Notice, payable 12 months from the commencement of use;
- b) Development application fee refund (estimated \$6,825) calculated as a discount to the outstanding infrastructure charges payable at the required time of payment.

FURTHER THAT the approval of the concessions is dependent on the development being completed and use commencing by 31 May 2018.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr May

Seconded Cr Gee

CARRIED

**8.7 DRAFT MINUTES NATURAL ENVIRONMENT ADVISORY
COMMITTEE**

Author **Manager Parks, Environment & Sustainability**

Purpose

Attached is a copy of the draft minutes of the Natural Environment Advisory Committee meeting held on 9 March 2016 for information purposes and consideration of recommendations.

Background/Discussion

The Natural Environment Advisory Committee consists of councillors, council officers, community members and stakeholder group representatives. The Committee meets bimonthly.

Committee recommendations from this meeting include:

- That council consider funding a potential vegetation mapping project in the 2016/17 budget,
- That the two community grant applications be supported, funding:
 1. Mackay Conservation Group \$12846 for continuation of bird surveys in the Crediton and Cathu State Forest to provide information on the Eungella Honeyeater and
 2. Conservation Volunteers \$5,000 for flora and fauna surveys at Demoleyns Lagoon, weed control, revegetation maintenance and educational workshops and training sessions.

Consultation and Communication

Once accepted by Council, the committee minutes will be circulated to members and be made available on council's website.

Resource Implications

Council officers will investigate costs for a vegetation mapping project. Both community grant applications can be funded from the 2015/16 community environment grant allocation in the Natural Environment Levy.

Risk Management Implications

Nil

Conclusion

Council has been provided with the March Natural Environment Advisory Committee meeting minutes for information and consideration of recommendations.

Officer's Recommendation

THAT the minutes of the Natural Environment Advisory Committee meeting on 9 March 2016 be received.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Gee

Seconded Cr Englert

CARRIED

8.8 HILLALONG COAL MINE PROJECT ENVIRONMENTAL IMPACT STATEMENT

Author Manager Strategic Planning

Purpose

To present a summary of the Environmental Impact Statement (EIS) for the Hillalong Coal Mine Project, process undertaken for commenting on Environmental Impact Statements and recommendations for the Committee's commentary on the specific project.

Background/Discussion

The Hillalong Coal Mine Project is proposed to be located approximately 60km north west of Nebo and approximately 170 km west of Mackay (via the Peak Downs Highway and Sutor Development Road). The project area is shown as an attachment. Queensland Coal Exploration (QCE) is the proponent for the project.

The project is for both open cut and underground longwall coal mining, producing thermal and coking coal. The project includes support infrastructure such as an on-site accommodation camp, train load out facility, and a transport corridor from the mine to the train load out. The train load out (TLO) facility will connect to the existing Hail Creek Brank Line, which forms part of the Goonyella Rail System. Coal produced from the project will be railed out via this rail system and transported to Dalrymple Bay Coal Terminal.

It is expected that the Hillalong Mine, once operational, will have a lifespan of approximately 17 years. Open-cut pit west will be operational through years 1 – 9, open cut pit east operational through years 10 – 13 and the underground mine operational all throughout years 1 – 17. During the lifetime of the mine, it is estimated that 1,276ha of land will be disturbed as a result of the project, with rehabilitation and environmental management practices occurring throughout the mining operation. Construction is anticipated to take 3 years prior to mine commencing operation.

Subject to the relevant statutory approvals, it is anticipated that soil from open-cut pit west will be removed in the second quarter of 2017, and the first shipment of coal scheduled for the fourth quarter of 2018.

There are significant opportunities for the Mackay Region associated with the project, including an estimated capital and operational expenditure of \$581.69 million.

In terms of employment, it is forecast that the project will create a demand for approximately 400 full time equivalent positions during peak construction periods and 436 positions during operations. It is also anticipated that approximately 356 full time equivalent positions will be created offsite throughout Queensland in support roles to the project. It is expected that 75% of the construction and operational workforce will come from the Isaac, Whitsunday and Mackay region.

During the construction phase, workers will be provided accommodation whilst on roster at the existing Nebo accommodation camp. Workers will be required to drive to the camp in preparation for their roster, where they will then daily be provided with bus transport facilities to and from the mine. Employees will be on a rotating 7 day roster. Once the mine is operational, employees will be provided on-site accommodation at a permanent workers camp, located approximately 2km from the extent of the mining operations.

Through the EIS process, Mackay Regional Council has been identified as a potential key stakeholder in the project. In early 2013, Mackay Regional Council was invited to and provided a response to the draft Terms of Reference for the Hillalong Coal Mine Project, in which Council recommended additional that the EIS include information on Workforce (including Drive-In-Drive-Out (DIDO) and Fly-In-Fly-Out (FIFO) arrangements during the construction and operational phases), Transport (including cumulative impacts of this and other EIS projects on road, rail, air and ship transport networks during pre-construction, construction, operational and decommissioning phases) and other cumulative impacts on supporting services provided. These matters have been addressed in the EIS documents.

As the project is situated within the Isaac Regional Council, Mackay Regional Council's interests are generally limited to:

- the provision of industrial land and services to support mining activities;
- the provision of housing (i.e. percentage of mine workers residing in the Mackay region);
- the provision and capacity of community services, which include:
 - regional health facilities (i.e. regional hospital and health expertise in Mackay)
 - regional education facilities (i.e. secondary schools and tertiary training needs in Mackay)
 - regional welfare and social facilities in Mackay;
- the impact on regional roads and rail infrastructure from the Bowen Basin (in the west) through to Mackay ports and supporting industries (in the east).

Local impact issues such as the below are considered and commented on by the Isaac Regional Council:

- local amenity of residents (i.e. noise and dust emissions and vibrations),
- water resources (i.e. surface water quality, groundwater, local flood regimes and on-site water management),

- flora and fauna,
- housing affordability in nearby urban settlements,
- social impacts of transient population on sense of community and liveability (i.e. Drive in-Drive out workforce),
- impacts on local social services, and
- impacts on local road network.

The proponent intends to apply for a site-specific Environmental Authority (AE) to authorise the Project, which will be evaluated by Department of Environment and Heritage Protection (DEHP) once the EIS process is completed. In addition, following the Environmental Authority process, a range of management plans (e.g. subsidence management plan, erosion and sediment control plan, biodiversity management plan) will be developed during the construction, operation and decommissioning phase of the Project. These management plans will be part of the overarching Environmental Management System detailed in the EIS documentation.

The following conclusions are stated in the EIS document:

- Employment and business opportunities for local and regional areas;
- No significant impacts on land, land use, surface waterways or farm dams following the rehabilitation of mined areas;
- Less than 1m maximum groundwater drawdown within and immediately surrounding the mine area on Exevale property. No reduction in the yield or use of the five existing bores used for stock watering on this property. QCE commits to monitor groundwater impacts and “make good” any change in supply affected by the Project outside the mining lease;
- Unavoidable impacts on 272 ha of terrestrial ecology resources, including important vegetation communities and threatened species habitat. Mitigation measures to minimise impacts on retained ecological resources will be provided along with the provision of biodiversity offsets to achieve an overall net ecological gain for state and national matters of ecological importance;
- No significant impacts as a result of the Project’s emissions to air, land or water;
- No significant impacts on local and regional communities or cultural heritage; and
- No significant cumulative impacts.

Consultation and Communication

The Executive Summary and background information regarding the project was emailed internally to relevant Council staff for noting and draft comments on the Environmental Impact Statement for the Hillalong Coal Mine Project will be distributed for comment.

All comments on the Environmental Impact Statement are required to be submitted on or prior to 31 May 2016.

Resource Implications

Commentary on the Environmental Impact Statement for the Hillalong Coal Mine Project will be prepared internally by Development Services – Strategic Planning with minimal impact on Council resources.

Risk Management Implications

Without knowledge, review and investigation of large projects in Mackay, Isaac and Whitsunday Region, Council risks soft and hard infrastructure in the region not being 'ready' to cater for increase in demand. Furthermore, without appropriate environmental management practices in place, detrimental impacts can occur on our natural environment.

The Commonwealth Department of the Environment (DotE) deemed the Project to be a controlled action under the Environment Protection and Biodiversity Conservation Act (EPBC Act). The EIS will be carried out under the assessment bilateral agreement between the Commonwealth and the State of Queensland, which allows the DotE to rely on the State EIS process for the assessment of Project impacts on Matters of National Environmental Significance (MNES). The bilateral assessment process allows for the assessment of impacts on MNES to be undertaken as part of the State EIS process, with input from DotE throughout. DotE will issue a separate approval for the Project which outlines the required conditions to mitigate any impacts to the MNES. Following submission of the EIS, Mine Lease Applications (MLA) will be lodged for the Hillalong mine, transport corridor and for the TLO facility, to the Queensland Department of Natural Resources and Mines (DNRM) under the Mineral Resources Act 1989 (Qld) (MR Act). In addition, following the EA and MLA process, a range of management plans (e.g. subsidence management plan, erosion and sediment control plan, biodiversity management plan) will be developed during the construction, operation and decommissioning phase of the Project. These management plans will be part of the overarching Environmental Management System which is further outlined in the EIS documents.

Conclusion

The Committee is briefed on the Environmental Impact Statement for the Hillalong Coal Mine Project, Council's background involvement in the project, and the process undertaken to prepare commentary on the project.

It is recommended that Mackay Regional Council support in general the development of the Hillalong Coal Mine project given the significant positive economic benefits that the project will have within the Mackay-Isaac-Whitsunday Region, subject to:

- the environmental impacts are addressed; and
- other impacts of the project are appropriately considered and addressed;
- local labour and Drive in Drive out or Bus in Bus out labour during the construction and operational phases are maximised and FIFO labour are minimised.

The Project is anticipated to result in a range of beneficial impacts including:

- Economic stimulus to the MIW regional and Queensland state economies during the construction and operational phases of the project;
- Export revenues from coal produced across the life of the mine is estimated to be in the order of \$6,569.28 million and \$7,579.93 million, which assuming royalty rates remain unchanged would yield royalties of between \$459.85 million and \$530.60 million over the life of the mine;
- Increased employment opportunities within MIW region, potentially offsetting in part recent retrenchments within the regional resources sector and its supply chain; and

- Opportunities for local MIW region suppliers to support the construction and operation of the Project;
- The workforce is not targeting FIFO but DIDO, which favours sourcing labour during both the construction and operational phase from the Mackay region;
- The proximity of the mine favours the use of local industrial equipment and expertise from Mackay as the primary mining services hub;
- The additional mine workers and future mining operations will continue to benefit from regional hospital, education/skills and social services provided from Mackay.

Officer's Recommendation

THAT the committee note that this submission will be lodged by 31 May 2016.

The Mayor asked the Director of Development Services to expand on the report regarding impacts on Mackay.

The Director of Development Services provided the Committee with a brief overview of the submission. The Hillalong Coal Mine Project is outside of the Mackay Regional Council borders but the project will provide significant ongoing opportunities for Mackay Regional Council residents and businesses.

The Mayor queried what impact would there be on the Mackay Regional Council road network and its residents and in particular the Walkerston link.

The Director of Development Services advised a study had been generally on the impact on Council's road networks and it was determined the road networks could accommodate the needs required but would review the study and in particular the impact on the Walkerston Link. Also, possibly include specific comment on this aspect on linkage to the Mackay to Bowen Basin Service Link project.

The Chair queried if the Hillalong Coal Mine Project had confirmed they would source 75% of their workforce from the local region.

The Director of Development Services advised the Hillalong Coal Mine Project had confirmed their workforce would be made up of 75% local workforce with the necessary skill set.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr May

Seconded Cr Englert

CARRIED

**8.9 ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
COUNCILLORS MEMBERSHIPS OF ADVISORY COMMITTEES,
EXTERNAL COMMUNITY COMMITTEES AND INTERNAL WORKING
GROUPS**

Author Director Development Services

Purpose

To note councillor membership of advisory committees, external community committees and internal working groups relevant to Economic Development & Planning Standing Committee which will be formally appointed by the Mayor and CEO who have delegated authority to make these appointments.

Background/Discussion

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

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

- Character & Heritage Advisory Committee
- Natural Environment Advisory Committee
- City Centre Taskforce
- Development Assessment Review Team
- Sarina Field of Dreams Advisory Committee
- Botanic Gardens Advisory Board
- Mackay Housing Company
- Mackay Tourism
- NQBP Community
- DBCT Engagement Group
- Sustainable Futures Advisory Committee
- Sarina Landcare Integrated Catchment Management Association
- Sarina Tourist Art & Craft Centre

Consultation and Communication

Cr Amanda Camm, Deputy Mayor and Economic Development and Planning Committee Chair has discussed with Economic Development & Planning Committee councillors to determine membership of different advisory boards. Council's senior leadership team has also been consulted as have the Mayor and CEO who have the delegated authority to make these appointments.

Resource Implications

Nil. All Council committee's operations are fully funded as part of Council's annual budget.

Risk Management Implications

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

Conclusion

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

Officer's Recommendation

THAT the proposed membership of councillors to advisory committees, external community committees and internal working groups relevant to the Economic Development and Planning Committee be noted.

Cr May asked if the Mackay Housing Company could be updated to the correct name of Mackay Regional Housing Company.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Gee

Seconded Cr Fordham

CARRIED

9. TENDERS:

Nil

10. CONSIDERATION OF NOTIFIED MOTIONS:

Nil

11. PUBLIC PARTICIPATION:**11.1 MALCOLM HULL - BUILDING VALUATIONS**

Mr Malcolm Hull on behalf of Mackay-Whitsunday Master Builders requests Council to meet with the banking sector, UDIA and Master Builders to review the property valuations currently being provided, which impact on the ability to finance purchases.

The Chair advised the Committee will arrange a meeting with the banking sector, UDIA, Master Builders and Council to discuss building valuations for property in the Mackay region.

11.2 HAROLD SMITH - AGRICULTURAL LAND

Mr Smith is concerned with the loss of agricultural land due to land segmentation, fragmentation developments and strip developments.

The Director of Development Services advised Council does have controls regarding good quality agricultural land within planning documents with the focus on a balance.

The Chair thanked the public for their participation and encouraged residents to attend future committee meetings and provide their suggestions and information.

12. LATE BUSINESS:

Nil

THAT as a procedural motion under Council's Standing Orders the meeting stands adjourned until 1.45 pm to enable media responsibilities be undertaken.

Moved Cr May

CARRIED

1.35 pm - Meeting adjourned at this time.

1.54 pm - Meeting resumed at this time.

13. 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
• Development Services Monthly Legal Report - April 2016	(f) starting or defending legal proceedings involving Council
• 2016/2017 Budget Review	(c) the Council's budget

Moved Cr May

Seconded Cr Englert

CARRIED

1.56 pm - The meeting be closed to the public.

2.45 pm - Cr Paton retired from the Meeting at this time.

THAT the meeting be reopened to the public.

Moved Cr May

Seconded Cr Gee

CARRIED

3.01 pm - The meeting was reopened to the public.

13.1 DEVELOPMENT SERVICES MONTHLY LEGAL REPORT - APRIL 2016

Confidential

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Fordham

Seconded Cr Englert

CARRIED

13.2 2016/2017 BUDGET REVIEW**Confidential****Committee Recommendation**

THAT the 2016/2017 Budget Review be noted.

Moved Cr May

Seconded Cr Englert

CARRIED

14. MEETING CLOSURE:

The meeting closed at 3.02 pm.

15. FOR INFORMATION ONLY:**15.1 DEVELOPMENT APPLICATION INFORMATION - 01.04.16 TO 30.04.16**

For Council Information Only - No Decision Required.

Development Applications Received

App No.	Code / Impact	Address	Applicant	Description	Officer
CA-2005-296	Code	L 1 Sugarshed Road, ERAKALA	Ajana Park Pty Ltd	Permissible Change - Request to Extend Relevant Period (10 Years) - Combined Application for a Material Change of Use AND a Reconfiguration of 3 Lots to create 43 Park Residential Lots known as stage 4 and 5A of Settlers Rise Estate	
CAC-2016-30	Code	20 Coakley Court, ERAKALA	Bryan L Baker	Dwelling House (Steep Land Overlay)	Brogan Jones
MCUC-2016-32	Code	5 West Pugsley Street, WALKERSTON	Earthcert	Residential Storage Sheds Exceeding 85m2 in Rural Zone	Josephine McCann
MCUC-2016-33	Code	21-23 Branscombe Road, WALKERSTON	Toni-Maree Dodd	Home Based Business (Hairdresser) & Residential Storage Shed (Front Boundary Setback)	Helle Jorgensen Smith
MCUCD-2001-39	Code	L 1 Sugarshed Road, ERAKALA	Ajana Park Pty Ltd	Permissible Change - Extension of the Relevant Period (10 Years) - Material Change of Use from 'Rural' Use to 'Park Residential' Use & Preliminary Approval for a Reconfiguration of Park Residential - Settlers Rise Estate Stage 4-12 (254 lots)	
MCUCD-2005-199	Code	25-27 Sonoran Street, RURAL VIEW	Plantation Palms Properties Pty Ltd	Request to Extend Relevant Period (4 Years) - Material Change of Use - Preliminary Approval for Locality Concept Plan No. 3 AND Material Change of Use - Preliminary Approval for Site Development Plan (Residential Subdivision) AND Reconfiguration of a Lot - Creation of 292 Urban Residential Lots plus 2 Parkland Lots plus a Community Facilities Lot in compliance with the provisions of the Eulbertie Park Plan of Development as approved by Council (MCI-2000-30) issued 17 December, 2003 - Plantation Palms Estate Stage 2	Brogan Jones

ECONOMIC DEVELOPMENT AND PLANNING STANDING COMMITTEE

WEDNESDAY 11 MAY 2016

App No.	Code / Impact	Address	Applicant	Description	Officer
MCUCD-2005-323	Code	7A Stony Creek Road, ETON	Anthony S Pullen	Permissible Change - Extension of Relevant Period & Change of Conditions - Combined Application for a Material Change of Use AND a Reconfiguration of 1 Rural Lot to create 23 Rural Residential Lots	Helle Jorgensen Smith
MCUI-2016-31	Impact	1081 Mirani-Mount Ossa Road, DOWS CREEK	Jessica M Hamelink and Trent A Jenner	Conversion from Educational Establishment to Dwelling House	Josephine McCann

Development Applications Entering Decision Making Period

App No.	Code / Impact	Address	Applicant	Description	Officer
CAC-2012-341A	Code	116 Shoal Point Road BUCASIA	Pointglen Developments Pty Ltd	Permissible Change - Change of Condition 14 to Amend ICN - Combined Application - Material Change of Use (49 Multiple Dwelling Units/61 keys) & Reconfiguration of a Lot (3 Special Activities (Tourism) Lots into 49 Lots)	Brogan Jones
MCUC-2016-1	Code	90752 Bruce Highway SARINA	Louie P Keating	Second House	Helle Jorgensen Smith
MCUI-2015-66	Impact	7 Brooks Road West SARINA	Sentinel Sarina Development Pty Ltd	Material Change of Use Preliminary Approval to override the Planning Scheme under s242 for Residential Precinct, Medium Density Residential Precinct, Commercial Precinct (featuring a Tavern & Convenience Centre), Service Centre Precinct (featuring Service Station & Fast Food Outlet), Health & Medical Precinct (featuring relocated Sarina Hospital), Emergency Services Precinct, (featuring relocated Sarina Ambulance & Fire Stations) The Village, Sarina	Julie Brook
MCUI-2015-66	Impact	7 Brooks Road West SARINA	Sentinel Sarina Development Pty Ltd	Material Change of Use Preliminary Approval to override the Planning Scheme under s242 for Residential Precinct, Medium Density Residential Precinct, Commercial Precinct (featuring a Tavern & Convenience Centre), Service Centre Precinct (featuring Service Station & Fast Food Outlet), Health & Medical Precinct (featuring relocated Sarina Hospital), Emergency Services Precinct, (featuring relocated Sarina Ambulance & Fire Stations) The Village, Sarina	Julie Brook
MCUI-2015-97	Impact	85 Hendys Road BRIGHTLY	BRW Transport and Quarries Pty Ltd	Extractive Industry (Quarry) and Ancillary Activities and ERA 16 Extractive and Screening Activities	Kathryn Goodman
MCUI-2016-14	Impact	171 Tedfords Road MARIAN	Nicholas C Brennan	Undefined Use - Private Airstrip	Brogan Jones
ROLC-2016-29	Code	0 Eton Homebush Road OAKENDEN	Shane M Sievers	Boundary Realignment - 2 Rural Lots into 2 Lots and Access Easement	Helle Jorgensen Smith
ROLC-2016-29	Code	0 Eton Homebush Road OAKENDEN	Shane M Sievers	Boundary Realignment - 2 Rural Lots into 2 Lots and Access Easement	Helle Jorgensen Smith

Development Applications Finalised

App No	Code / Impact	Address	Applicant	Description	Officer
Relevant Period Extended					
CAC- ASPA- 2010/192D	Code	247 Anzac Avenue MARIAN QLD 4753	Tipalea Marian Land Pty Ltd	Request to Extend Relevant Period (5 Years) - Preliminary Approval to vary the effect of the Planning Scheme under s242 of the Sustainable Planning Act 2009 (to facilitate development in accordance with the Commercial and Residential Zone as shown on Plan of Development 10NQ044 and amend the levels of assessment to reflect Table 3.1) and Material Change of Use Development Permit for Shops/Shopping Centre and Health Care Centre (comprising a 3,200m2 Supermarket and 1,500m2 Shops/Health Care Centre/Indoor Recreation & Entertainment (Gym-Fitness Centre)/Veterinary Centre/Restaurants/Office)	Kathryn Goodman
CA-IDAS- 2004/208C	Code	3/21 Kellys Road WALKERSTON QLD 4751	Mackay Surveys Pty Ltd	Request to Extend Relevant Period - Material Change of Use - Preliminary Approval (Change from Rural Use to Urban Residential Use) & Reconfiguration of a Lot into 15 Urban Residential Lots)	Kathryn Goodman
Approved Subject to Conditions					
CAC- ASPA- 2016/30	Code	20 Coakley Court ERAKALA QLD 4740	Bryan L Baker	Dwelling House (Steep Land Overlay)	Brogan Jones
MCUC- ASPA- 2015/170	Code	304 Eversleigh Road SARINA QLD 4737	NBN Co Limited	Telecommunications Facilities	Josephine McCann
MCUC- ASPA- 2016/19	Code	950 Mackay- Eungella Road PLEYSTOWE QLD 4741	Michael H O'Brien	Permissible Change - Change to Plan of Development - Increased Storage Facilities (Miners Stockfeed) - File Ref. 5-74-0832	Kathryn Goodman
MCUC- ASPA- 2016/23	Code	31 Logan Crescent ERAKALA QLD 4740	James G Mogford	Residential Storage Shed	Helle Jorgensen Smith
MCUC- ASPA- 2016/24	Code	34-42 Central Park Drive PAGET QLD 4740	Pommes Frites Pty Ltd and Saidane Pty Ltd	General Industry (Hardstand)	Brogan Jones
MCUC- ASPA- 2016/26	Code	41 Scott Street SOUTH MACKAY QLD 4740	Tempus Design Studio	Dwelling House Extension (Aviation Facilities Buffer Area - Development in the Vicinity of Mackay Airport Overlay & Flood and Inundation Overlay)	Kathryn Goodman
MCUC- ASPA- 2016/27	Code	85-89 Michelmores Street PAGET QLD 4740	Piff Properties (Queensland) Pty Ltd	General Industry (Wheel Refurbishment Workshop and Office)	Brogan Jones
MCUC- ASPA- 2016/32	Code	5 West Pugsley Street WALKERSTON QLD 4751	Earthcert	Residential Storage Sheds Exceeding 85m2 in Rural Zone	Josephine McCann
MCUI- ASPA- 2016/9	Impact	L 2 Anzac Parade FINCH HATTON QLD 4756	nbn	Major Utility (Telecommunications Facility)	Kathryn Goodman
RECONF- IDAS- 2007/198C	Code	L 908 Yakapari- Seaforth Road SEAFORTH QLD 4741	Kirkmahoe Pty Ltd	Request to Extend Relevant Period (4 Years) Reconfiguration of 2 lots into 30 Village lots and 1 Balance lot	Brogan Jones
RECONF- IDAS- 2007/558	Code	3/21 Kellys Road WALKERSTON QLD 4751	Darren Mazzoni and Natalie Mazzoni	1 Rural Residential Lot into 21 Lots	Kathryn Goodman
ROL- ASPA- 2014/104	Code	117 Archibald Street PAGET QLD 4740	Investec Bank (Aust) Ltd	1 Public Purposes Lot into 4 Lots and 4 Access Easements	Brogan Jones
ROL- ASPA- 2015/107	Code	12-38 Cooks Lane BAKERS CREEK QLD 4740	Zined Pty Ltd	1 Rural Lot into 9 Industrial Lots	Brogan Jones

ECONOMIC DEVELOPMENT AND PLANNING STANDING COMMITTEE

WEDNESDAY 11 MAY 2016

App No	Code / Impact	Address	Applicant	Description	Officer
ROLC- ASPA- 2015/134	Code	34 Hamilton Street NORTH MACKAY QLD 4740	Kylie M Smith	1 Urban Expansion/Open Space Lot into 5 lots, 1 drainage lot and 1 balance lot	Josephine McCann
ROLC- ASPA- 2016/18	Code	17 Ungerer Street NORTH MACKAY QLD 4740	Barry J Evans	1 Urban Residential Lot into 3 Lots	Josephine McCann
ROLC- ASPA- 2016/21	Code	101 Kerrisdale Crescent BEACONSFIELD QLD 4740	Kerrisdale Developments and SHD Pty Ltd	Boundary Realignment - 2 Urban Expansion Lots into 2 Lots	Helle Jorgensen Smith

Confirmed on Wednesday 8 June 2016

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Chairperson - Cr Amanda Camm

APPENDIX / ATTACHMENTS

10.3 DRAFT MINUTES - COMMUNITY ENGAGEMENT STANDING COMMITTEE MEETING HELD ON 18 MAY 2016

Author Director Community and Client Services

Purpose

To receive the draft Community Engagement Standing Committee Minutes of meeting held on 18 May 2016 and consideration of any recommendations.

Officer's Recommendation

THAT the Community Engagement Standing Committee Minutes dated 18 May 2016 be received.

Attachments

1. Community Engagement Standing Committee Minutes - 18 May 2016

COMMUNITY ENGAGEMENT STANDING COMMITTEE

WEDNESDAY 18 MAY 2016

**COMMUNITY ENGAGEMENT
STANDING COMMITTEE****MINUTES****1. COMMITTEE ATTENDANCE:**

Mayor G R Williamson (Acting Chairperson), Crs A J Camm, J F Englert, F A Fordham, and R C Gee, were in attendance at the commencement of the meeting.

2. NON-COMMITTEE ATTENDANCE:

Also present was Mr C Doyle (Chief Executive Officer) and Mrs M Iliffe (Minute Secretary).

The meeting commenced at 9.00 am

Mayor Williamson noted the previously advised apologies for the meeting of the Chair Cr Casey and Deputy Chair Cr Bonaventura, and that he was happy to undertake the duties of Acting Chair for this inaugural Community Engagement Standing Committee Meeting.

3. ABSENT ON COUNCIL BUSINESS:

Nil

4. APOLOGIES:

Crs K J Casey (Chairperson) and L G Bonaventura

5. CONFLICT OF INTEREST:

Nil

6. CONFIRMATION OF MINUTES:

Nil

7. BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETING:

Nil

8. CORRESPONDENCE AND OFFICERS' REPORTS:**8.1 ADOPTION OF COMMUNITY ENGAGEMENT STANDING COMMITTEE TERMS OF REFERENCE**

Author Director Community and Client Services

Purpose

To adopt the Community Engagement Standing Committee Terms of Reference, to ensure the proper process and procedures are followed during official Standing Committee Meetings.

Background/Discussion

The *Local Government Act 2009* and the *Local Government Regulation 2012*, via The Standing Orders provide the core requirements to regulate the conduct of meetings of the Local Government. The Terms of Reference will supplement these statutory requirements by providing detailed procedures for the conduct of the Standing Committee meetings.

Adoption of Terms of Reference is considered good governance practice providing open and transparent decision-making.

Consultation and Communication

The Terms of Reference were created as a result of consultation with Mayor, Chairperson and Chief Executive Officer, and Council's Governance and Safety program.

Resource Implications

Nil.

Risk Management Implications

The Terms of Reference set the operational aspects of the Standing Committee meeting practices, and are based where needed on the associated legislation. Risk associated with this matter is considered a low risk to Council.

Conclusion

It is appropriate that the Committee adopt the Community Engagement Terms of Reference in keeping with the method of operation of meetings proposed for the coming term.

Officer's Recommendation

THAT the Community Engagement Standing Committee Terms of Reference be adopted.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Camm

Seconded Cr Gee

CARRIED

**8.2 COMMUNITY AND CLIENT SERVICES MONTHLY REVIEW 13
MARCH TO 16 APRIL 2016**

Author Director Community and Client Services

Purpose

Attached is a copy of the Community and Client Services Monthly Review for the period 13 March to 16 April 2016.

Officer's Recommendation

THAT the Community and Client Services Monthly Review covering the period 13 March to 16 April 2016 be received.

Cr Englert advised he is reviewing advertising costs from information he had requested from officers.

Cr Camm commented on the client satisfaction rating and noted Councils' desire to work with the CEO and Director on outcomes for this area.

The Mayor queried the satisfaction rating of 66% as detailed in the report.

The Director of Community and Client Services (DCCS) advised the benchmark is 80%, however a small sample base can sometimes skew results. She will investigate the best way of collecting the feedback data required from clients.

The Mayor commented on the difference in infringements from January 2016 to the current period.

The DCCS advised is this mostly linked to the reintroduction of monitored parking in the CBD following the completion of the CBD revitalisation.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Englert

Seconded Cr Fordham

CARRIED

8.3 LIFETIME ANIMAL REGISTRATION TAGS

Author **Manager Health & Regulatory Services**

Purpose

To inform Mackay Regional Councillors about the transition to lifetime animal registration tags.

Background/Discussion

Under the *Animal Management (Cats and Dogs) Act 2008* and *Local Law No 2 (Animal Management) 2011*, it is a requirement that all dogs and cats in Mackay Regional Council (MRC) are registered with council and that registrations are renewed annually (at the beginning of the financial year.) New animal registrations are done on an ad-hoc and pro-rata basis.

There are approximately 20,000 (17,000 dogs, 3,000 cats) animal registration renewals per annum. Each year every cat and dog is sent a renewal notice, as well as a plastic registration tag once the registration has been paid. About half of the registrations are applied for in person, and the other half are done online or through other avenues which require posting.

The process of issuing new plastic tags every year is highly manual and administrative. Many councils, including Morton Bay, Banana Shire, Gold Coast, Brisbane, Logan and Ipswich, have transitioned to lifetime tags and only issue new tags on an as-needs basis if they are lost or damaged.

It is proposed that council implement lifetime registration tags, whereby instead of being issued annually, tags are only replaced when lost or damaged. It will still remain a requirement that registration fees are paid annually.

Tag Design: The tag size and design will remain the same as the current tag, with the exception of the expiry date replaced with the words 'Lifetime Tag.' The tags will reflect the MRC colours and have been selected as blue for dogs and green for cats (sample shown.)



Replacement tags will be free for the first year. It will be decided at the schedule of rates meeting for financial year 2017/2018 whether a small fee (currently \$12) will be charged for replacements after one year.

Consultation and Communication

This initiative has been managed by NAS in consultation with MRC and Local Laws, Governance, Corporate Communications and Legal have been fully engaged. NAS has worked closely with Local Laws to manage any potential impacts that lifetime tags could have on their activities.

Corporate Communications will leverage social media, the MRC website, Council e-news, the renewal notice and other media releases to educate customers on both the lifetime tag and new animal registration form now available online.

External engagement will not only emphasise the message of 'responsible pet ownership' and the benefits and requirements of registering dogs with council, but will also encourage new registrations through more efficient channels.

Resource Implications

This initiative will result in less back end processing to manually administer and post tags annually. It is expected that in the first year of the roll out, that there will be a high uptake of replacement tags whilst they are offered free of charge. NAS are prepared for these short term impacts, which are still less resource intensive than the process of issuing all tags annually. Impacts of this initiative are able to be managed with current staffing.

Risk Management Implications

A number of risks have been assessed as part of the transition to lifetime tags including customer satisfaction and the enforcement implications of local laws. These risks have been mitigated as far as possible, with the benefit outweighing the identified risks. The strong communication campaign will also go far in educating customers of the proposed changes.

Conclusion

Mackay Regional Council transitions to lifetime dog and cat registration tags whereby plastic tags do not have an expiry date and are replaced on an as-needs basis.

Officer's Recommendation

THAT Mackay Regional Council transitions to lifetime dog and cat registration tags.

On query by Crs Camm and Fordham the Director of Client and Community Services confirmed the transition to lifetime dog and cat registrations tags would commence from the period commencing on 1 July 2016, and sufficient tags are in stock for any replacements as required.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Gee

Seconded Cr Camm

CARRIED

8.4 MACKAY LOCAL DISASTER MANAGEMENT GROUP MINUTES - 8 FEBRUARY 2016

File No MLDMG Minutes
Author Local Disaster Coordinator

Purpose

To present to Council the Local Disaster Management Group Meeting Minutes dated 8 February 2016 for information purposes.

Officer's Recommendation

THAT the Minutes of the Local Disaster Management Group be received.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Fordham

Seconded Cr Englert

CARRIED

9. TENDERS:

Nil

10. CONSIDERATION OF NOTIFIED MOTIONS:

Nil

11. PUBLIC PARTICIPATION:

Nil

12. LATE BUSINESS:

Nil

13. ADJOURNMENT

THAT as a procedural motion under Council's Standing Orders the meeting stands adjourned until **9.30 am** to enable media responsibilities be undertaken.

Moved Cr Camm

Seconded Cr Fordham

CARRIED

9.15 am - Meeting adjourned at this time.

9.30 am - Meeting resumed at this time.

14. 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
• 2016/2017 Budget Review	(c) the Council's budget

Moved Cr Fordham

Seconded Cr Camm

CARRIED

9.31 am - The meeting was closed to the public.

THAT the meeting be reopened to the public.

Moved Cr Camm

Seconded Cr Fordham

CARRIED

10.32 am - The meeting was reopened to the public.

COMMUNITY ENGAGEMENT STANDING COMMITTEE

WEDNESDAY 18 MAY 2016

14.1 2016/2017 BUDGET REVIEW**Confidential****Committee Resolution**

THAT the 2016/2017 Budget Review be noted.

Moved Cr Fordham**Seconded Cr Englert****CARRIED****15. MEETING CLOSURE:**

The meeting closed at 10.33 am.

16. FOR INFORMATION ONLY:

Nil

Confirmed on Wednesday 15 June 2016

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Acting Chairperson

APPENDIX / ATTACHMENTS

**10.4 DRAFT MINUTES - CORPORATE SERVICES STANDING COMMITTEE
MEETING HELD ON 18 MAY 2016**

Author Acting Director Organisational Services

Purpose

To receive the draft Corporate Services Standing Committee Minutes of meeting held on 18 May 2016 and consideration of any recommendations.

Officer's Recommendation

 THAT the Corporate Services Standing Committee Meeting dated 18 May 2016 be received.

Attachments

1. Corporate Services Standing Committee Meeting - 18 May 2016.

CORPORATE SERVICES STANDING COMMITTEE **MINUTES**

1. COMMITTEE ATTENDANCE:

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

2. NON-COMMITTEE ATTENDANCE:

Also present were Cr J Englert, Cr F Fordham, Cr A Camm (part attendance), Mr C Doyle (Chief Executive Officer), Acting Director Organisational Services and Mrs M Iliffe (Minute Secretary).

The meeting commenced at 1.00 pm.

The Chair welcomed everyone to the inaugural Corporate Services Standing Committee and provided a brief outline of which Councillors have positions on the committee and what areas of Council the committee is responsible for.

3. ABSENT ON COUNCIL BUSINESS:

Nil

4. APOLOGIES:

Nil

5. CONFLICT OF INTEREST:

Nil

6. CONFIRMATION OF MINUTES:

Nil

7. BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETING:

Nil

8. CORRESPONDENCE AND OFFICERS' REPORTS:**8.1 ORGANISATIONAL SERVICES MONTHLY REVIEW (APRIL 2016)**

Author Acting Director Organisational Services

Purpose

To keep Council/Committee updated on Organisational Services activities.

Background/Discussion

All departments within MRC prepare a Monthly Review which identifies activities undertaken and progress made during the specific month.

Consultation and Communication

The report contains input from each and every Program within Organisational Services.

Resource Implications

As required to compile report, which is a routine task for multiple employees.

Risk Management Implications

None

Conclusion

Council/Committee is kept informed of activities within Organisational Services.

Officer's Recommendation

THAT the Corporate Services Standing Committee receives the Organisational Services Monthly Review for April 2016.

The Mayor asked if the customer service KPI of dealing with customer requests on the first pass could be further explained to the Committee.

The Acting Director of Organisational Services (ADOS) explained the first pass resolution was when a customer made contact with Council and the officer answering the call was able to assist the customer with their request.

The Mayor queried if the requests that were not able to be resolved in the first pass were captured.

The ADOS confirmed these requests were recorded but not currently included in the monthly review but would include these figures in future monthly reviews.

Cr May queried how long it would take to complete the scheduled training for staff through Miles Dolphin commencing in June 2016.

The CEO advised the training would be undertaken in groups of approximately 15 staff members and was expecting the training to be completed within six (6) months from the commencement date in June 2016.

Cr Paton queried how the Bluewater Lagoon attendance figures were captured.

The ADOS advised a head-count is undertaken by the Lifeguards.

Committee Resolution

THAT Officer's Recommendation be adopted.

Moved Cr Williamson

Seconded Cr Paton

CARRIED

8.2 STRATEGIC FINANCIAL REPORT FOR THE MONTH OF APRIL 2016

Author Acting Director Organisational Services

Purpose

To adopt council's Strategic Financial Report for the month of April 2016.

Background/Discussion

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

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

Consultation and Communication

Chief Executive Officer, Directors, Manager Financial Services

Resource Implications

Nil

Risk Management Implications

Some revenue streams are currently tracking below year to date budget. Whilst this is being offset by a reduction in expenditure, this will continue to be monitored.

Conclusion

Council is tracking favourably during April, noting a reduction in expenses is covering a reduction in revenue.

Council is cognisant of the current economic climate and will continue to closely monitor how the various revenue streams are tracking throughout the remainder of the year to forecast. There are no significant variances to report at this time and no reliable indicators of any future potential issues.

Officer's Recommendation

THAT the attached Strategic Financial Report for the month of April 2016 be adopted.

Committee Resolution

THAT Officer's Recommendation be adopted.

Moved Cr Bella

Seconded Cr May

CARRIED

8.3 ATTENDANCE OF COUNCILLOR AT IPWEA ASSET MANAGEMENT STEWARDSHIP PRESENTATION

Author **Acting Director Organisational Services**

Purpose

To seek confirmation for Cr. Ross Walker, Chair, Corporate Services Standing Committee to attend the IPWEA Asset Management Stewardship Presentation.

Background/Discussion

Cr. Ross Walker is the Chair of the Corporate Services Standing Committee. The function of Asset Management falls within the purview of this Committee. The presentation on Asset Management Stewardship is being organised by the Institute of Public Works Engineers of Australia (IPWEA) and is specifically aimed at Councillors. See attachment.

Consultation and Communication

Cr. Walker has made the request as required through the CEO.

Resource Implications

Total Costs will be in the region of \$750 including travel costs and registration fees. This will be borne by the Councillor budget within the Office of the Mayor and CEO.

Risk Management Implications

Nil

Conclusion

That it will be of value for Cr Walker, to attend the presentation.

Officer's Recommendation

THAT the Committee endorse the attendance of Cr Walker at the IPWEA organised Asset Management Stewardship Presentation in Brisbane.

Committee Resolution

THAT given an unexpected increase in travel costs the Committee notes the request from Cr Walker to withdraw his request for attendance at the IPWEA organised Asset Management Stewardship Presentation in Brisbane.

Moved Cr May

Seconded Cr Williamson
CARRIED

**8.4 CORPORATE SERVICES COMMITTEE COUNCILLORS
MEMBERSHIPS OF ADVISORY COMMITTEES, EXTERNAL
COMMUNITY COMMITTEES AND INTERNAL WORKING GROUPS**

Author Acting Director Organisational Services

Purpose

To note councillor membership of advisory committees, external community committees and internal working groups relevant to Economic Development & Planning Standing Committee which will be formally appointed by the Mayor and CEO who have delegated authority to make these appointments.

Background/Discussion

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

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

1. Audit & Risk Advisory Committee
2. Asset Management Steering Committee
3. Fleet and Procurement Working Group
4. Rates Payment Review Tribunal
5. Rates Review and Alternate Sources of Revenue Working Group
6. Stadium Working Group

Of the above, two committees are no longer functional (3 and 6, replaced by alternate arrangements). It is also proposed that the responsibilities of the Rates Review and Alternate Sources of Revenue Working Group (item 5) are incorporated into the Corporate Services Standing Committee.

The Asset Management Steering Committee is an operational committee and as such no Councillor involvement is envisaged.

Consultation and Communication

Cr Ross Walker, Chair of the Organisational Services Committee has consulted with the Committee Members regarding the recommendations to different advisory boards. Council's senior leadership team has also been consulted as have the Mayor and CEO who have the delegated authority to make these appointments.

Resource Implications

All Council committee's operations are fully funded as part of Council's annual budget.

Risk Management Implications

There are no major risk management implications involved in the allocation of Councillors to relevant committees.

Conclusion

Due to alternate arrangements being in place, and the Stadium Working Group and the Fleet and Procurement Working Group being no longer operational, both groups be discontinued.

The responsibilities of the Rates Review and Alternate Sources of Revenue Working Group be incorporated in the deliberations of the Corporate Services Standing Committee.

The Asset Management Steering Committee function as an internal operational committee with no Councillor representation.

Subsequent to deliberations, management has recommended the appointment of the following Councillors to the following two respective Committees:

Committee	Recommendation
Audit & Risk Advisory Committee (ARAC)	Cr. Greg Williamson (Mayor) and Cr. Ross Walker (Chair, Corporate Services Committee)
Rates Payment Review Tribunal	Cr. Ross Walker (Chair, Corporate Services Committee) and Cr. Martin Bella

Officer's Recommendation

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

Committee Resolution

THAT Officer's Recommendation be adopted.

Moved Cr Paton

Seconded Cr Williamson

CARRIED

8.5 RATE RELIEF TRIBUNAL COMMITTEE REPORT

Author Revenue Coordinator

Purpose

The Rates Relief Tribunal is an independent advisory committee, delegated by council to review applications for rate relief.

The Tribunal is seeking approval for change of Tribunal name and appointment of Chairperson.

Background/Discussion

The Rates Relief Tribunal is composed of two (2) current Councillors and three (3) voluntary community members who are independent and external to council.

Voluntary community members are not salaried or wage employees of council.

Members prior to the recent local government elections were Cr Ross Walker, Cr Alison Jones, Mr Neil Whitson (external member), Mr John Hocking (external member), and Ms Jennifer Emmett (external member)

Administrative support:

Mr Darryll Schurmann, Revenue Co-ordinator and Ms Laura Gardner, Administration Officer (Minute Secretary)

A copy of the Rates Relief Policy and Debt Recovery Policy are attached for information. These policies are currently being reviewed, however only minimal changes are being proposed to be provided as part of the budget process.

In accordance with the conditions of the current Rate Relief Policy, the Tribunal chair position is to be filled by an external member of the Tribunal and appointed by Council. This provides the benefit of both independence and external perspective.

The tribunal will meet on an as needs basis to deal with applications received. The first meeting was held on 15 March 2016 and considered 11 applications.

Mr J Hocking was nominated for the role of the chairperson of the Tribunal at the meeting and it is considered by the tribunal members that Mr Hocking would be a valuable asset as Chair of the Rate Relief Tribunal.

At the Rate Relief Tribunal meeting the Tribunal proposed a name change to Rate Payment Review Tribunal as this may give a better recognition to the role and purpose of the Tribunal

The recommendation of the tribunal was that all applicants were to be offered extended payment schedules to provide extra time in meeting their commitment and no other concession provided. As there was no cost to this and council officers have the delegation to allow this, the payment schedules were put in place.

A copy of the minutes of the tribunal meeting of 15 March 2016 is attached for information.

Following the local government election on 19 March 2016, Alison Jones is no longer a councillor and is not able to fill one of the internal positions on the tribunal.

Consultation and Communication

Rate Relief Tribunal members

Resource Implications

A budget of \$50,000 per annum has been allocated to fund the recommendations of the tribunal.

Risk Management Implications

Nil

Conclusion

Following the first meeting of the tribunal and the change to the structure of the elected members of the council following the election, the following issues need to be addressed:

1. Endorsement of the recommendation of the tribunal as to a name change;
2. Appointment of a chairperson of the tribunal; and
4. Receipt or endorsement of the minutes of the meeting of 15 March 2016.

Officer's Recommendation

THAT the Committee endorse the name change of the Rates Relief Tribunal to Rates Payment Review Tribunal.

AND THAT the Committee appoint Mr John Hocking as Chairperson of the Rates Payment Review Tribunal.

AND FURTHER THAT the minutes of the Rates Relief Tribunal meeting of 15 March 2016 be received.

Committee Resolution

THAT Officer's Recommendation be adopted.

Moved Cr Bella

Seconded Cr Paton

CARRIED

8.6 RENEWAL OF LEASE - M BOURKE - THE HAIR COTTAGE

File No 734688-001-RP
Author Manager Property Services

Purpose

To approve the renewal of tenure to M Bourke ('the Tenant) for an approximate area of 28m² being part of Lot 1 on RP734688 known as Shop 3, 18 Victoria street, Mirani ('the Tenancy) with such tenure being:-

- A. initial one (1) year term from date of signing for a rental consideration of \$4,200.00 exclusive of GST per annum; and
- B. dependant on Council requirements for the tenancy a further four (4) year option be granted for a rental consideration of \$4,200.00 plus CPI and exclusive of GST per annum.

Background/Discussion

Mackay Regional Council ("Council") is the freehold owner of commercial premises located at 18 Victoria Street, Mirani. The Premises contain two (2) commercial premises and the old Mirani Shire Council boardroom.

Mrs M Bourke is the owner of The Hair Cottage located in Victoria Street premises and is the only remaining commercial lessee in the building and has leased the site for twenty-two (22) years providing an important service to the Pioneer valley community.

The following matters were raised and discussed during negotiations with the tenant:

- The tenant's desire to enter into a new lease for a further term.
- The premises are managed and maintained to a high standard.
- The Hair Cottage business is successful in the region and attends upon the homes of the elderly and disabled to provide their services.
- A rental appraisal would be undertaken to evidence the current rental value.
- Lease arrangements would continue on a month by month basis until a decision is made on the requested new lease.

The main reason for the delay in renewing the lease has been that the lease area has a connection with the larger master planning project for the Mirani Administration Precinct.

In accordance with Section 236(1) (c) (iii) of the *Local Government Regulation 2012* a local government may dispose of a valuable non-current asset other than by tender or auction if the valuable non-current asset is for the purpose of renewing the lease of land to the existing tenant of the land.

Consultation and Communication

Consultation has occurred between the tenant Mrs M Bourke and Council's Land & Building Officer, Manager – Property Services and valuers Herron Todd White.

Resource Implications

Herron Todd White desktop rental appraisal provided an indicative rental value of \$4,200.00 per annum exclusive of GST. The Lessee has confirmed its acceptance of payment of this rental, this being an increase in rental of \$291.00 per annum exclusive of GST from the current rental.

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

The Lease will be a commercial 'trustee' lease inclusive of agreed conditions for an initial one (1) year period for a rental consideration of \$4,200 plus GST per annum with an option for an additional three (3) year term.

Risk Management Implications

The lease is completed in a manner that provides flexibility once the master planning project is complete.

Conclusion

That surrendering the existing Lease for an approximate area of 28m² and approving a new tenure to the Tenant for commercial purpose is the most advantageous outcome at this time for Council.

Officer's Recommendation

THAT Council approve:-

- A. THAT Council resolves that an exemption applies under Section 236(1)(c)(iii) of the *Local Government Regulation 2012* allowing Council to lease the subject land, other than through a process of tender or auction, due to the fact that proposed lease is for the purpose of renewing the lease of land to the existing tenant of the land.
- B. AND THAT Council surrender the existing commercial lease to M Bourke which expired on 30 September 2015 for an approximate area of 28m2 being part of Lot 1 on RP734688 known as Shop 3, 18 Victoria street, Mirani; and
- C. FURTHER THAT a new commercial lease for an initial one (1) year term be granted to M Bourke over an approximate area of 28m2 being part of Lot 1 on RP734688 known as Shop 3, 18 Victoria street, Mirani for a rental consideration of \$4,200.00 exclusive of GST per annum.
- D. AND THAT at expiration of this initial term noted in Item C above if Council does not require the premises at 18 Victoria Street, Mirani in which the Tenancy is located for Council purposes that a further four (4) year option be granted for a rental consideration of \$4,200 plus CPI exclusive of GST per annum.
- E. BUT should the premises at 18 Victoria Street, Mirani be required for Council purposes this Tenancy will come to an end following the initial one (1) year term noted in Item C above.

Committee Resolution

THAT Officer's Recommendation be adopted.

Moved Cr Paton

Seconded Cr Williamson

CARRIED

8.7 LEASE TO AUSTRALASIAN CONFERENCE ASSOCIATION LTD

File No 003017-552-CI
Author Manager Property Services

Purpose

To approve the renewal of Australasian Conference Association Ltd lease for an area of approximately 3327.47m² being Lot 552 on CI3017, 13-17 Holack Street, North Mackay.

Background/Discussion

Mackay Regional Council is the trustee of Recreational Reserve Lot 552 on CI3017 situated at 13-17 Holack Street North Mackay.

Australasian Conference Association Ltd (ACA) have occupied and maintained the lease site under arrangement since 2007, prior to this, ACA had a direct state lease. The current lease expired 28th February 2016.

ACA current lease area covers the whole of the parcel of land (approx. 4126.09m²), however, they have requested to reduce their area of lease as per attached image, with the result being that their new lease area will be for an area of 3327.47m².

The hall is currently used on a regular basis by several different community groups, some associated with the church and some that are not. ACA is trying to encourage the wider community to utilise the hall. The building is maintained to a high standard and kept clean and tidy.

This parcel of land includes a section that is an integral part of Council's stormwater drainage system within the North Mackay area, the existing lease was conditional upon Council retaining access to the stormwater drainage system. This would also extend to any new lease offered.

According to Section 236 (c) (iii) of the *Local Government Regulation 2012*, "a local government may dispose of a valuable non-current asset other than by tender or auction if – the disposal is for the purpose of renewing the lease of land to the existing tenant of the land." Therefore, Council is not required to re-tender this before leasing the property. Section 236 (b)(ii) of the *Local Government Regulation 2012* also permits local government to lease land and property to not for profit organisations at below market value.

Consultation and Communication

Consultation has occurred between representatives of the ACA and Property Services Lease and Land & Building Officers.

Resource Implications

All costs incurred in respect to the preparation and lodgement of the lease documents to be borne by the Tenant.

The lease will be a standard 'Trustee' type lease inclusive of peppercorn rental of \$50.00 plus GST per annum and other like conditions.

Council will be responsible for the maintenance of the vacant land area no longer under lease to the Australasian Conference Association.

Risk Management Implications

ACA have occupied and maintained the Lease site for many years either by way of a Council lease or direct State lease. Should the lease not be renewed, both the community and region would not be able to benefit from the opportunities that arise from such a group.

Conclusion

That the renewal of the lease to ACA, who have shown a long term commitment to the land, its infrastructure and the local community is the most advantageous outcome to Council.

Officer's Recommendation

- A. THAT the Committee resolves that an exemption applies under Section 236 (c) (iii) of the *Local Government Regulation 2012*, "a local government may dispose of a valuable non-current asset other than by tender or auction if – the disposal is for the purpose of renewing the lease of land to the existing tenant of the land."
- B. AND THAT the Committee surrender the existing lease to Australasian Conference Association Ltd which expired on 28th February 2016; and
- C. FURTHER THAT the Committee approve a new lease for a term of ten (10) years to Australasian Conference Association over part of Lot 552 on CI3017 located at 13-17 Holack Street, North Mackay with such lease to commence from date of signing and be a standard 'trustee' type lease inclusive of peppercorn rental of \$50.00 plus GST per annum and other like conditions, in accordance with Section 236 (b)(ii) of the *Local Government Regulation 2012* which permits the lease of land and property to not for profit entities at below market rates, and be subject to Council retaining access to the stormwater drainage system and the approval of the Department of Natural Resources and Mines.

Committee Resolution

THAT Officer's Recommendation be adopted.

Moved Cr Bella

Seconded Cr May
CARRIED

8.8 LEASE OF LAND FOR SAND STORAGE PURPOSES

File No 003482-572-CI
Author Manager Property Services

Purpose

To approve two leases for Mobile Crushing Company Pty Ltd (Trading as Mackay Sand & Gravel Sales) and A.J.K. Contracting Pty Ltd for an area of approx. 2.6ha and 900m² respectively for sand storage purposes located on Lot 572 on CI3482, Hume Street West Mackay.

Background/Discussion

Mackay Regional Council is the trustee of Lot 572 on CI3482, being a Reserve for Public Purposes. The Reserve is adjacent to Ron Camm Bridge and behind Caneland Central Shopping Centre.

Within the Reserve sits three leases in total, one being the Mackay Junior Moto Cross Association Inc. and the above mentioned sand storage leases. These two leases expired 28th February 2016 and have been rolling on a month by month basis.

According to Section 236 (c) (iii) of the *Local Government Regulation 2012*, "a local government may dispose of a valuable non-current asset other than by tender or auction if – the disposal is for the purpose of renewing the lease of land to the existing tenant of the land." Therefore, Council is not required to re-tender this before leasing the property.

The sand extraction activities are licensed (Environmental Protection Agency Licences), lease agreements are required providing formal consent for the storage undertaken within the Reserve. It is a Council condition attaching to the EPA sand extraction permit that sand is to be stored for a minimum of seven (7) days to ensure that wet and therefore excessively heavy sand loads are not transported across Council roads.

Consultation and Communication

Lease Officer – Property Services, Land & Building Officer – Property Services, Sport & Recreation Officer – Community Lifestyles, Manager Planning & Sustainability – Mackay Water Services, Senior Planner – Strategic Planning, Manager Economic Development, Manager Technical Services and Coordinator Corporate Governance.

Resource Implications

Current rental incomes for the leases are as follows:

- Mobile Crushing Company Pty Ltd - \$15,600.00 per annum (ex GST)
- A.J.K. Contracting Pty Ltd - \$900.00 per annum (ex GST)

Due to the current climate it is expected that rental figures will remain as they are with the inclusion of CPI annual reviews.

All costs incurred in respect to the preparation and lodgement of the lease documents to be borne by the Lessees.

Risk Management Implications

Leases have expired and are rolling on a month by month basis.

It is proposed that lease renewal should also include a renewal of indemnity regarding the crossing of the Bluewater Trail.

Conclusion

That approval of the renewal of the leases for sand storage purposes is the most advantageous outcome to Mackay Regional Council and the regional community.

Officer's Recommendation

- A. THAT the Committee resolves that an exemption applies under Section 236 (c) (iii) of the *Local Government Regulation 2012*, "a local government may dispose of a valuable non-current asset other than by tender or auction if – the disposal is for the purpose of renewing the lease of land to the existing tenant of the land."
- B. AND THAT the Committee approve a renewed lease for a term of three (3) years in the name of Mobile Crushing Company Pty Ltd (Trading as Mackay Sand & Gravel Sales) for a rental consideration of \$15,600.00 plus CPI exclusive of GST per annum for an area of approx. 2.6ha for sand storage purposes located on Lot 572 on CI3482, Hume Street West Mackay.
- C. AND FURTHER THAT the Committee approve a renewed lease for a term of three (3) years in the name of AJK Contracting Pty Ltd for a rental consideration of \$900 plus CPI exclusive of GST per annum for an area of approximately 900m² for sand storage purposes located on Lot 572 on CI3482, Hume Street West Mackay.

Committee Resolution

THAT Officer's Recommendation be adopted.

Moved Cr May

Seconded Cr Williamson

CARRIED

8.9 LEASE OF LAND - J & K MCFARLANE - LOT 4 ON RP739737

File No 739737-004-RP
Author Manager Property Services

Purpose

To approve the renewal of a lease for John and Kathryn McFarlane over an area of approx. 6.95ha being part of Lot 4 on RP739737, 139 Greenmount Road, Greenmount. The lease area known as the eastern paddock of the Greenmount Homestead will be used for grazing purposes.

Background/Discussion

Mackay Regional Council is the owner of Lot 4 on RP739737 in freehold. This parcel of land is 11.16ha in total, and is known as the Greenmount Homestead site.

The proposed lessees John and Kathryn McFarlane have leased this property since November 2002 and have a long association with the Homestead, often helping out and assisting with the Heritage Fair and other events held at Greenmount.

According to Section 236 (c) (iii) of the *Local Government Regulation 2012*, "a local government may dispose of a valuable non-current asset other than by tender or auction if – the disposal is for the purpose of renewing the lease of land to the existing tenant of the land." Therefore, Council is not required to re-tender this lease before leasing the property.

Council has had no issues with the lessees since they commenced leasing the land in 2002, they are seen as cooperative and skilled land managers.

Consultation and Communication

Discussion has been held with Mr McFarlane with the renewal of the lease reviewed by Lease Officer – Property Services, Land & Building Officer – Property Services and Museum Coordinator – Community Lifestyle.

Resource Implications

Rental income will be \$300.00 per annum plus CPI. Mr McFarlane has been notified of the rent and is agreeable to this amount.

The lease will be a standard grazing lease inclusive of \$300.00 per annum ex GST with annual CPI increases for the life of the lease for a period of five years.

Risk Management Implications

The responsibility for maintaining the land and associated costs will revert back to Council if a lease is not established over such.

Conclusion

That approving the renewal of the lease for the purpose of grazing is the most advantageous outcome to Mackay Regional Council and the regional community.

Officer's Recommendation

- A. THAT Council resolves that an exemption applies under Section 236 (c) (iii) of the *Local Government Regulation 2012*, "a local government may dispose of a valuable non-current asset other than by tender or auction if – the disposal is for the purpose of renewing the lease of land to the existing tenant of the land."
- B. AND THAT Council approve a new lease for a term of five (5) years in the name of John and Kathryn McFarlane over part of Lot 4 on RP739737, 139 Greenmount Road, Greenmount with such lease to be a standard grazing lease inclusive of a \$300.00 per annum fee plus CPI over the term of the lease.

Committee Resolution

THAT Officer's Recommendation be adopted.

Moved Cr May

Seconded Cr Paton

CARRIED

9. TENDERS:**9.1 MRC 2016-021 PREFERRED SUPPLIER ARRANGEMENTS - ELECTRICAL FITTINGS & CONSUMABLES**

Author **Manager Procurement and Plant**

Purpose

To present to council for approval tenders received for MRC 2016-021 Preferred Supplier Arrangement – Electrical Fittings and Consumables, in accordance with *Section 233 of the Local Government Regulation 2012*.

Operation Plan Linkage

The awarding of the contract assists in the completing Strategy's 5.5.1 and 8.13.1.

Background/Discussion

Preferred Supplier Arrangements have proven to be a cost-effective means of supplying high usage goods utilised by council's departments due to negating the requirements for quotes to be

obtained for each purchase. The tendered prices are for items Free into Store (FIS) which provide emergency and programmed supply to all Council Departments.

Considerable delays to operational activities would be incurred if quotes were to be obtained in each instance, as stipulated under the *Local Government Regulation 2012*. In order to gain cost efficiency and competitive market rates due to the economies of scale achieved by aggregating demand, council issued the Request for Tender MRC 2016-021 Preferred Supplier Arrangements – Electrical Fittings and Consumables.

The current Preferred Supplier Arrangement (PSA) expires on 31 May 2016. The proposed commencement date for this contract is 1 June 2016, for a term of 24 months.

The contract provides for rise and fall for the schedule of rates after each 12 month period, subject to council's approval on the presentation of supporting evidence.

Tenders were invited on 31 October 2015, via the Local Government Qtender website and advertised locally in the Daily Mercury seeking submissions for the Supply and Delivery of Electrical Fittings and Consumables.

The following responses were received by the closing date of 24 November 2016:

Tenderer	Location
CNW Pty Ltd	Mackay
Hayman Electrical and Data Suppliers	Mackay
L & H Group	Mackay
Rexel Holdings Australia Pty Ltd	Mackay
Sherriff Electrical Wholesaler Pty Ltd	Mackay

An initial compliance check was conducted by the evaluation panel on 25 November 2016 to identify conforming submissions. This included compliance with contractual requirements and provision of requested information.

All submissions were progressed through to the qualitative criteria assessment on the basis that all terms and conditions and mandatory requirements of the RFT were met.

The submissions were assessed against the qualitative selection criteria. Relative weightings were published with the RFT.

Sherriff Electrical Wholesaler Pty Ltd and CNW Pty Ltd submitted conforming tenders as well as an alternative joint tender as allowed under the Conditions of Tender. The alternative tender offered supply and servicing by both Sherriff Electrical Wholesaler Pty Ltd and CNW Pty Ltd Mackay Branches. Prices submitted for the alternative tender are identical to those submitted by Sherriff Electrical Wholesaler Pty Ltd and CNW Pty Ltd.

In evaluating the conforming submissions received, the evaluation panel considered:

- Value for Money – includes Price, product offered, ability to supply locally 100%

The evaluation of the tender was conducted by:

- | | |
|-------------------------------------|-----------------------|
| • Electrical Fitter Mechanic | Parks and Environment |
| • Electrical/Mechanical Coordinator | Water Networks |
| • Warehouse Supervisor | Procurement and Plant |
| • Contracts Officer | Procurement and Plant |

Consultation and Communication

Prior to releasing the Request for Tender, all operational branches were consulted to ensure all requirements were specified in the tender documentation.

Resource Implications

The Preferred Suppliers Arrangement for the Supply and Delivery of Electrical Fittings and Consumables contract is a schedule of rates contract, which is utilised on an as required basis, and funding is to be provided from the relevant department budgets.

Based on the estimated usage as detailed in the tender documents and utilising the rates of the recommended provider, the contract has the potential value of approximately \$37,915.54 excluding GST for the 24 month period.

The total value of the last contract, based on the same usage figures, was \$36,826.40 excluding GST. The comparison of rates between the current contract provider and the recommended provider tendered schedule of rates indicates an increase of approximately 2.96 %, this increase relates to an increase of price over numerous items tendered.

Risk Management Implications

The conditions of contract provide sufficient remedies to council based on the risk profile of the goods being provided.

The recommended respondents are required to provide all relevant insurance and compliances prior to the executing of their contracts. This includes:

- | | |
|--------------------------------|--------------------|
| • Product Liability | \$20,000,000.00 |
| • Public Liability | \$20,000,000.00 |
| • Workcover | As required by law |
| • Technical Information Sheets | As requested |

Conclusion

It is recommended that MRC 2016-021 Preferred Supplier Arrangements – Electrical Fittings and Consumables for a 24 month period with the option of a 12 month extension together with the availability for the provision of rise and fall after each 12 months period be awarded to the alternative combined tender of Sherriff Electrical Wholesalers Pty Ltd and CNW Pty Ltd.

Officer's Recommendation

THAT the Committee award tender MRC 2016-021 Preferred Supplier Arrangements – Electrical Fitting and Consumables be awarded to Sherriff Electrical Wholesalers Pty Ltd and CNW Pty Ltd combined tender for a 24 month period with the option of a 12 month extension together with the availability for the provision of rise and fall after each 12 month period, with a commencement date of 1 June 2016.

Committee Resolution

THAT Officer's Recommendation be adopted.

Moved Cr Paton

Seconded Cr Bella

CARRIED

9.2 MRC 2016-031 PREFERRED SUPPLIER ARRANGEMENTS - SUPPLY & DELIVERY FOR PLANT, EQUIPMENT AND VEHICLES - WITHOUT OPERATOR

Author Manager Procurement & Plant

Purpose

To present to Council for approval tenders received for MRC 2016-031 Preferred Supplier Arrangements – Supply and Delivery for Hire of Plant, Equipment and Vehicles – Without Operator, in accordance with *Section 233 of the Local Government Regulation 2012*.

Background/Discussion

Preferred Supplier Arrangements have proven to be a cost-effective means of supplying high usage items utilised by Council's operational departments, due to negating the requirements for quotes to be obtained for each time item of plant, equipment or vehicles are required.

Considerable delays to operational activities would be incurred if quotes were to be obtained in each instance, as stipulated under the *Local Government Regulation 2012*. In order to gain cost efficiency and competitive market rates due to the economies of scale achieved by aggregating demand, Council issued the Request for Tender MRC 2016-031 Preferred Supplier Arrangements – Supply and Delivery for Hire of Plant, Equipment and Vehicles – Without Operator.

The current Preferred Supplier Arrangements expires on 31 May 2016. The proposed commencement date for this contract is 1 June 2016, for a term of 24 months.

The contract provides for rise and fall for the schedule of rates after each 12 month period, subject to Council's approval on the presentation of supporting evidence.

Tenders were invited on 28 November 2015, via Local Government Qtender website and advertised locally in the Daily Mercury seeking submissions for the Supply and Delivery for Hire of Plant, Equipment and Vehicles, Without Operator.

The following responses were received by the closing date of 22 December 2016 at 10.00am:

Tenderer	Store Location
Watsons Temporary Fencing Pty Ltd T/as 1300Tempfence	Mackay
Boom Logistics Ltd	Mackay
BRW Transport and Quarries Pty Ltd	Mackay
Coates Hire Operations Pty Ltd	Mackay
CLA Trading Pty Ltd T/As Europcar	Mackay
Fiesta Rentals	Mackay
Flexihire Pty Ltd	Mackay
Haber Excavations Pty Ltd	Mackay
Hastings Deering (Aust) Ltd	Mackay
Hertz Australia Pty Ltd	Mackay
Kennards Hire Pty Ltd	Mackay
Komatsu Australia	Mackay
Addison (NQ Pty Ltd T/As 1300Meteor Rentals	Townsville
Mickala Mining Maintenance Pty Ltd ATF the Englebrecht Family Trust	Mackay
NQ Car and Truck Rentals – Mackay	Mackay
Sarina Crane Hire Pty Ltd	Sarina
Sharpe Bros (Aust) Pty Ltd	Mackay
Sherrin Rentals Pty Ltd	Mackay
The trustee for the TFH Hire Trust T/As TFH Hire Services Pty Ltd	Mackay
Nephin Pty Ltd T/As Trifty Car Rental	Mackay
North Sheridan Pty Ltd T/As Tutt Bryant Hire	Mackay

An initial compliance check was conducted by the evaluation panel on 23 December 2016 to identify conforming submissions regarding Dry Hire of Equipment and Vehicles. A second evaluation panel met on 12 April 2016 to identify conforming submissions regarding the dry hire of Part Supplies. This included compliance with contractual requirements and provision of requested information.

Tender Information Requests (TIR) were issued to the following respondents confirming pricing inclusions:

- Coates Hire Operations Pty Limited
- North Sheridan Pty Ltd T/as Tutt Bryant Hire
- The trustee for the TFH Hire Trust T/As TFH Hire Services Pty Ltd
- Flexihire Pty Ltd
- Hastings Deering (Aust) Ltd
- Kennards Hire Pty Ltd
- CLA Trading Pty Ltd T/As Europcar
- Watsons Temporary Fencing Pty Ltd T/as 1300Tempfence
- Fiesta Rentals Pty Ltd

Responses were received within the relevant timeframe, enabling all submissions to progress through to the qualitative criteria assessment on the basis that all terms and conditions and requirements of the Request for Tender (RFT) were met.

The evaluation panel held a second evaluation on 15 April 2016 where submissions were assessed against the qualitative selection criteria. Relative weighting were published with the RFT.

The evaluation panel placed the items requested by Council into five categories.

Category 1 – Plant and equipment. Councils staff benefit from being able to hire plant and equipment from one supplier for the below sub-categories due the number of items that are required on individual projects at the one time.

- Air Compressors
- Air Hammers & Accessories
- Compaction Equipment
- Demolition Hammer
- Demolition Saws
- Earthmoving & Digging Equipment
- Generators
- Rollers
- Tractors
- Water Pumps and Hoses
- Rotary Hammer Drill
- High Pressure Washers
- Landscaping
- Lighting Towers
- Site Management
- Site Accommodation 7 Day Hire
- Miscellaneous Items as required from time to time

Category 2 - Access Equipment – Access Equipment are listed separately due to the specific requirements of Council departments.

Category 3 - Temporary Fencing – Temporary fencing is listed separately due to the basis in which these items are utilised.

Category 4 - Vehicles – Vehicles are listed separately due to the varied nature of Council's requirements.

Category 5 - Party Supplies – Party supplies is listed separately due to the basis in which these items are utilised across Council departments.

Further TIR's were issued to the following respondents to address Statement of Departures and Terms and Conditions included in their submissions:

- North Sheridan Pty Ltd T/as Tutt Bryant Hire
- Coates Hire Operations Pty Ltd

- The trustee for the TFH Hire Trust T/as TFH Hire Services Pty Ltd

All companies replied within the relevant timeframe.

In evaluating the conforming submissions received, the evaluation panel considered:

- a) Value for Money – includes Price, Product offered, ability to supply Locally 100%

Following the review of the submissions and TIR's, the evaluation panel acknowledged that all tenderers were capable of supplying the Plant, Equipment and Vehicles that they tendered for.

Based on the combined evaluation scores, the evaluation panel recommend that awarding this contract to the following respondents, provides value for money and capacity to supply Council from local Mackay branches:

- North Sheridan Pty Ltd Trading as Tutt Bryant Hire
- The trustee for the TFH Hire Trust T/as TFH Hire Services Pty Ltd
- Flexihire Pty Ltd
- Coates Hire Operations Pty Ltd
- Fiesta Rentals Pty Ltd
- Boom Logistics Ltd
- CLA Trading Pty Ltd T/As Europcar
- Nephin Pty Ltd T/As Trifty Car Rental
- NQ Car and Truck Rentals Mackay
- Hertz Australia

The evaluation of the tender was conducted by two groups:

Dry Hire of Plant, Equipment and Vehicles:

- | | |
|-------------------------------|-----------------------|
| • Supervisor Roads & Drainage | Civil Operations |
| • Quality Systems Coordinator | Business Services |
| • Supervisor Arboriculture | Parks and Environment |
| • Construction Coordinator | Civil Projects |
| • Contract Officer | Procurement and Plant |

Dry Hire of Party Supplies:

- | | |
|--------------------------------|-----------------------|
| • Catering Coordinator | MECC & Events |
| • Festival & Events Producer | MECC & Events |
| • Economic Development Officer | Economic Development |
| • City Centre Coordinator | Economic Development |
| • Contract Officer | Procurement and Plant |

Consultation and Communication

Prior to releasing the Request for Tender, all operational branches were consulted to ensure all requirements were specified in the tender documentation.

Resource Implications

The Preferred Supplier Arrangement for the Supply and Delivery for Hire of Plant, Equipment and Vehicles without Operators contract is a schedule of rates contract, which is utilised on an as required basis, and funding is to be provided from the relevant department budgets.

Based on the estimated usage as detailed in the tender documents and utilising the rates of the recommended provider for the Plant, Equipment and Temporary Fencing and Vehicle Hire, the contract for these categories has the potential value of approximately \$1,397,191.96 excluding GST for the 24 month period.

The total value of the last contract, based on the same usage figures, was \$1,668,208.38. The comparison of rates between the current contract provider and the recommended provider tendered schedule of rates for the Plant, Equipment, Temporary Fencing and Vehicle Hire indicates a decrease of 16.25%.

There are no previous contract comparison figures available for the hire of party supplies as this is the first time they have been released for tender.

Risk Management Implications

The conditions of contract provide sufficient remedies to council based on the risk profile of the goods being provided.

The recommended respondents are required to provide all relevant insurance and compliances prior to the executing of their contracts. This includes:

- Product Liability \$20,000,000.00
- Public Liability \$20,000,000.00
- Workcover As required by law

Conclusion

It is recommended that MRC 2016-031 Preferred Supplier Arrangements – Supply and Delivery for Hire of Plant, Equipment and Vehicles – Without Operator for a twenty four (24) month period with the availability for the provision of rise and fall after each twelve (12) month period be awarded as follows:

North Sheridan Pty Ltd Trading As Tutt Bryant Hire

- Air Compressors
- Air Hammers & Accessories
- Compaction Equipment
- Demolition Hammer
- Demolition Saws
- Earthmoving & Digging Equipment
- Generators
- Rollers
- Water Pumps and Hoses

- Rotary Hammer Drill
- High Pressure Washers
- Landscaping
- Miscellaneous

Coates Hire Operations Pty Ltd

- Access Equipment (Excluding Truck Mounted EWP's)
- Site Management
- Site Accommodation 7 Day Hire
- Lighting Towers

FlexiHire Pty Ltd

- Tractors

Boom Logistics Ltd

- Truck Mounted EWP's

TFH Hire Pty Ltd

- Temporary Fencing
- Function Toilet Hire – Party Hire
- Delivery for Function Toilets

Vehicles be awarded in the following panel order

- Nephin Pty Ltd T/As Thrifty Car Rental
- NQ Car and Truck Rentals - Mackay
- CLA Trading Pty Ltd T/As Europcar
- Hertz Australia Pty Ltd

Fiesta Rentals

- Table and Chairs
- Marquee/Umbrella
- Other
- Delivery and Set Up

Officer's Recommendation

THAT the Committee award tender MRC 2016-031 Preferred Supplier Arrangements - Supply and Delivery for Hire of Plant, Equipment and Vehicles – Without Operator for a twenty four (24) month period with the availability for the provision of rise and fall after each twelve (12) month period, commencing 1 June 2016, as follows:

North Sheridan Pty Ltd Trading As Tutt Bryant Hire

- Air Compressors
- Air Hammers & Accessories
- Compaction Equipment
- Demolition Hammer
- Demolition Saws
- Earthmoving & Digging Equipment
- Generators
- Rollers
- Water Pumps and Hoses
- Rotary Hammer Drill
- High Pressure Washers
- Landscaping
- Miscellaneous

Coates Hire Operations Pty Ltd

- Access Equipment (Excluding Truck Mounted EWP's)
- Site Management
- Site Accommodation 7 Day Hire
- Lighting Towers

FlexiHire Pty Ltd

- Tractors

Boom Logistics Ltd

- Truck Mounted EWP's

TFH Hire Pty Ltd

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- CLA Trading Pty Ltd T/As Europcar
- Hertz Australia Pty Ltd

Fiesta Rentals

- Table and Chairs
- Marquee/Umbrella
- Other
- Delivery and Set Up

Committee Resolution

THAT Officer's Recommendation be adopted.

Moved Cr Bella

Seconded Cr May

CARRIED

9.3 MRC 2016-038 PROVISION OF DEBT MANAGEMENT SERVICES

Author **Manager Financial Services**

Purpose

To present for approval, tenders submitted for MRC 2016-038 Provision of Debt Management Services.

Operation Plan Linkage

Strategy 8.2.2 – Manage capital and operational budgets to achieve the benchmark Local Government financial sustainability ratios, including the operating surplus, net financial liabilities and asset sustainability ratios.

Background/Discussion

Council is seeking the services of a suitably resourced and experienced company to act on the behalf of the Council in relation to the collection of outstanding rates and charges and sundry debtors.

Council collects approximately \$210.9 million in rates revenue from 51,803 rating assessments. Rates are levied half yearly in August and February of each financial year. Approximately 41,400 water consumption accounts are issued on the same assessments in late October and late April. All notices are due 30 days after the issue date.

The rates collection cycle is based around the due date of the rate levies. Approximately one week after the due date a reminder notice is issued to any ratepayer who has not paid or made an arrangement to pay their rates, requesting payment within 14 days.

If no response is received an assessment is made and accounts showing a balance above a nominated value each half year, are selected and handed to collection agents for further action.

A small number of sundry debtors and unpaid licence fees are also referred on an ad-hoc basis.

In the 2014-2015 financial year 4,628 assessments were referred to our collection agents for further action. 844 assessments had legal action commenced with 260 proceeding to judgement and 23 having enforcement action taken to finalise the legal actions.

Tenders were invited on 12 March 2016, via Queensland Government Qtender website and advertised locally in the Daily Mercury for the Provision of Debt Management Services.

The following submissions were received by the closing date of 7 April 2016:

Name	Locality
Austral Mercantile Collections	Brisbane
Australian Receivables Limited	Brisbane
Central Finance Management Group	Brisbane
Collection House Limited	Fortitude Valley
Dun & Bradstreet (Australia) Pty Ltd	Milton
Nexxa Portfolio Management Pty Ltd	Brisbane
Professional Collection Services	Toowong
Recoveries & Reconstruction (Aust) Pty Ltd	Southport
Whitsunday Law	Cannonvale

An initial compliance check was conducted on 14 April 2016 to identify submissions that were non-conforming with the requirements of the Request for Tender (RFT). This included compliance with contractual requirements and provision of requested information.

All submissions were progressed through to the qualitative criteria assessment on the basis that all terms, conditions and mandatory requirements of the RFT had been met.

During the evaluation, tenderers were assessed against the nominated qualitative criteria. The weighting attributed to each qualitative criteria was:

- | | |
|--|-----|
| a) Relevant Experience | 30% |
| b) Key personnel skills and experience | 35% |
| c) Demonstrated processes | 35% |

The qualitative criteria assessment was carried out by the evaluation panel on 27 April 2016 with the evaluation panel scoring the tenders according to the evaluation matrix.

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

At the completion of the evaluation process, the respondent with the highest quality scores based on their demonstrated vast experience servicing Local Government authorities was Collection House Limited. In addition, Collection House Limited further demonstrated a comprehensive processes along with their in house legal department to service their debt

management function. Their submission outlines highly skilled and experienced staff which demonstrates the ability to ensure resources are always available to service Council's requirements. Collection House Limited have previously provided these services to Council as well as other Council's in the area.

The evaluation of the tender was conducted by:

Senior Revenue Office NAS Partnership
Revenue Coordinator Finance Services
Acting Contracts Coordinator Procurement and Plant

Consultation and Communication

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

Resource Implications

The contract is based on a schedule of rates. As this work is dependent on overdue debtors, the amounts paid under the contract can vary significantly from year to year. Almost all costs are generally recoverable from the debtor.

The amounts paid under this contract in the past has been as follows:

- FY 14/15 \$613,685
- FY 15/16 (up to April) \$931,732

Risk Management Implications

There is minimal risk to Council, however the conditions of contract provide sufficient remedies to Council if required.

Collection House Limited are required to provide all relevant insurance and compliances prior to executing their contracts. This includes:

Public Liability	\$20,000,000.00
Workcover	As required by law.

Conclusion

That awarding the contract MRC 2016-038 Provision of Debt Management Services to Collection House Limited for the period of two (2) years with the option of a one (1) year extension, represents the most advantageous outcome to Mackay Regional Council based on their ability to perform the works requested.

Officer's Recommendation

THAT the Committee award contract MRC 2016-038 Provision of Debt Management Services to Collection House Limited for the term of two (2) years with the option of a one (1) year extension commencing 21 May 2016.

Committee Resolution

THAT Officer's Recommendation be adopted.

Moved Cr May

Seconded Cr Paton

CARRIED

10. CONSIDERATION OF NOTIFIED MOTIONS:**10.1 NOTICE OF MOTION - RESCISSION OF THE MOTION REGARDING LEASE OF LAND - GRAZING - LOT 3 ON RP901926****Motion**

THAT the Committee rescind the motion below, as adopted at the Ordinary Council Meeting of 8 July 2015 with regard to the Lease of Land – Grazing – Lot 3 on RP901926:-

9.5 – Lease of Land – Grazing – Lot 3 on RP901926

THAT Council approve a lease agreement for the term of five (5) years to R & L Vella for an approximate area of 6.07ha of Lot 3 on RP901926 known as L3 Farleigh-Habana Road, Habana for grazing purposes for a rental of \$780.00 per annum exclusive of GST.

Cr Bella queried how Council manages vacant land parcels to ensure the control of pests.

The Acting Director of Organisational Services advised he would investigate this and report back to the Committee.

Committee Resolution

THAT motion be adopted.

Moved Cr Williamson

Seconded Cr Bella

CARRIED

11. PUBLIC PARTICIPATION:

Ms Karen Silversten Skadsheim, an anthropologist student from Norway currently studying in Mackay, advised she is attending the meeting because of her interests in the Great Barrier Reef, sugar and mining industries and the connection with Council.

12. LATE BUSINESS:

Cr Paton advised the Half Tide Radio and Social Club maintain a radio repeater station on Knight Island, which maintains two way radio communications for the boating community over a large area. The area utilised on the island is approximately four (4) square meters.

The club has requested rate relief on owing and future rates. Cr Paton requested through the Committee an action to carry out an assessment for rates relief to the Half Tide Radio and Social Club as per clause *section 93*.

13. 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
• DRAFT AUDIT AND RISK ADVISORY COMMITTEE MINUTES - 5 MAY 2016	(h) for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage
• REVENUE POLICIES REPORT	(c) the Council's budget
• 2016/2017 BUDGET REVIEW	(c) the Council's budget
• 2016/2017 BUDGET REVIEW - OMC	(c) the Council's budget

Moved Cr May

Seconded Cr Paton

CARRIED

1.55 pm - The meeting was closed to the public.

2.09 am - Cr Camm entered the meeting.

CORPORATE SERVICES STANDING COMMITTEEWEDNESDAY 18 MAY 2016

THAT the meeting be reopened to the public.

Moved Cr May

Seconded Cr Bella

CARRIED

3.10 pm - The meeting was reopened to the public.

13.1 DRAFT AUDIT AND RISK ADVISORY COMMITTEE MINUTES - 5 MAY 2016

Confidential

Committee Resolution

THAT Audit and Risk Advisory Committee Minutes dated 5 May 2016 be received.

Moved Cr May

Seconded Cr Paton

CARRIED

13.2 REVENUE POLICIES REPORT

Confidential

Committee Resolution

THAT the Committee is aware of the 2016/2017 revenue policies.

Moved Cr Bella

Seconded Cr Paton

CARRIED

13.3 2016/2017 BUDGET REVIEW**Confidential****Committee Resolution**

THAT the 2016/2017 Budget Review be noted.

Moved Cr Paton**Seconded Cr May****CARRIED****13.4 2016/2017 BUDGET REVIEW - OMC****Confidential****Committee Resolution**

THAT the 2016/2017 Budget Review - OMC be noted.

Moved Cr Williamson**Seconded Cr Paton****CARRIED****14. MEETING CLOSURE:**

The meeting closed at 3.13 pm.

15. FOR INFORMATION ONLY:

Nil

Confirmed on Wednesday 15 June 2016

.....

Chairperson - Cr Walker

APPENDIX / ATTACHMENTS

11. CONSIDERATION OF COMMITTEE REPORTS & RECOMMENDATIONS:**12. CORRESPONDENCE AND OFFICERS' REPORTS:****12.1 OPERATIONAL PLAN 2015/16 - 3RD QUARTER REVIEW**

File No 2015/16 Operational Plan
Author Manager Governance & Safety

Purpose

To advise the Mayor and Councillors of the progress made during the third quarter (1 January 2016 to 31 March 2016) toward implementing the outcomes of the 2015/2016 Operational Plan.

Operational Plan Linkage

8.18 Maintain strong corporate governance arrangements to ensure the highest level of organisational probity and integrity and compliance with legislative requirements.

Background/Discussion

The *Local Government Regulation 2012* requires a written assessment of the organisation's progress towards implementing the annual Operational Plan to be presented to a meeting of Council at regular intervals of not more than 3 months.

The third quarter review is a record of the organisation's performance in delivering the activities and services in the 2015/2016 Operational Plan and clearly shows whether each performance measure is 'Completed,' 'On Target,' 'Below Target,' or 'Not Required To Be Reported On' at the end of the third quarter.

Consultation and Communication

The review has been prepared following extensive consultation with all Directors and Program Managers.

Once received by the Mayor and Councillors, the report will be published on Council's website to allow the community the opportunity to review Council's progress against the Operational Plan.

Resource Implications

There are no resource implications directly related to the Operational Plan Review.

The Operational Plan is designed to measure implementation of the Corporate Plan outcomes and to ensure appropriate resources are allocated to priority areas.

Risk Management Implications

The Operational Plan minimises risk to Council by ensuring performance is managed and monitored.

Conclusion

It is recommended that the 2015/2016 Operational Plan Review – 3rd Quarter be received as tabled.

Officer's Recommendation

THAT Council receive the 2015/2016 Operational Plan Review for the quarter ending 31 March 2016 in accordance with Section 174 of the *Local Government Regulation 2012*.

Attachments

1. Operational Plan 2015/2016 – 3rd Quarter Review



MACKAY REGIONAL COUNCIL
OPERATIONAL PLAN
2015/16

Third Quarter Review
January 1 – March 31, 2016

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Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016



Introduction

Welcome to the third quarter review of the 2015/16 Operational Plan.

The 2015/16 Operational Plan outlines the activities and services that we as an organisation will deliver this year towards implementing the objectives of the 2015-20 Corporate Plan.

This report demonstrates the organisation's performance during the period 1 January 2016 to 31 March 2016 in delivering the annual program as detailed in the 2015/16 Operational Plan.

The third quarter review complies with the *Local Government Regulation 2012* which states:

"the Chief Executive Officer is to present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than three months"

The report is presented to the ordinary meeting of Mackay Regional Council on 25 May 2016.

Message from the CEO – Craig Doyle

The third quarter saw the undertaking of the local government elections by the Electoral Commission of Queensland. A newly elected Council is a major change for the organisation and will require a period of working together to set future directions.

Key achievements for the third quarter of the financial year were:

- Submission of the National Stronger Regions Fund application for the Mackay Regional Sports Precinct Stage 1 project.
- Women Who Make Us Proud Mackay event held at MECC with 130 nominations received. 73 women were recognised at the event which was made possible by funding received from the State Government in partnership with YWCA.
- Plaques acknowledging the Traditional Owners have been installed in Council premises as per recommendations listed in the Reconciliation Action Plan.
- Sports Expo and Sign on Day was held in February.
- Delivery of the Mackay City Centre Flavours of the World Campaign and Chinese New Year event
- Mackay City Centre WiFi reached 2741 users over the first quarter of operation.
- Secured Lamberts Beach Lookout Funding of 317k
- Myh20 registrations have increased to 7146 registrations. Promotion of Myh20 continues via various methods.
- Procurement and Plant workshop achieved 1000 continuous days without a lost time injury.



Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Organisational Overview

Office of the Mayor and CEO

Chief Executive Officer	Craig Doyle
Area of Responsibility	<ul style="list-style-type: none"> Sustainability and Collaboration Legal Services

The department's focus for the quarter has been:

- Liaison with Electoral Commission of Queensland regarding local government election undertaken in March 2016
- Preparations for induction process for newly elected Council

Key achievements for the quarter have been:

- Submission of the National Stronger Regions Fund application for the Mackay Regional Sports Precinct Stage 1 project
- Legal Services continued to deliver well under year to date budget through in-house provision and the management of external legal services
- Legal Services was also heavily involved in a number of major matters for the quarter, including planning advice
- Thirteen key events and six conferences secured during the quarter under the Event and Conference Attraction funding provided by Council



Legend:

On Target

Below Target

Completed

Target not required to be reported on this quarter

Projects and activities below target

Action	Measure	Commentary
Office of the Mayor & CEO Economic Development		
1.1.1 Develop the Diversity Mackay Strategic Plan	<ul style="list-style-type: none"> Completion of Diversity Mackay Strategic Plan 	Discussed future strategic plan and economic development model at DMLA February meeting. Strategy is on hold pending further direction from new Council.
Office of the Mayor & CEO		
1.12.1 Assist Economic Development (EDO) to undertake residential 'showcase' developments.	<ul style="list-style-type: none"> Commencement of Stage 7 of the residential development at Andergrove (Woodlands). 	Current sales demand not sufficient to warrant commencement of Stage 7. This demand will be monitored throughout the year however it does not look likely that Stage 7 will commence within 2015/16
	<ul style="list-style-type: none"> Development of feasibility plans for staged delivery options for Shoal Point Rd development land 	Initial discussions have been undertaken however the sales demand is not sufficient to warrant detailed work. Focus to be on recreational area access

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Community and Client Services

Director	Bridget Maher
Area of Responsibility	<ul style="list-style-type: none"> Corporate Communications & Marketing MECC & Events Community Lifestyle Emergency Management Health & Regulatory

The department's focus for the quarter has been:

- The Emergency Management Team has been targeting existing community events with community education as part of this year's Emergency Management strategy, to ensure consistent messaging across the community in promoting emergency preparedness, community resilience and reliance.
- With heavy rainfall and king tides during this period, mosquito numbers throughout the region have naturally increased. The Vector Control Team has been busy treating mosquito breeding grounds around the district, reducing their impact on the community.
- Participated in detailed planning for the Dudley Denny City Library project
- The Community Engagement Team began working with the consultants responsible for the development of the Arts and Cultural Plan 2016-2020.
- Progressed planning for the implementation of the recommendations from the Museums and Galleries Standards Reviews of Greenmount Heritage Homestead and Mirani Museum.



Legend:

On Target

Below Target

Completed

Target not required to be reported on this quarter

Key achievements for the quarter have been:

- The Ness Street SES Boat Shed Upgrade Project has commenced. The project goals are to provide a weather and vermin proof structure with the installation of new windows, roller door, personnel door and drainage to the existing facility.
- Women Who Make Us Proud Mackay event held at MECC with 130 nominations received. 73 women were recognised at the event which was made possible by funding received from the State Government in partnership with YWCA.
- Plaques acknowledging the Traditional Owners have been installed in Council premises as per recommendations listed in the Reconciliation Action Plan.
- The First 5 Forever project was commenced this quarter, it is a Queensland government funded 4-year initiative aimed at improving the emergent literacy outcomes and wellbeing for 0-5 year old children and their families.
- The MECC hosted the Northern Australian Regional Performing Arts Centres Association (NARPACA) Technical Managers conference which drew technical managers and supervisors from all over the state to be in our venue for four days.
- Sports Expo and Sign on Day held in February.
- Unveiling of the Tunza Police Dog Off Leash Park in March.
- Successful Easter Carnival in the City.

Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Projects and activities below target

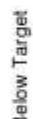
Action	Measure	Commentary
Community Lifestyle		
4.3.1	<ul style="list-style-type: none"> Engagement plan to inform the Community Development Strategy developed and undertaken 	<p>The strategy was delayed until the Arts & Culture Policy and Accessible Communities Strategy were completed. Engagement Plan will inform the Community Development Strategy.</p>
	<ul style="list-style-type: none"> Community Development Strategy completed 	<p>Invitation to quote for the preparation of a Community Development Strategy finalised. Strategy will be completed by December 2016. The sequencing of the Strategies has been altered, with the Community Development Strategy being held over until the Arts & Culture Policy review and Accessible Communities Strategy have been completed.</p>
7.3.1	<ul style="list-style-type: none"> A community engagement plan to investigate options to best suit individual schools developed 	<p>The delivery of the First Five Forever program (a \$500K State Library of Queensland-funded early literacy initiative) has been given priority. Investigations are currently underway and will be reported in the 4th quarter.</p>
7.4.2	<ul style="list-style-type: none"> Survey conducted of 400 attendees to identify literacy behaviours of 0-5 year old children and their primary caregivers in their home environment 	<p>Survey delayed, agreed it would be more beneficial to use the survey as a tool to review and improve the First 5 Forever initiative which commenced in Quarter 3.</p>



Legend:



On Target



Below Target



Completed

Target not required to be reported on this quarter



Action	Measure	Commentary
7.4.4	<ul style="list-style-type: none"> Number of physical loans 	<p>Diversification of digital services has contributed to our physical loans figures. Imminent projects will assist in ensuring our physical collections are aligned with client expectations and needs.</p>
	<ul style="list-style-type: none"> Number of visitors to Heritage Collection 	<p>Figure reflects July - Nov only. In Dec, HC collection was moved out of the Carmel Daveson Research Room to enable the collection to be reviewed and digitised prior to being relocated to the Dudley Denny City Library</p>
Emergency Management		
4.4.2	<ul style="list-style-type: none"> Emergency Management and SES Strategic Plan 2020 	<p>Currently under review, in preparation for adoption by June 2016.</p>

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Development Services

Director	Gerard Carlyon		
Area of Responsibility	Development Engineering	Strategic Planning	
	Development Assessment	Parks, Environment and Sustainability	
		Economic Development	

The department's focus for the quarter has been:

- Continuing the development of a comprehensive Flood and Stormwater Management Strategy for the Mackay Regional Council area.
- Progress on key projects in implementing the Voluntary Mechanism for Stormwater Quality Management (policy No. 87).
- Commenced the development of a 3D computer model of the City Centre.
- Commenced developing a draft masterplan of an integrated open space network plan connecting key destinations.
- Ensuring Development Assessment Program KPI's are achieved for development applications
- Progress of electronic lodgement process (e-Pathway) to overcome a potential vacuum when the State government decommissions the smart eDA system.
- Development of policy to properly assess applications for electronic advertisement signs.



Legend:

On Target



Below Target



Completed



Target not required to be reported on this quarter



- Implementation of the amended Facilitating Development in the Mackay Region Policy
- Implementation of the Economic Development Strategy 2015 -2020
- Implementation of the Invest Mackay Events and Conference Attraction Programs
- Implementation of Mackay Pride Façade Improvement Scheme
- Ensuring Capital works are completed within budget and on time.

Key achievements for the quarter have been:

- Existing flood levels of the McCready's Creek South and Bakers Creek East Stormwater studies adopted by Council in December 2015. Development of trunk infrastructure options for these catchments is ongoing.
- The Tradeable Development Rights Policy was developed to provide alternative solutions for management and protection of rural-zoned land entirely affected by agricultural land overlays outside the provisions of the planning scheme. The policy was adopted by Council on 27 January 2016 and is now available on the council website.
- Community Facilities Study developed to assist in prioritising operational and planning projects, with an implementation plan to progress the findings developed.



Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

- Achievement of the majority of Development Assessment Program KPI's relating to assessment and approval of development applications.
- Negotiated a plan for an Infrastructure link between Rosewood Drive and currently developed Plantation Palms.
- Acquired the first Pepper robots outside of Japan through a partnership between Mackay Regional Council and CQ University.
- Delivery of the Mackay City Centre Flavours of the World Campaign and Chinese New Year event.
- Mackay City Centre WiFi reached 2741 users over the first quarter of operation.
- Sarina Sugar Shed traded for the first time over the New Year period.
- Secured Lamberts Beach Lookout Funding of \$317,000.
- Shade shelters have been completed in various parks.

Projects and activities below target

Action		Measure	Commentary
Strategic Planning			
6.6.1	Implement the Planning Scheme	<ul style="list-style-type: none"> New planning scheme with transitional measures in place adopted 	Awaiting response from State Government.
6.6.2	Develop and annually review a Local Government Infrastructure Plan	<ul style="list-style-type: none"> Project management plan developed 	Project management plan developed in preparation for Council to review May 2016. The development and review of the Local Government Infrastructure Plan was due for completion March 2016. The State Government has recently extended the deadline for completion of LGIP's and a report will be placed on the Economic Development and Planning Committee agenda on 11 May seeking the State's agreement to grant an extension.



Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016**Engineering & Commercial Infrastructure**

Director	Jason Devitt			
Area of Responsibility	Infrastructure Delivery	Water Network	Water Treatment	Planning & Sustainability
	<ul style="list-style-type: none"> • Business Services • Civil Projects • Civil Operations • Technical Services • Waste Services 			

The department's focus for the quarter has been:

- A successful meeting of the Water & Waste Advisory Board and Transport & Drainage Board in February. These Board providing valuable feedback and direction on the Business Cases presented.
- The WIM (Whitsunday, Isaac, Mackay) Water Alliance met in Mackay on 11 February 2016.
- The Community & Client Reference Group held a successful quarterly meeting on 10 February 2016.
- Work on the CTM (Cairns Townsville Mackay) Development Code continues to progress.
- Tenders for the Construction & Demolition Waste Recycling Facility continue to be evaluated.
- Marketing of Automated Meter Reading and Myh20 software continues with three customers signed up pending signoff by new Council.

Key achievements for the quarter have been:

- Myh20 registrations have increased to 7146.
- Promotion of Myh20 continues via various methods.
- Schedule & Dispatch function transferred from Northern Australia Services into the Water Networks Program.
- Good overall compliance with environmental discharge licence requirements across all water recycling facilities.
- High level of compliance with public health requirements.
- Review of ECI 10 Year Capital Program.
- Draft 2016/2017 ECI Capital Program completed.
- Good progress made towards ECI Capital Program delivery.

Projects and activities below target

Action	Measure	Commentary
Waste Services		
5.3.1 Recycling reuse	<ul style="list-style-type: none"> • Arrangement finalised with selected partner 	Completion of the MRF project has been achieved, however the completion of this action requires the consideration of the development of a Construction and Demolition Waste Recycling Plant by council. Tenders for the Construction and Demolition Waste Recycling Plant currently being evaluated. It is expected that a Briefing and Report to Council will be provided in May/June. The delay in evaluation was partly due to the ongoing decline in tonnes of waste to landfill which has financial implications for Council.



Legend:

On Target

Below Target

Completed

Target not required to be reported on this quarter

Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Action	Measure	Commentary
5.3.2 Investigate and invest to extend the useful life of waste facilities	<ul style="list-style-type: none"> Provide a report to the Water and Waste Advisory Board on potential actions that can be undertaken to extend the useful life of waste facilities 	Completion of this action was anticipated in quarter 2 as the Board was provided with information on transportation options that will potentially extend the life of the Paget Transfer Station, however as requested by the board, further detail on additional technologies will be provided in quarter 4.
5.3.5 Engage directly with commercial entities to improve recycling practices [NCP]	<ul style="list-style-type: none"> Number of business engaged 	In the reporting period, the intervention tool has been developed and training provided to officers. The initiative will commence in the next period with 24 premises to be visited.
Business Services		
6.5.2 Provide clients with access to real time water use information	<ul style="list-style-type: none"> Number of properties accessing real time water use information 	7,146 signed up as at 29 March 2016. Ongoing promotions to improve registrations
6.5.3 Increase revenue by trading intellectual property	<ul style="list-style-type: none"> Beneficial enterprise set up and arrangements with commercial partner finalised 	Discussions with potential partners continuing. Further legal and tax advice required. Unlikely to be completed this financial year. Marketing of software continuing. Instances of software set up for three customers. Signing off agreements pending installation of new Council
8.15.1 Establish a process to identify and understand the cost drivers for the waste business	<ul style="list-style-type: none"> A comprehensive financial model for the waste business developed 	As per the purchasing policy, two quotes are being obtained through procurement. A supplier will be chosen and the building of the model will commence in the last quarter. It is not expected that the model will be completed by the end of June-16



Legend: On Target Below Target Completed Target not required to be reported on this quarter

Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Organisational Services

Acting Director	Stephen Fernando
Area of Responsibility	<ul style="list-style-type: none"> • Governance and Safety • Property Services • Financial Services • People and Culture
	<ul style="list-style-type: none"> • Procurement and Plant • Asset Management • Northern Australia Services

The department's focus for the quarter has been:

- Continued delivery of key projects within the Directorate.
- Preparation of 2016/17 budget in preparation for Council adoption by 22 June 2016.
- Briefings to Council on departmental activities.

Key achievements for the quarter have been:

- 1723 Building Maintenance Requests undertaken by Property Services to date, achieving a 96% completion rate within required timeframes.
- Procurement and Plant workshop achieved 1000 continuous days without a lost time injury.
- Preparations for the 2016/17 budget continue. All program level budgets, both operational and capital have been submitted for review by SLPT. The draft long term financial forecast has been compiled.
- Transition to a new version of the asset management system continues.



Legend:

On Target



Below Target



Completed



Target not required to be reported on this quarter

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- An operational and back-up server upgrade is scheduled for April 2016.
- New KPI framework is being developed with Propel for Northern Australia Services activities.

Projects and activities below target

Action	Measure	Commentary
Governance & Safety		
8.8.1 Review and enhance the enterprise risk management framework to ensure risk is managed consistently and effectively across council	<ul style="list-style-type: none"> • Number of bi-monthly reports to SLPT 	Three SLPT briefings have been conducted to date with a further two scheduled in Quarter 4. Future reviews are more likely to be undertaken quarterly.
8.8.3 Develop an integrated corporate performance planning and reporting framework	<ul style="list-style-type: none"> • Framework developed and implemented. 	A pilot program for the integrated performance planning and reporting framework was to be implemented June 2016, however this project has been deferred to enable program areas to focus on other priorities, including budget and 2016/17 operational plan development.
Procurement and Plant		
1.9.1 Continue to implement and to promote council's local purchasing policies which give priority to local businesses when tendering for council work	<ul style="list-style-type: none"> • Hold a 'Doing Business with Council' information session for local businesses. 	Procurement and Plant are in discussions with Department State Development, Economic Development, Resource Industry Network and Local Buy regarding combining efforts for 'Doing Business' on or around 20 June 2016, subject to date confirmation.

Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Action	Measure	Commentary
8.12.1 Promotes open, transparent and compliant decision making.	<ul style="list-style-type: none"> Number of reports presented to Council which provide timely and accurate information on the performance of Council's contract management. 	Presentation to Council of these reports is pending SLPT review.
	<ul style="list-style-type: none"> Number of bi-monthly reports to SLPT 	Quarterly reports presented to SLPT regarding contract variations to contracts in excess of \$200,000 threshold or in excess of 10% of contract sum.
Asset Management		
6.7.1 Develop and implement an asset management framework which provides linkages between operational service delivery and strategic asset management	<ul style="list-style-type: none"> Develop an Asset Management Policy 	After conferring with key stakeholders an AM policy has been developed in preparation for SLPT approval in 4 th quarter.
Directorate		
6.12.1 Deliver the capital works program on time and in line with the 2015/2016 original budget and carry-overs from previous year	<ul style="list-style-type: none"> Percentage of the capital works program including carry-overs completed by Organisational Services against the original budget 	<p>Organisational Services (Primarily Property Services) - 85%.</p> <p>Northern Australia Services (Primarily Information Services - 27%)</p> <p>Full review of the IT capital program is being conducted which will likely result in significant changes to future capital program.</p>



Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Review of key operational activities

1. Economy

We will maintain a buoyant, diverse economy that creates opportunities, employment and builds on our strengths to be a key player in the global economy.

A strong, resilient economic base supported by mining, its services industries, sugar, agricultural, education and tourism is a key foundation to Mackay's long term prosperity and lifestyle.

Strategies and Actions listed in the 2015 -2020 Corporate Plan

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status Commentary as at 31 March 2016	Status	Responsibility
1.4 Diversity Economy	1.1.1 Develop the Diversity Mackay Strategic Plan	Completion of Diversity Mackay Strategic Plan	Dec-15	Not progressed	Discussed future strategic plan and economic development model at DMLA February meeting. Strategy is on hold pending further direction from new Council.	↓	Office of the Mayor and CEO / Economic Development
	1.1.2 Ongoing support for the Diversity Mackay Leadership Alliance (DMLA) and its agenda	Support provided through the secretariat and assistance with delivery of the DMLA Strategic Plan	10 Meetings	8	DMLA will be reviewed as part of broader economic development review in the 4th quarter.	↻	Economic Development
	1.1.3 Facilitate linkages with other projects, agencies and networks	Support provided to DMLA Pillar Group projects and meetings	6	8	Attended meetings and assist with projects to Tourism and Social Wellbeing and Infrastructure and Construction pillar groups.	↻	Office of the Mayor and CEO / Economic Development



Legend: ↻ On Target ↓ Below Target ↻ Completed ↻ Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status Commentary as at 31 March 2016	Status	Responsibility
1.2 Revitalise the City Centre	1.1.4 Provide a quality Convention Centre which attracts business events to the region such as conventions, conferences and expositions [NCP]	Number of regional/national conferences, conventions and expositions held at MECC	20	12	On target to achieve by year end.	🟢	MECC & Events
	1.1.5 Provide a regional theatre which attracts international acts to the region that encourage cultural tourism bringing audience members to the theatre from outside the Mackay region local government boundaries [NCP]	Number of performances at MECC where postcode data illustrates attendances from outside the Mackay region local government boundaries	40	26	On target to achieve by year end.	🟢	MECC & Events
	1.2.1 Finalise the City Centre Revitalisation Project	Capital works program completed and launched	Dec-15	Nov-15	Completed Quarter 2.	🟢	City Centre Revitalisation Project
	1.2.2 Implement the new Footpath Trading and Structure Policy Guidelines	Policy Guideline toolkit in hardcopy and electronic versions developed	Jun-16	Dec-15	Completed Quarter 2	🟢	Health and Regulatory
	1.2.3 Continue to implement the City Centre marketing and events strategy	Annual City Centre Marketing Plan implemented	Jun-16	To be reported in 4th Quarter	Ongoing support and marketing via website, email, social media, print, radio and television campaigns. Events / activities delivered: Active in the City, Active Kids in the City (January & March School Holidays), Chinese New Year, Flavours of the World, Easter Carnival, & Twilight 5km Mackay Marina Run Launch.	🟢	Economic Development



Legend: 🟢 On Target 🟡 Below Target 🟠 Completed 🟡 Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status Commentary as at 31 March 2016	Status	Responsibility
1.2.4	Continue to implement the Facade Improvement Scheme	Round 2 of Facade Improvement Scheme implemented	Jun-16	To be reported in 4th Quarter	4 buildings of the 7 approved have completed building upgrades. Another 3 property owners have requested applications for submission.	🟢	Economic Development
		Number of events and attendees at:					
1.2.5	Provide a series of topical events in the Mackay City Centre which encourage visitations to the City Centre which can be used as a catalyst to business [NCP]	Easter Carnival	5000	4500	The morning activities had an attendance of 4000. Higher attendance was anticipated at the drive in movie event.	🟡	MECC & Events
		Melbourne Cup Tour	1000	1100	2015 Event was a success.	🟡	
		Carols in the City	3000	4000	2015 Event was a success.	🟡	
		New Year's Eve	8000	8000+	Higher attendance than expected considering the weather.	🟡	
		Wine and Food Day	28000	34000	2015 Event was a success.	🟡	
		Satisfaction rating as evaluated by survey for all events	75%	93%	Satisfaction levels remain very high.	🟢	



Legend: 🟢 On Target 🟡 Below Target 🟠 Completed 🟠 Target not required to be reported on this quarter

Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status Commentary as at 31 March 2016	Status	Responsibility
1.3 Strong local businesses with a global reach	1.2.6 Attract new businesses to the City Centre (NCP)	Number of new businesses attracted to the City Centre	10	14	New businesses opened during third quarter include - Cocoa Mama, Swish, Muffin Break, Fusion 128 and Your Way	On Target	Economic Development
	1.3.1 Support the completion of a market analysis to identify opportunities and the export readiness of local businesses and industry in conjunction with government agencies, the DMLA, and the Resource Industry Network (RIN)	Market analysis undertaken in conjunction with Trade & Invest Queensland, DMLA and Resource Industry Network	Jun-16	To be reported in 4th Quarter	Meetings held with RIN and Trade and Investment Queensland in preparation for Export Readiness Program next Quarter. Working with Trade and Investment Queensland in preparation of arrival of international delegations at QME 2016 in July from China and Japan.	On Target	Economic Development
	1.3.2 Continue to market the Paget industrial estate and other industrial and commercial sites	Paget Industrial estate and other commercial sites marketed via an investment prospectus and website	Jun-16	To be reported in 4th Quarter	Continued work with Strategic Planning to develop the industrial land audit across Mackay LGA. Data obtained from Australian Business Register and Remplan will assist in the industry analysis of the Paget Industrial Estate. Work commenced on an investment	On Target	Economic Development



Legend:

On Target



Below Target



Completed



Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status Commentary as at 31 March 2016	Status	Responsibility
	1.3.3 Work with industry groups and stakeholders to develop marketing strategies which support industry expansion and investment attraction	<ul style="list-style-type: none"> Maintenance and support for activities such as the <ul style="list-style-type: none"> Mackay Region Joblink Resource Industry Networks (RIN's) Capability and Procurement Portal Development of an Investment Prospectus Development of marketing campaign 	Jun-16	To be reported in 4th Quarter	<p>Prospectus and Regional Profile as part of the Economic Development Strategy 2015-2020.</p> <p>Ongoing support is provided to the Mackay Region Joblink.</p> <p>The second phase of RIN's Capability and Procurement Portal is continuing with ongoing improvements.</p> <p>Work has commenced on developing an investment prospectus and an investment attraction website as actions identified in the Economic Development Strategy 2015-2020 to be published in 4th Quarter.</p> <p>Continued work with RIN and Bowen Basin Mining Club on industry initiatives including Local Content Leaders Network, OME 2016 and the Queensland Mining Contractor Awards.</p> <p>The amended</p>	On Target	Economic Development



Legend:


On Target

Below Target

Completed

Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status Commentary as at 31 March 2016	Status	Responsibility
	1.3.4	Develop closer trading links with international markets in conjunction with Trade and Invest Queensland (TIQ)	Program of activities established with TIQ such covering attending relevant trade shows in identified international markets, and establish trading partnerships, where appropriate	Jun-16	To be reported in 4th Quarter		Economic Development
					Facilitating Development in the Mackay Region Policy was adopted February 2016 and three applications for development incentives were approved in 3rd Quarter. Following the visit from Softbank Corp in December, the Mackay region acquired the first Pepper robots outside of Japan through a Partnership between MRC and CQU. A delegation from MRC and CQU attended the World Science Festival 2016 opening in Brisbane to support Pepper's debut with Premier Annastacia Palaszczuk. Working closely with TIQ in preparation for a visit from a large Indian mining company next quarter to explore opportunities with the local mining sector supply chain. TIQ with support from Council and		



Legend:  On Target  Below Target  Completed  Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status Commentary as at 31 March 2016	Status	Responsibility
1.4 Activation of the river	1.4.1 Update the Wharf Precinct Master Plan in consultation with the community and key government agencies to attract public and private investment	Wharf Precinct Master Plan reviewed in consultation with key stakeholders	Jun-16	To be reported in 4th Quarter	Initial work commenced on a 3D model of the City Centre which is part of a broader project looking at a City Centre focused Priority Development Area. The Wharf Precinct plan in its current form will not be updated and the broader Priority Development Area project will replace it.	🟢	Strategic Planning
	1.4.2 Seek joint funding for the construction of a floating portoon on the Pioneer River for commercial and private use	Funding submission lodged	Jun-16	To be reported in 4th Quarter	Raised with Premier and Working Old Cabinet Committee whilst in Mackay. Dependent on available funding and presently no available suitable funding opportunity identified.	🟡	Office of the Mayor and CEO




Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status Commentary as at 31 March 2016	Status	Responsibility
1.5 Co-investment for development	1.5.1 Identify opportunities to attract co-investment in regional priorities and strategies from State and Federal Governments and the private sector through strategic partnerships	Number of grant applications submitted	40	48	Total number of submissions made year to date has exceeded annual target	On Target	Office of the Mayor and CEO
		Percentage of successful applications	70%	71%	At this point the rate for successful applications exceeds target.	On Target	
		Value of funding received	>\$5M	\$5.1M	Total value of successful applications has surpassed the annual target. This could increase further with some large funding applications awaiting announcement	On Target	
1.6 Partnerships for economic development	1.6.1 Align the Economic Development Strategy (EDS) to DMLA's Strategic Plan and Council's Corporate Plan 2015-20	EDS aligned with DMLA's Strategic Plan and Council's Corporate Plan 2015-2020	Dec-15	Dec-15	Completed Quarter 2	On Target	Office of the Mayor and CEO / Economic Development
	1.6.2 Progressive implementation of the EDS through annual action plans	2015/2016 EDS action plan implemented	Jun-16	To be reported in 4th Quarter	On target to complete key actions in the EDS workplan for 2015/16 including: - development of a Regional Profile - Investment Prospectus - New Investor Pack - export readiness training for local manufacturing / mining sector businesses.	On Target	Economic Development



Legend: On Target Below Target Completed Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status Commentary as at 31 March 2016	Status	Responsibility
1.7 Commonwealth Games	1.7.1 Implement initiatives through the 2018 Commonwealth Games Working Group to support local businesses and community groups to capitalise on the economic and social opportunities the Games provide	Initiatives implemented to support local businesses to capitalise on 2018 Games	Jun-16	To be reported in 4th Quarter	A detailed multi-agency Mackay Isaac Whitsunday Embracing 2018 Working Group Action Plan has been developed. Action Plan strategies include preparing a Business Development Framework, incorporating a Business Awareness Program, Educational Workshops and webinars for small business operators about doing business the State will be delivered. A workshop was recently conducted by the Industry Capability Network, as businesses need to be registered with ICN before providing services to the State. The Office of Commonwealth Games and DSD will be delivering procurement workshops as part of CME.		Community Lifestyle

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status Commentary as at 31 March 2016	Status	Responsibility
1.8 Embracing the Digital Economy	1.8.1 Review the Council's draft ICT Strategy to reflect Northern Australia Services operations and to incorporate the Mackay, Isaac and Whitsunday Digital Economy Strategy	Council's ICT strategy finalised	Jun-16	To be reported in 4 th Quarter	A draft ICT strategy has been completed. Revision is required to fully meet the needs of Council. It is anticipated the target will be met.	On Target	Northern Australia Services
	1.8.2 Work together with Isaac and Whitsunday Regional Councils (via the Whitsunday ROC Executive Officer) and supporting groups to enhance the digital capability of industry, businesses, governments and communities throughout the local government areas	Number of identified actions in 2015/16 road map successfully delivered	8	6	The following actions have been completed to date - Establish a leadership group, engage a Project Officer, develop a plan, engage with communications plan, engage with NBN Co., a 'soft' launch of the Strategy was undertaken in February 2016, as well as go-live for web-site	On Target	Office of the Mayor and CEO
1.9 Council working to support local business	1.9.1 Continue to implement and to promote council's local purchasing policies which give priority to local businesses when tendering for council work	Hold a 'Doing Business with Council' information session for local businesses.	Oct-15	Jun-16	Procurement and Plant are in discussions with Department State Development, Economic Development, Resource Industry Network and Local Buy regarding combining efforts for 'Doing Business' on or around 20 June 2016, subject to date confirmation.	Below Target	Procurement & Plant



Legend: On Target Below Target Completed Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status Commentary as at 31 March 2016	Status	Responsibility
	1.9.2 Deliver a range of economic stimulus measures to boost the local economy	Number of Better Community Building Fund grants provided	6	14	Target exceed in Quarter 2.	On Target	Office of the Mayor and CEO
		Number of Mackay Events and Conference attraction Program applications approved.	8	40	Economic Development has utilised the Event and Conference Attraction funding to secure 13 events and 6 conferences this quarter. Major event announcements include: Bulls Masters Country Challenge and Bulls Masters Country Youth Cup (for two years), Mackay City Centre Farmers Market, Sarina Beach Coconut Festival. Conferences include: The Aust. Veterinary Association QLD Branch Conference, Australian National Budgetary Championship Show.	On Target	



Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status Commentary as at 31 March 2016	Status	Responsibility
		Number of Mackay Pride Incentive Scheme façade and graffiti grants issued	10	7 Mackay Pride FIS approvals	Mackay Pride Façade Improvement Scheme Round 2 has been launched, closing 16 May 2016. Strong enquiries exist with the incentive scheme gaining momentum.		

NCP = Non-Corporate Plan item



Legend:



On Target



Below Target






Completed



Target not required to be reported on this quarter

Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016**Other Strategies and Actions related to Economy**

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
1.10 Northern Australia Services – Traded Services	1.10.1 Develop a framework for trading services to other organisations across Northern Australia.	Products suitable for trading developed	Jun-16	To be reported on in 4 th Quarter.	Framework development is in progress. Potential first services to trade have been identified, with these taking priority for development.		Northern Australia Services
1.11 Cultural Tourism	1.11.1 Position Artspace Mackay as a premier cultural tourism destination	Host a minimum of 14 exhibitions during the year that showcase Local, State, National or International artists	14	16	Artspace held 4 new exhibitions during the 3 rd quarter: - East coast encounter (Australian artists); - Jemima Wyman (ex-local artist with international acclaim); - Being Tiwi (Australian Indigenous); - Carl Warner (Queensland artist)		Community Lifestyle
		Invest in measures and marketing opportunities that promote Artspace Mackay as a cultural tourism destination	Jun-16	March 16	Continued investment in two highway billboards catering to both north and south bound traffic. Artspace also listed the gallery as a cultural tourism destination in both Art Guide and Art Almanac publications.		



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Legend:  On Target  Below Target  Completed  Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
1.12 Residential showcase developments	1.12.1 Assist Economic Development Queensland (EDQ) to undertake residential 'showcase' developments	Commencement of Stage 7 of the residential development at Andergrove (Woodlands).	Jun-16	To be reported in 4th Quarter	Current sales demand not sufficient to warrant commencement of Stage 7. This demand will be monitored throughout the year however it does not look likely that Stage 7 will commence within 2015/16.	⬇	Office of the Mayor and CEO
		Development of feasibility plans for staged delivery options for Shoal Point Rd development land	Dec-15	Plans not developed	Initial discussions have been undertaken however the sales demand is not sufficient to warrant detailed work. Focus to be on recreational area access.	⬇	

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

2. Community Pride

Our sense of community enables us to come together to build a supportive environment for people of all cultures, beliefs and backgrounds. Australian South Sea Islander and Indigenous cultures have a special place in the cultural life of Mackay.







Strategies and Actions listed in the 2015-2020 Corporate Plan

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
2.1 Attracting and keeping young people in the region	2.1.1 Develop a young people attraction and retention strategy in collaboration with the universities and the community.	A reference group consisting of representatives from the universities and community members established	Sep-15	Sep-15	Completed Quarter 1	🟢	Community Lifestyle
	2.1.2 Hold a workshop for the region's young professionals to identify opportunities to support local initiatives	Completion of the strategy	Jun-16	To be reported in 4th Quarter	Local providers supplied input to the development of the Queensland Youth Strategy ensuring regional issues are on the State agenda	🟢	Community Lifestyle
	2.1.3 Develop an environment to incubate and foster creativity and commercialise ideas and start-ups amongst new wealth creators and innovators	Workshop facilitated and actions identified	Jun-16	To be reported in 4th Quarter	Connection with and support for the development of the Young Professionals network continues.	🟢	Community Lifestyle
		Co-facilitation of a Startup Weekend Mackay and mentoring in conjunction with iLab	Dec-15	Oct-15	A delegation of representatives from Mackay attended the Department of Industry, Innovation and Science Incubator Support	🟢	Economic Development



Legend: 🟢 On Target 🟡 Below Target 🟠 Completed 🟡 Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
2.2 Regional and Community Events	2.1.4	Establish a new category in the Council's Community Grants Program which promotes innovation by young residents	Council's Community Grants committee engaged to review grant program guidelines and establish a new category	Sep-15	Aug-15		Community Lifestyle
	2.2.1	Support the delivery of significant regional events, including those outlined in the Mackay Region Events Strategy 2015	Number of regional events assisted through either financial or in-kind assistance	6	5		MECC and Events
	2.2.2	Facilitate markets and community days in localities across the region	Number of regional events ticketed Number of Community / Markets days across the local government region delivered through supported Community groups	8 5	6 18	 	Community Lifestyle
					The MECC and Events team continue to work with internal and external parties to deliver quality regional events Forward bookings remain on target. Events facilitated during the quarter include: - Women Who Make Us Proud Awards Mackay and Sarina - CQU Open Day - ICE information sessions	 	Community Lifestyle



Legend:

 On Target

 Below Target

 Completed

 Target not required to be reported on this quarter

Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
2.2.3	Provide a diverse range of festivals and events that encourage both active and passive community participation [NCP]	Attendances at Festival of Arts	>\$5,000	37,000	2015 Event was a success.	On Target	MECC & Events
2.3 Cultural diversity	2.3.1 Implement the Aboriginal and Torres Strait Islander Reconciliation Action Plan	Implement the budget-approved 2015/16 actions as identified in the Reconciliation Action Plan	100%	96%	RAP Working group reformed with 8 Council staff from various departments in preparation for the triennial review of council's RAP.	On Target	Community Lifestyle
2.3.2	Support cultural groups and events that highlight the cultural diversity of the Region	Number of cultural groups supported	10	30	Support provided to Chinese community with the delivery of Chinese New Year celebrations. Other cultural groups supported this quarter included the Maori, Thai communities and Australian South Sea Islanders.	On Target	Community Lifestyle
		Facilitate a minimum of 2 event planning workshops across the region	2	8	Workshops held with community groups to date have exceeded the target.	On Target	
2.3.3	Continue development of the cultural precincts in the Botanic Gardens	Number of cultural events or activities undertaken each year in consultation with cultural groups	4	3	Pacific Festival - 11th July Highland Fling - 4th October Christmas in the Gardens - 13th December	On Target	Parks, Environment and Sustainability




Legend: On Target Below Target Completed Target not required to be reported on this quarter

Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility	
2.4 Community facilities	2.3.4	Identify and implement opportunities to improve services and support to the culturally diverse community, through stronger Council engagement and collaboration	Facilitate at least 2 community meetings within the Aboriginal and Torres Strait and Australian South Sea Islander communities that identify priorities and inform action plans.	2	10	Groups assisted over the quarter include - Mackay NAIDOC Inc., Mackay Child & Family Centre, Yuwibara Traditional Custodians, Stolen Wages Reparations Participants, In partnership with DATSIP, bi-monthly Aboriginal and Torres Strait Islander Interagency meetings are facilitated to identify community issues and provide necessary support and responses.	On Target	Community Lifestyle
	2.3.5	Maximise attendance and participation at Global Grooves, Council's signature multi cultural event [NCP]	Maintain number of attendances Number of community groups involved	10,000 12	8000 21	2015 Event was a success.	On Target	MECC & Events
	2.4.1	Work with the State Government to optimise the public use of school facilities	Consultation undertaken with the State Government on the use of school facilities	Jun-16	To be reported in 4th Quarter	Initial high level representations have been made to the State Government and further discussions are scheduled to take place in the 4th quarter to scope opportunities.	On Target	Strategic Planning
2.4.2	Implement the Museum	Implement the budget-approved 2015/16 actions	100%	To be reported in	Pine Islet Lighthouse	On Target	Community	

Mackay REGIONAL COUNCIL

Page



Legend: On Target Below Target Completed Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
	Development Strategy	contained in the Museum Development Strategy		4th Quarter	Committee is in place with AGM to be held in May 2016. Pioneer Valley Museum members have developed pop-up exhibitions at Eton, Gargett and Marian as part of the WW1 exhibition program.		Lifestyle
2.5	Volunteering						
2.5.1	Undertake a research project to determine how best to harness the effort of volunteers to achieve community outcomes	A cross program reference group to guide the project developed	Sep-15	Sep-15	Volunteer coordinators meet regularly to provide information and support to the research project. Project Lead has attended a National Conference on Volunteering and is incorporating the learnings into the final project report.	🟢	Community Lifestyle
2.5.2	Development and implement a program that supports volunteers in community activities across the region	Best practice model to support volunteers identified and implemented.	Jun-16	To be reported in 4th Quarter	Survey of current volunteers and the various coordinators has been completed with the information gathered being used to inform the final report.	🟢	Community Lifestyle
2.5.3	Maintain number of working volunteers at the MECC [NCP]	Number of working volunteers	150	150	The annual target has been met with the 150 working volunteers at the MECC	🟢	MECC & Events

NCP = Non-Corporate Plan item



Legend: 🟢 On Target 🟡 Below Target 🟠 Completed 🟠 Target not required to be reported on this quarter

Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016**Other Strategies and Actions related to Community Pride**

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Accountable Program
2.6 At risk young people	2.6.1 Provide support to youth at risk as per State Government funding agreement	Number of hours spent providing support services	580	450	75 hours of funded service delivery achieved in both Sarina and Mirani as per the current funding agreement.	🟢	Community Lifestyle
	2.6.2 Facilitate the delivery of programs and events that support young people through the region	Number of programs / events undertaken	10	36	Valley District Youth Council workshops held to develop the leadership and performance skills of young people. School holiday workshops and a scooter competition held in Sarina with support of young people accessing the Sarina Youth Centre.	🟡	Community Lifestyle
2.7 Visual amenity	2.7.1 Implement the Avenue Development Plan	Number of avenue development plan projects delivered	2	To be reported in 4th Quarter	Program delayed as a result of feedback from Council. Revised concepts have been prepared and issued for review to Internal Stakeholders. Detailed design proceeding with documentation to be finalised by end of March for issue to DTMR. Subject to DTMR agreement, implementation of planning scheduled to start, by the end of May.	🟢	Parks, Environment and Sustainability



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Legend: 🟢 On Target 🟡 Below Target 🟠 Completed 🟠 Target not required to be reported on this quarter

Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

3. Regional Identity

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

Strategies and Actions listed in the 2015 -2020 Corporate Plan

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
3.1 Regional Capital	3.1.1 Support the establishment of a Regional Queensland Capitals Alliance to increase the Queensland Government's support for regional capital cities	Establishment of Alliance	Dec-15	Alliance established	Economic Development continued to work in partnership with Cairns, Rockhampton and Townsville on the Northern Queensland Capitals Alliance. A draft full report, summary document and terms of reference are developed. The Alliance structure will be reviewed by each member Council post the Local Government election. The Alliance is committed to developing thriving regional economies in Northern Queensland.	On Target	Office of the Mayor and CEO



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Completed


Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
3.2 Working together with neighboring councils	3.1.2 Actively participate in Regional Capitals Australia	Number of meetings	6	5	Five(5) meetings held with target expected to be met	🟢	Office of the Mayor and CEO
	3.2.1 Identify and implement opportunities to optimise technology to achieve savings and improve services through collaboration	Number of opportunities identified and implemented	2	1	Whitsunday ROC recently completed the mobile Blackspot coverage testing project which has resulted in development of a report and submission of five(5) possible sites for funding	🟢	Office of the Mayor and CEO
	3.2.2 Promote collaborative ventures by the Whitsunday Regional Organisation of Council (ROC)	Number of active ventures	4	3	Whitsunday ROC currently has active projects of mobile Blackspot coverage project, CWRAP WIM Alliance, and Digital Economy Strategy	🟢	Office of the Mayor and CEO
	3.2.3 Establish a Whitsunday, Isaac, Mackay Alliance for Water & Sewerage [NCP]	Number of quarterly Alliance meetings held	4	3	WIM Alliance established	🟢	Water Services
3.3 Place management of suburbs and localities	3.3.1 Complete the North Mackay Placemaking Project in Evans Avenue	North Mackay Placemaking Project completed.	Jun-16	To be reported in 4th Quarter	Continued work with beautification options and engagement promoting the Mackay Pride Facade Improvement Scheme within North Mackay.	🟢	Economic Development

Mackay Regional Council


2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
3.4 Promoting the Mackay region brand	3.4.1 Support Mackay Tourism's implementation of the Mackay Region Brand 2014 strategy	Support provided in accordance with the funding agreement to Mackay Tourism Limited.	Jun-16	To be reported in 4th Quarter	50% of the funding has been provided. Regular meetings have been held with Mackay Tourism and Economic Development on joint initiatives. Tourism industry development opportunities for January to March included OME stakeholder meetings, Mackay Tourism Leadership Program workshops, Accommodation Providers Breakfast, DestinationQ and TEQ Roadshow, Regional Events Advisory Group, Leader's Edge Lunch and Queensland Tourism Awards Networking Function.		Economic Development

NCP = Non-Corporate Plan item



Legend:

 On Target Below Target Completed Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Other Strategies and Actions related to Regional Identity

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
3.5 Operation of Sarina Sugar Shed	3.5.1 Manage the operation of Sarina Sugar Shed facility	Annual visitation	10,000	7,455	Visitation this quarter was 1150.	🟢	Economic Development
		Ticket sales	\$175,000	\$90,901	Tickets sales are slightly behind due to online booking system commencing 6 months behind schedule, however, the next quarter is high season for visitation and sales will improve.	🟢	
		Retail income	\$275,000	\$210,370	Retail income is on track and is also expected to slightly increase in the lead up to our peak period.	🟢	

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

4. Community health and wellbeing

Enjoy a safe, healthy and accessible community that celebrates a diverse range of services and facilities

Strategies and Actions listed in the 2015 -2020 Corporate Plan

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
4.1 Active and healthy community	4.1.1 Develop an Accessible Communities Strategy by reviewing and enhancing the Disability Discrimination Action Plan and incorporating healthy and active aging considerations	Consultant engaged to undertake the development of the strategy	Sep-15	To be reported in 4th Quarter	Engagement Plus engaged to undertake the development of the Accessible Communities Strategy.	🟢	Community Lifestyle
		Accessible Communities Strategy developed and approved by Council	Jun-16	To be reported in 4th Quarter	Consultants are in Phase One of the project with the completion date of September 2016 identified.	🟢	
	4.1.2 Expand and interconnect bikeways and walking paths including the creation of an integrated open space network connecting key destinations	A draft long term Master Plan of the integrated open space network developed	Jun-16	To be reported in 4th Quarter	Work continues on the draft with detailed progress to be showcased during the 4th quarter.	🟢	Strategic Planning



Legend:



On Target



Below Target



Completed



Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
4.2 Parks and Open Spaces	4.1.3 Promote recreation in natural areas through the provision of signage, walkways and other facilities where appropriate	Percentage completion of 2015-16 signage and beach access projects.	90%	In progress	A tender has been awarded for the construction of four beach access stairways at locations including Armstrong Beach, Grassie Beach and Far Beach. Federal funding has been secured to assist with meeting costs for this project. The works are scheduled to be completed by the end of May 2016. An audit of beach signage has been completed. Interpretive signage is ready to be installed at Slade Point Reserve. Crocodile warning signage has been installed at all official beach access points and boat ramps in partnership with the State Government Department of Environment and Heritage.	🟢	Parks, Environment and Sustainability
	4.2.1 Develop and implement an open space policy and guidelines to support the Planning Scheme	Open Space Policy and draft guidelines on the use of public parkland approved	Jun-16	To be reported in 4th Quarter	Draft Policy completed during 2nd Quarter in preparation for approval.	🟢	Strategic Planning



Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
4.3 Community Support	4.2.2 Review the 2010-2016 Open Space, Sports and Recreation Strategy	Review and update the implementation plan of the 2010-2016 Strategy for the period 2016-2021	Jun-16	To be reported in 4th Quarter	Policy review is progressing well.	🟢	Strategic Planning / Community Lifestyle
	4.2.3 Continue development of the Mackay Regional Botanic Gardens in line with the Master Plan	Percentage completion of the Detailed Design and Documentation Project for the balance of the Garden's development	50%	40%	Project has entered into Phase 3 - Detailed Design and Documentation. On target to achieve 50% by the 4 th quarter.	🟢	Parks, Environment and Sustainability
	4.2.4 Develop and implement a shade and greening program	Percentage of parks capital budget allocated to shade provision and tree planting	10%	10% target exceeded	The design of Enhancement Projects has exceeded this requirement. Construction / implementation of the work will be completed by the end of the 4th Quarter.	🟡	Parks, Environment and Sustainability
	4.3.1 Develop a Community Development Strategy which includes support for the not-for-profit sector in consultation with the community	Engagement plan to inform the Community Development and Strategy developed and undertaken	Dec-15	To be reported in 4th Quarter	The strategy was delayed until the Arts & Culture Policy and Accessible Communities Strategy were completed. Engagement Plan will inform the Community Development Strategy.	🔴	Community Lifestyle



Legend: 🟢 On Target 🟡 Below Target 🔴 Completed 🟠 Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
		Community Development Strategy completed	Jun-16	To be reported in 4th Quarter	Invitation to quote for the preparation of a Community Development Strategy finalised. Strategy will be completed by December 2016. The sequencing of the Strategies has been altered, with the Community Development Strategy being held over until the Arts & Culture Policy review and Accessible Communities Strategy have been completed.	⚠	
	4.3.2	Investigate the establishment of a community hub in the City Centre	Jun-16	Feb-16	Undertake research and develop an engagement plan to inform a model of a community hub that meets the needs of council and the community	⊕	Community Lifestyle
4.4 Disaster Preparedness	4.4.1	Implement advanced Information Technology tools to support the local State Emergency Service	Sep-15	Sep-15	Completed Quarter 1.	⊕	Emergency Management
		Stage 1 completion of the ICT/SES Project (14/15 funding) Stage 2 completions of the ICT/SES Project (15/16 funding)	Dec-15	Jun-16	Continuing rollout NAS identifying a Project Manager for project lead, as it requires IT content expertise.	⊕	



Legend: ⊕ On Target ⊕ Below Target ⊕ Completed ⊕ Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
	4.4.2	Implement the Emergency Management and SES Strategic Plan 2020	Percentage of SES executive and group staff trained and using Guardian for recording tasks by Jun-16	90%	To be reported in 4th Quarter	🟢	
	4.4.2	Emergency Management and SES Strategic Plan 2020 adopted		Mar-16	Currently under review, in preparation for adoption by June 2016.	🔴	Emergency Management
	4.4.3	Continue to build and promote community disaster resilience and self-reliance	Stage 2 Public Access Emergency Sandpits constructed. (Mirani, Finch Hatton, Campwin Beach and Koumala)	Sep-15	Completed Quarter 2.	🟢	Emergency Management
		Recovery Workshop held		Sep-15	Completed Quarter 1.	🟢	
		Completion of the following initiatives:		Dec-15	To be reported in 4th Quarter	🟢	
		<ul style="list-style-type: none"> Emergency Management website reviewed and updated Pet Emergency Plan Signage Promotion into parks and beside walkways undertaken Public Cyclone Shelter video clip developed Get Ready / Cyclone Saturday Awareness Event held Media in Disaster Management/Event Workshop held 			Continuing work with the EM website review and update. Signage for Pet Emergency Signage continuing to be rolled out. Public Cyclone Shelter video clip on hold. Cyclone Saturday Completed. Media in disaster management workshop completed.		



Legend: 🟢 On Target 🔴 Below Target 🟢 Completed 🟡 Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
4.5 Environmental Health		Mackay Local Disaster Management Plan and Sub Plans reviewed and updated	Jun-16	To be reported in 4th Quarter	Continued review of LDMP and associated sub plans as scheduled and required by legislation.	🟢	
		Emergency Liaison Officer network expanded	3 new areas	To be reported in 4th Quarter	Further consultation to occur prior to expanding the ELO network in the area.	🟢	
		Local Disaster Recovery Groups and Sub Groups meetings held	2	2	Completed Quarter 2.	🟡	
		Mackay Local Disaster Management Group meetings held	4	3	On target.	🟢	
	4.5.1	Review the mosquito control and education program to target areas of high risk across the region	May-16	To be reported in 4th Quarter	Planning continues for investigating potential areas for future mosquito control based on risk and the assessment of the adequacy of existing education initiatives produced	🟢	Health and Regulatory
4.5.2	Target illegal dumping through an education campaign and increased enforcement activities including the use of new technologies	Television, radio and print media awareness campaign conducted	Apr-16	To be reported in 4th Quarter	Planning has continued for illegal dumping awareness campaign.	🟢	Health and Regulatory
		Number of enforcement activities, including Compliance Notices, PINs and clean up requests	20 Activities	17	Illegal dumping enforcement and compliance activities have been undertaken. Seven Penalty Infringement Notices issued this quarter.	🟢	



Legend: 🟢 On Target 🟡 Below Target 🟠 Completed 🟤 Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
	4.5.3 Encourage responsible pet ownership and promote community safety [NCP]	RSPCA Open Day to promote responsible pet ownership, including benefits of registering a dog or cat held	1	1	Completed Quarter 1.	On Target	Health and Regulatory
	4.5.4 Enhance community health and safety through proactive compliance and education services [NCP]	Number of education sessions on topics including food safety, pest management, dengue fever and responsible pet ownership conducted	20	16	Education sessions regarding food safety, pest management and responsible pet ownership have been conducted with school groups, food providers and various community groups. 612 people have attended these sessions.	On Target	Health and Regulatory
		Number of targeted Local Laws team inspections of areas that are popular with dog owners to increase public awareness	10	12	The Local Laws team has been patrolling areas that are popular with dog owners, including the Gooseponds, Botanical Gardens, Sarina, Midge Point, Slade Point, Blacks Beach and Buccasia. Rewards (squeaky dog toys) were issued to responsible dog owners and warnings and infringements issued to those failing to comply with the law.	On Target	



Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
4.5.5	Optimise the quality of effluent (treated sewerage) released to the environment [NCP]	Compliance with license requirements	95%	100%	There has been good overall compliance with the environmental discharge licence requirements across all water recycling facilities.		Water treatment

NCP = Non-Corporate Plan item



Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Other Strategies and Actions related to Community health and wellbeing

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Accountable Program
4.6 Active and healthy community	4.6.1 Develop a community facilities study	Draft community facilities study completed with audit of facilities ready for consultation	Jun-16	January 2016	Community Facilities Study completed and presented to Council January 2016.		Community Lifestyle
4.7 Drinking water quality	4.7.1 Provide safe, reliable and high quality water services to the community.	Compliance with public health requirements	99%	>99%	There has been a high level of compliance with the public health requirements to give a score just under 100%. The only exceedance was E.coli detected at the Ball Bay Reservoir. This reservoir was not releasing water in the reticulation so there was no risk to public health of residents in the Ball Bay and Holiday Bay areas.		Water Treatment
4.8 Sport and Recreation	4.8.1 Facilitate an enrichment program aimed at improving the governance of local sporting clubs	Host a minimum of 6 workshops / information sessions across the region	6	3	Information gathered from Sporting clubs participating in the Sports Expo and Sign on Day indicates the need for Grant writing workshops. A series of these workshops will be held during the fourth quarter. Target will be met following the rollout of additional workshops.		Community Lifestyle
		Number of clubs participating in the program	35	23			



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Legend: On Target Below Target Completed Target not required to be reported on this quarter

Mackay Regional Council
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5. Environment

We treasure our natural environmental and through care and resilience will protect it for future generations. Good environmental practices provide operational efficiencies and are financially responsible.

Strategies and Actions listed in the 2015 -2020 Corporate Plan

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
5.1 Sustainability	5.1.1 Develop and implement a climate change adaptation policy	Policy adoption	Dec-15	Nov-15	Completed Quarter 2.	🟢	Parks, Environment and Sustainability / Governance & Safety
	5.1.2 Review, enhance and deliver the Sustainability Strategy and Action Plan including strategies which promote efficient water use, reduce waste, reduce energy consumption and reduce greenhouse gas emissions	Strategy is reviewed and approved by Council	Jun-16	To be reported in 4th Quarter	Sustainability officer recently advertised and this work will commence in the 4th quarter.	🟢	Parks, Environment and Sustainability
5.2 Beach Protection	5.2.1 Continue to implement adopted Beach Plans in partnership with stakeholders in order to protect beaches and coastal areas	% coastal priority projects completed	90%	75%	All beach projects have commenced, many involve weed control work, which will be ongoing throughout the year. Several planting projects have been placed on hold pending review.	🟢	Parks, Environment and Sustainability



Legend: 🟢 On Target 🟡 Below Target 🟠 Completed 🟠 Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
5.3 Recycling and reuse	5.3.1 Develop a recycling facility for glass, and construction and demolition waste	Arrangement finalised with selected partner	Dec-15	To be reported in 4th Quarter	Completion of the MRF project has been achieved, however the completion of this action requires the consideration of the development of a Construction and Demolition Waste Recycling Plant by council. Tenders for the Construction and Demolition Waste Recycling Plant currently being evaluated. It is expected that a Briefing and Report to Council will be provided in May/June. The delay in evaluation was partly due to the ongoing decline in tonnes of waste to landfill which has financial implications for Council.	⬇	Waste Services
	5.3.2 Investigate and invest to extend the useful life of waste facilities	Provide a report to the Water and Waste Advisory Board on potential actions that can be undertaken to extend the useful life of waste facilities	Mar-16	To be reported in 4th Quarter	Completion of this action was anticipated in quarter 2 as the Board was provided with information on transportation options that will potentially extend the life of the Paget transfer Station, however as	⬇	Waste Services



Legend:

On Target

Below Target

Completed

Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
5.4 Natural Environment	5.3.3 Deliver waste education programs to increase recycling, and reduce waste going to landfill	Reduction of waste to landfill from Mackay Recycling Facility (MRF)	12%	10%	requested by the board, further detail on additional technologies will be provided in quarter 4.	🟡	Waste Services
	5.3.4 Enhance MRF to include a glass crushing facility [NCP]	Reduce recyclable glass to landfill	5%	0%	Currently no glass is being sent to landfill.	🟡	Waste Services
	5.3.5 Engage directly with commercial entities to improve recycling practices [NCP]	No of business engaged	6 per quarter	0	In the reporting period, the intervention tool has been developed and training provided to officers. The initiative will commence in the next period with 24 premises to be visited.	🔴	Waste Services
	5.4.1 Implement and undertake annual reviews of the Natural Environment Plan	Percentage of projects completed in accordance with the Natural Environment Plan	90%	75%	The Natural Environment plan is reviewed each year as part of the annual identification of priority projects. This year's projects are all underway.	🟢	Parks, Environment and Sustainability
	5.4.2 Utilise funds from the Natural Environment Levy for priority natural environment projects	Percentage of priority projects completed	95%	75%	All priority projects are currently underway.	🟢	Parks, Environment and Sustainability



Legend: 🟢 On Target 🟡 Below Target 🔴 Completed 🟠 Target not required to be reported on this quarter



Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
5.4.3	Encourage community awareness and engagement in natural environment activities through educational and engagement programs	Number of Coastcare activities undertaken	12	10	The summer period is traditionally a quiet time for Coastcare activities as it is often hot and wet. An additional 3 activities were held during this period, including a St Valentines event at the Mackay Natural Environment Centre Nursery called 'Sowing the Seeds of Love', a Clean up Australia Day event at Harbour Beach and a tree planting event at Grassree Beach, organised in partnership with the Grassree Beach Progress Association to take a stand against vegetation vandalism that has occurred in the area.		Parks, Environment and Sustainability

NCP = Non-Corporate Plan item



Legend: On Target Below Target Completed Target not required to be reported on this quarter

Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016**Other Strategies and Actions related to Environment**

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
5.5 Include incentives for suppliers to use and offer sustainable goods and services and/or management practices in product and service contracts.	5.5.1 Tangible use of sustainable practices and production in Council operations.	Percentage of tender documents issued with sustainable initiatives encouraged.	100%	100%	Ongoing throughout financial year.		Procurement & Plant
5.6 Stormwater Quality Management	5.6.1 Update the Urban Stormwater Quality Management Plan for Mackay	Urban Stormwater Quality Management Plan prepared for consultation	Jun-16	To be reported in 4 th Quarter	1st Draft document completed and will be peer reviewed in May prior to consultation.		Strategic Planning
	5.6.2 Implement the Voluntary Mechanism for Stormwater Quality Management (policy No. 87)	Commence re-vegetation works, naturalised channel (pilot project) and on-farm practices	Jun-16	To be reported in 4 th Quarter	All projects identified have now commenced.		Strategic Planning



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Legend: On Target Below Target Completed Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

6. Infrastructure and Transport

We will implement an effective, well managed plan to deliver the right infrastructure at the right time to meet the needs and economic growth of our community. We will maintain the local government road network to a high standard and advocate for improvements to main roads and for better public transport.

Strategies and Actions listed in the 2015 -2020 Corporate Plan

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
6.1 Better Roads	6.1.1 Implement the Road Improvement Program	Program of identified actions implemented	Jun-16	To be reported in 4 th Quarter	Implementation Program in progress	🟢	Director Engineering and Commercial Infrastructure
	6.1.2 Commence the review of the road hierarchy [NCP]	Undertake a preliminary review of the road hierarchy	Jun-16	To be reported in 4 th Quarter	Preliminary review underway, which will determine the scope of further works required in 2016/17.	🟢	Strategic Planning
	6.1.3 Deliver the 'roads' capital works program on time and in line with the 2015/2016 original budget and carry-overs from previous year	Percentage of the 'roads' capital works program including carry-overs completed against the original budget	90%	72%	There are a number of land acquisition projects that may not eventuate this financial year, which may affect the overall outcome. It is anticipated the majority of projects will be complete or in progress by June 30.	🟢	Civil Projects
6.2 Advocacy for the Mackay Ring Road	6.2.1 Support the State Government progress Stage 1 of the Mackay Ring Road	Number of advocacy and support activities undertaken	2	2	Completed Quarter 2	🟢	Office of the Mayor and CEO



Legend: 🟢 On Target 🟡 Below Target 🟠 Completed 🟡 Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
6.3 Advocacy for Bowen Basin Service Link	6.2.2 Advocate for State and Federal Government support for Stage 2	Number of advocacy activities undertaken	2	1	Through DMLA's Freight Optimisation Project working to identify linkage and importance of Stage 2 of Ring Road project	🟡	Office of the Mayor and CEO
	6.3.1 Advocate for the funding of the design of the Bowen Basin Service Link	Number of advocacy activities undertaken	2	4	Supported Road Accident Action Group (RAAG) representation to State and Federal politicians in visit on 5 November 2015. Promoting via DMLA's Freight Optimisation Project, as well as promotion to Federal MP during December. Promotion to Premier and Working Cld Cabinet Committee meeting in Mackay during February	🟢	Office of the Mayor and CEO
6.4 Drainage Networks	6.4.1 Develop a Flood and Stormwater Management Strategy	Stage 1 high level strategy developed and sample survey of infrastructure complete	Jun-16	To be reported in 4 th Quarter	Project underway with draft strategy document being developed.	🟢	Strategic Planning / Technical Services
	6.4.2 Review the maintenance regime of the open drains network to establish sustainable levels of service in consultation with the community	Develop an open drain hierarchy and associated service levels, based on catchment capacity and public prominence	Sep-15	Sep-15	Completed Quarter 1.	🟢	Civil Operations
		Develop an inspection regime linked to the drain hierarchy.	Sep-15	Sep-15	Completed Quarter 1.	🟢	



Legend: 🟢 On Target 🟡 Below Target 🟠 Completed 🟤 Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
6.5 Water and Sewerage Networks		Modify and enhance the existing open drain maintenance program taking into consideration the drain hierarchy.	Nov-15	Nov-15	Completed Quarter 2.	On Target	
		Incorporate open drain maintenance activities into the electronic maintenance management system.	Mar-16	Mar-16	Completed Quarter 2.	On Target	
	6.4.3 Undertake a rolling audit of the underground drainage network to update asset data and condition	Collect additional data to provide a 10% sample of the underground drainage network in the Mackay urban area (in conjunction with the RSS project)	Jun-16	100%	Target revised to 5% due to costs. Data collection has been completed as part of the RSS	On Target	Civil Operations / Strategic Planning
		Implement asset data collection process to confirm data for pits and culverts at the time that maintenance works are undertaken	Sep-15	Sep-15	Data Collection Checklist is now in use. This checklist has been used as part of the RSS with data being stored in Asset.	On Target	Civil Operations
6.5	6.5.1 Establish a client reference group	Client reference group established	Jul-15	Jun-15	Completed Quarter 1.	On Target	Business Services
		Number of quarterly meetings held	4	4	Meetings held 24 June 2015, 26 August 2015, 11 November 2016 and 10 February 2016. A further meeting is planned for May 2016.	On Target	
	6.5.2 Provide clients with access to real time water use information	Number of properties accessing real time water use information	10,000	7,146	7,146 signed up as at 29th March 2016. Ongoing promotions to improve registrations	Below Target	Business Services



Legend: On Target Below Target Completed Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
	6.5.3 Increase revenue by trading intellectual property	Beneficial enterprise set up and arrangements with commercial partner finalised	Mar-16	To be reported in 4 th Quarter	Discussions with potential partners continuing. Further legal and tax advice required. Unlikely to be completed this financial year.	⚠	Business Services
	6.5.4 Develop a capital program to maintain required services over the next ten years at optimal investment [NCP]	Percentage reduction in costs of ten year capital program	10%	24%	Marketing of software continuing. Instances of software set up for three customers. Signing off agreements pending installation of new Council. This action has been achieved with the review of the capital program which has been submitted as part of the budgeting process.	🟡	Planning and Sustainability
	6.5.5 Construct the required infrastructure as per the capital delivery programme [NCP]	Percentage of original program delivered including any carry-over from previous years, on time and within original budget	95%	84%	Overall physical delivery of Water and Sewerage capital program is on target. Budget spend is under target with a combination of savings and deferment of a number of projects identified at December budget review. Generally water projects slightly ahead of program, some	🟢	Infrastructure Delivery

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
6.6 Planning for growth	6.6.1 Implement the Planning Scheme	New planning scheme with transitional measures in place adopted	Jun-16	To be reported in 4 th Quarter	Awaiting response from State Government.	↓	Strategic Planning
	6.6.2 Develop and review annually a Local Government Infrastructure Plan	Project management plan developed	Mar-16	To be reported in 4 th Quarter	Project management plan developed in preparation for Council to review May 2016. The development and review of the Local Government Infrastructure Plan was due for completion March 2016. The State Government has recently extended the deadline for completion of LGIP's and a report will be placed on the Economic Development and Planning Committee agenda on 11 May seeking the State's agreement to grant an extension.	↓	Strategic Planning
	6.7.1 Develop and implement an asset management framework which provides linkages between operational	Develop an Asset Management Policy	Mar-16	To be reported in 4 th Quarter	After conferring with key stakeholders an AM policy has been developed in preparation for SLPT approved in	↓	Asset Management



Legend: On Target Below Target Completed Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
	service delivery and strategic asset management				4 th quarter.		
		Finalise the Asset Management Development Plan (AMDP)	Mar-16	Feb-16	The Asset Management Development Plan has been finalised in Quarter 3.	🟢	Asset Management
		Implement 2015/2016 AMDP actions in accordance with set timeframes	100%	To be reported in 4th Quarter	The actions in the AMDP are on target to be delivered in the 4 th quarter.	🟢	Asset Management
	6.7.2	Review long term asset management plans in accordance with the Local Government Act and the International Standard for Asset Management (ISO 55000)	Dec-15	Dec-15	Both the plans completed and accepted by Buildings and Parks asset owners.	🟢	Asset Management
	6.7.3	Deliver rolling asset management improvement programs	Jun-16	To be reported on in 4th quarter	On target to be delivered in the 4 th quarter.	🟢	Asset Management
	6.7.4	Implement Asset Management systems into Property Services operational environment [NCP]	100%	To be reported on in 4th quarter	On target to be delivered in the 4 th quarter.	🟢	Asset Management
		Key components of implementation being work ticket production, planned maintenance schedules, predictive modelling and data maintenance for Council's built infrastructure and land under the control of the Property Services Program	90%	To be reported on in 4th quarter	Land data is being linked to lease information and buildings are also being linked to the relevant land parcel	🟢	Property Services



Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
6.8 Advocacy for better public transport	6.8.1 Advocate to the state government to improve the availability of public transport.	Number of advocacy activities undertaken	2	1	Meeting held with Director General of Transport and Main Roads, and agreement for pilot agreement for pilot Regional Transport Plan	🟢	Office of the Mayor and CEO
	6.8.2 Develop a joint Department of Transport and Main Roads and Mackay Regional Council Public Transport Plan	Work with Department of Transport and Main Roads to develop scope and project requirements to complete a draft project plan.	Jun-16	To be reported in 4 th quarter	Consultation with DTMR underway	🟢	Strategic Planning

NCP = Non-Corporate Plan item



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Legend: 🟢 On Target 🟡 Below Target 🟠 Completed 🟡 Target not required to be reported on this quarter

Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016**Other Strategies and Actions related to Infrastructure and Transport**

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
6.9 Develop a 2016/17 roads and drainage capital works program based on the long term financial forecast.	6.9.1 Develop a 2016/17 roads and drainage capital works program	Indicative 2016/17 roads and drainage capital works program endorsed by the Transport and Drainage Advisory Board and by Council	Dec-15	In progress	Program of works complete for draft budget entry. Briefing of Council scheduled 27/1/16 but withdrawn at direction ADEC1. Determination on resubmission for Council approval yet to be determined	⬇	Technical Services
6.10 Provide an effective fleet management service	6.10.1 Ensures plant assets are managed to minimise costs impacts.	Percentage of fleet replaced in accordance with the Asset Management Plan	90%	64%	On target to deliver a minimum of 90% plant replacement program for fleet.	⬆	Procurement & Plant
6.11 Provision of a safe and trafficable road transport network for the movement of people and goods	6.11.1 Maintain the local road transport network	Percentage of defect inspections completed in accordance with inspection schedule.	95%	100%	All footpath and road inspections included in inspection schedule to be completed by March have been processed	⬆	Civil Operations
		Percentage of client reported defects actioned within assigned response times.	95%	93%	High focus is placed on completing client requests in an acceptable timeframe and prior to assigned response times - a 93% resolution has been achieved during the period	⬆	Civil Operations
		Level of client satisfaction with response to transport network maintenance requests	4 Star	4 Star	Client survey results as at February 2016 = 4 star	⬆	Civil Operations



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Legend: ⬆ On Target ⬆ Below Target ⬆ Completed ⬆ Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
6.12 Deliver capital works projects in accordance with budget timeliness	6.12.1 Deliver the capital works program on time and in line with the 2015/2016 original budget and carry-overs from previous year	Percentage of the capital works program including carry-overs completed by Community and Client Services against the original budget	90%	72%	Overall, the Department's capital budget for 2015/16 is \$4.3M. Included in this amount is \$3M for the Mackay Regional Sports Precinct. Expenditure of this money is reliant on a successful funding to the Federal Government and the outcome of this will not be known until mid-June 2016. In anticipation of a successful application, some preliminary work may be carried out in the 4th Quarter of 2016, however at this stage it is more likely that the \$3M will need to be carried over to the 16/17 year. Over moneys to be rolled over is the \$110,000 for the refurbishment of the Artspace. Once these carryovers are accounted for, the CCS Department is 72% progressed in its spending with 75% of the year completed.	🟢	Director Community and Client Services



Legend:

🟢 On Target

🔴 Below Target

🟡 Completed

🔴 Target not required to be reported on this quarter

Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
		Percentage of the capital works program including carry-overs completed by Development Services against the original budget	90%	54%	A full rebuild of Settlers Rise Park was undertaken with improvements to the playground, basketball court, park infrastructure and a retaining wall. Railway Park at Mirani received a new shelter, fencing and landscaping. Centenary Park Walkerton had a playground upgrade and new permanent shelter erected	🟢	Director Development Services
		Percentage of the capital works program including carry-overs completed by Engineering and Commercial Infrastructure against the original budget	90%	94%	Including committed expenditure 94% Roads & Drainage - 73% (including committed expenses of 11%) Water & Sewerage - 79% (including committed expenses of 21%) Waste Services - 147% (including committed expenses of 54%)	🟢	Director Engineering and Commercial Infrastructure
		Percentage of the capital works program including carry-overs completed by Organisational Services against the original budget	90%	85%	Organisational Services (Primarily Property Services) - 85% Northern Australia Services (Primarily Information Services - 27%) Full review of the IT	🔴	Director Organisational Services



Legend: 🟢 On Target 🔴 Below Target 🟡 Completed 🟠 Target not required to be reported on this quarter



Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
6.13 Property Management	6.13.1	Provision of innovative and sustainable property management services to assigned Council buildings and facilities.					
		Percentage of logged requests and projects addressed within set timeframes.	95%	96%	capital program is being conducted which will likely result in significant changes to future capital program. Total of 1723 Building Maintenance Requests received for the period 01/07/2015 to 31/03/2016 with 1662 closed within set timeframes. The outstanding requests required more detailed work to be undertaken.		Property Services

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

7. Lifelong Learning

Build an informed, involved and digitally connected community that retains and attracts knowledge.

Strategies and Actions listed in the 2015 -2020 Corporate Plan

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
7.1 Mining Centre of Excellence	7.1.1 Continue to build collaborative relationships with CQ University and James Cook University to increase the percentage of people accessing tertiary education in the region	Net increase in the number of students in the local government region attending CQ University and James Cook University	>2014/2015	To be reported in 4th quarter	Information will be available following University census dates and reported in the 4th quarter.	🟢	Community Lifestyle
	7.1.2 Collaborate with DMILA and CQUniversity to establish a Mining Centre of Excellence in Mackay	Collaboration undertaken with DMILA and CQUniversity to establish a Mining Centre of Excellence in Mackay	Jun-16	To be reported in 4th quarter	Investigations have continued with CQU about the opportunities to establish this Centre within the newly opened Rennie Frischky Engineering Building at CQU and expand the focus to include robotics and engineering.	🟢	Economic Development



Legend: 🟢 On Target 🟡 Below Target 🟠 Completed 🟠 Target not required to be reported on this quarter

Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
7.2 University Precinct	7.2.1 Advocate for, and help facilitate the construction of Stage 1 of the CQ University Mackay Campus Sports Precinct master plan	Lodgment of funding application for Stage 1	Aug-15	Submission Lodged	Submission lodged for Round 2 of National Stronger Regions fund, however announced in December as not successful. Resubmitted under Round 3 funding during March 2016 assistance	On Target	Office of the Mayor and CEO
7.3 Tapping experience of seniors	7.3.1 Support local schools to establish a volunteer reading program	A community engagement plan to investigate options to best suit individual schools developed	Dec-15	To be reported in 4th quarter	The delivery of the First Five Forever program (a \$500K State Library of Queensland-funded early literacy initiative) has been given priority. Investigations are currently underway and will be reported in the 4th quarter.	Below Target	Community Lifestyle
		Implement strategies in conjunction with local schools	Jun-16	To be reported in 4th quarter	A nominated percentage of Mackay Region primary schools will be surveyed to identify existing reading programs and support mechanisms. This will identify current need and ensure Council's Corporate objectives are the key factors for any project initiated	Below Target	



Legend:



On Target



Below Target



Completed



Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
7.4 Libraries, museums and art galleries	7.4.1 Undertake a regional review of library services	A scoping document and engagement plan to inform the library review developed	Sep-15	Sep-15	Completed Quarter 1.	On Target	Community Lifestyle
		Review of library services presented to Council	Jun-16	To be reported in 4th quarter	2017-2019 Strategic Plan currently under development, with the following sections completed: Vision, customer mapping, Library Mission details, Guiding Principles, Key Success Measures, Future Environmental Scan	On Target	
	7.4.2 Implement early literacy programs in partnership with the State Library of Queensland	Survey conducted of 400 attendees to identify literacy behaviours of 0-5 year old children and their primary caregivers in their home environment	Sep-15	To be reported in 4th quarter	Survey delayed, agreed it would be more beneficial to use the survey as a tool to review and improve the First 5 Forever initiative which commenced in Quarter 3.	Below Target	Community Lifestyle
		A review of current in house programs through analysis of existing and survey data to identify and implement at least one additional weekly program conducted	Jun-16	Feb-16	Analysis complete, Toddler Time program implemented	On Target	
		New program to attract an additional 350 primary care givers and 500 children (0-5) developed	Jun-16	To be reported in 4th quarter	First 5 Forever Family Fun morning planned for 19 April, Toddler Time implemented at 3 locations 3 times per week	On Target	



Legend: On Target Below Target Completed Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
	7.4.3	Provide high quality art education opportunities for all members of the community [NCP]					
		A review of current outreach programs through analysis of existing and survey data to identify and implement at least 3 additional outreach programs per month conducted	Jun-16	To be reported in 4th quarter	First 5 Forever staff identifying locations. FSF van to be delivered with branded wrap week commencing 18 April	🟡	
		New outreach program to attract an additional 30 primary care givers and 60 children (0-5) developed	Jun-16	To be reported in 4th quarter	First 5 Forever staff identifying locations. FSF van to be delivered with branded wrap week commencing 18 April	🟡	
	7.4.3	Number of workshops facilitated	12	26	Artspace has conducted workshops for three community segments in this period: Kids Art Club for kids aged 6-12; Artspace Young Ambassador workshop (teens aged 13 – 17); Life without barriers workshop (youth with disabilities)	🟢	Community Lifestyle
	7.4.4	Provision of a high quality library service for the community [NCP]					
		Number of physical loans	600,000	433,873	Diversification of digital services has contributed to our physical loans figures. Imminent projects will assist in ensuring our physical collections are aligned with client expectations and needs.	🔴	Community Lifestyle

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
		Number of electronic loans	20,000	48,708	Exceeding target with our mix of digital products - need to ensure our products continue to meet client needs.	On Target	Community Lifestyle
		Number of database hits	10,000	10,839	Making good progress with database usage figures, hope to see these improve on the scale seen with electronic loans.	On Target	Community Lifestyle
		Number of followers on library social media	700	1,209	Refocusing our management of Facebook has yielded positive returns in terms of followers. Need to ensure we keep this growth going.	On Target	Community Lifestyle
		Number of in person visits	380,000	292,998	Visitor numbers are on target.	On Target	Community Lifestyle
		Number of website visits	300,000	228,635	Website visits are on target.	On Target	Community Lifestyle
		Number of visitors to heritage collection	600	213	Figure reflects July - Nov only. In Dec, HC collection was moved out of the Carmel Daweson Research Room to enable the collection to be reviewed and digitised prior to being relocated to the Dudley Denny City Library.	Below Target	Community Lifestyle



Legend: On Target Below Target Completed Target not required to be reported on this quarter



Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
NCP = Non-Corporate Plan item		Number of active volunteers	70	65	On target	🟢	Community Lifestyle
		Number of attendees at activities and programs	30,000	42,786	The target has been exceeded for the year. For the remainder of the year and during the first quarter of the new FY, there will be some changes to program delivery to accommodate task delivery timeframes for Dudley Denny City Library.	🟡	Community Lifestyle
		Level of client satisfaction as gauged by Annual Survey	90%	To be reported in 4th Quarter	Existing survey to be reviewed and updated. Survey will assess and review current opening hours and collect data relevant to operational efficiency gains in relation to Dudley Denny City Library	🟢	Community Lifestyle

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Other Strategies and Actions related to lifelong learning


Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
7.5. Provide entertainment at the MECC which is designed to entertain, stimulate and educate	7.5.1 Continue to provide the BMC Pathways to Performance Program which provides funding to schools to attend theatre performances and workshops which have educational merit.	Number of student attendances	2000	2,463	Year to date numbers have been exceeded	🟢	MECC & Events
		Number of workshops	6	4	The MECC is well on track for delivery of this target. Student uptake numbers are also at an all time high.	🟢	
	7.5.2 Provide workshops / activities at the MECC which encourage either active participation or skills development which are not targeted toward school students	Number of workshops / activities	4	5	Year to date workshops have been exceeded.	🟢	MECC & Events

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

8. Organisational Performance

We will be an innovative and responsive council that strives for excellence every day to achieve for our clients and the community.

Strategies and Actions listed in the 2015 -2020 Corporate Plan


Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
8.1 Northern Australia Services	8.1.1 Create an integrated services centre	Delivery of a transformed integrated service centre	Jun-16	To be reported in 4 th Quarter	With the transition to NASS complete, the services now co-exist within the one service centre. While there has been great progress ensuring initial service KPIs are consistently achieved, the integration and transformation of services is ongoing and will continue until Dec 15.		Northern Australia Services




Legend:

 On Target

 Below Target

 Completed

 Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
8.2 Financial sustainability and efficiencies	8.1.2 Create and implement a dedicated Invest 2 Save framework to target wider business transformation opportunities	A strategy for rolling out the Invest 2 Save initiative within council developed	Jun-16	To be reported in 4 th Quarter	An Invest 2 Save framework has been collaboratively developed. This will be shared with the MRC leadership team for review and endorsement prior to further engagement to identify potential savings and business cases.	🟢	Northern Australia Services
	8.2.1 Finalise the implementation of the Regional Sustainability Strategy	The Regional Sustainability Strategy implemented	Jun-16	To be reported in 4 th Quarter	Projects being implemented	🟢	Strategic Planning
	8.2.2 Manage capital and operational budgets to achieve the benchmark Local Government financial sustainability ratios, including the operating surplus, net financial liabilities, and asset sustainability ratios	Completion of Long Term Financial Forecast including applicable ratios	Jun-16	To be reported in 4 th quarter	3 monthly meetings held	🟡	Financial Services
	8.2.3 Review operational processes at MRF to improve handling of contaminated recyclables [NCP]	Improve yield from recyclables	75%	90%	Much improved yield is being achieved due to the new MRF design and contract agreement where there is incentivisation for new sources of product to be processed. This is	🟢	Waste services

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Legend: 🟢 On Target 🟡 Below Target 🟠 Completed 🟠 Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
8.3 Safety in the workplace	8.2.4 Establish regional partnerships to improve capacity utilisation of MRF [NCP]	Formalise contract with one neighbouring council to accept recyclables	Jun-16	Jul-16	occurring despite the overall decline of waste being generated in the region. Both Isaac and Whitsunday Regional Councils are sending recyclables to the MRC MRF.	⊕	Waste services
	8.3.1 Develop a WHS Strategy	Strategy developed and implemented	Jun-16	To be reported in 4th quarter	Strategy developed underway.	⊕	Governance & Safety
	8.3.2 Safety leadership training for all members of the management team [NCP]	Management team attendance at safety leadership training	Nov-15	Sep-15	Completed Quarter 1	⊕	Governance & Safety
	8.3.3 Improve WHS reporting regime [NCP]	New and improved WHS reports for all areas of Council implemented	Oct-15	Oct-15	Completed Quarter 2.	⊕	Governance & Safety
	8.3.4 Staff immunisations to be managed consistently across all work areas [NCP]	New immunisations processes, procedures, tools and templates developed and implemented	Dec-15	Mar-16	The immunisation process was approved by WHS Management Committee 2 March 2016. Implementation is near completion.	⊕	Governance & Safety
	8.3.5 Implementation of an electronic safety management system [NCP]	InControl system implemented and utilised by all Council staff for support in managing safety related events	Dec-15	Aug-15	Completed Quarter 1	⊕	Governance & Safety
	8.3.6 WHS third party (external) audit [NCP]	Audit conducted and plan to action recommendations complete	Dec-15	Dec-15	Completed Quarter 2.	⊕	Governance & Safety



Legend: ⊕ On Target ⊕ Below Target ⊕ Completed ⊕ Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
8.4 Culture	8.4.1 Implement year three of the three-year Culture Development Plan	Percentage of CDP initiatives completed on time and on budget	100%	100%	Completed Quarter 2.	🟢	People and Culture
		Positive changes in perceived culture revealed by a follow-up of the Cultural Values Assessment staff survey.	Mar-16	Dec-15	Completed Quarter 2.	🟢	People and Culture
8.5 Community Engagement	8.5.1 Use council's Advisory Committees and other community engagement opportunities to help inform council's response to the 2014 Community Attitudes Survey	Advisory committees consulted and recommendations considered	Dec-15	Dec-15	Completed Quarter 2.	🟢	Community Engagement
	8.5.2 Review, enhance and continue to implement a comprehensive community engagement framework	Implement framework through a series of regular staff education workshops	6	To be reported in 4th Quarter		🟡	Community Engagement
8.6 Smarter Technologies	8.6.1 Investigate and implement a customer relationship management system	A corporate needs analysis for a customer relationship management system undertaken	Jun-16	To be reported in 4th Quarter	An initial assessment is currently being developed under the Invest 2 Save framework. This will then filter into the prioritisation process in the governance framework proposed for Invest 2 Save initiatives.	🟢	Northern Australia Services



Legend: 🟢 On Target 🟡 Below Target 🟠 Completed 🟡 Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
	8.6.2 Investigate smart technologies which provide energy savings and cost savings and which improve service delivery	Smart technologies evaluated and recommendations provided to the Sustainable Futures Advisory Committee	Dec-15	To be reported in 4th Quarter	Committee hasn't met for some time and alternative arrangements to consider sustainability measures are under development.	🟡	Parks, Environment and Sustainability
	8.6.3 Continue the process of creating an intelligent water and sewerage network [NCP]	Deliver automated alerts	Jun-16	To be reported in 4th Quarter	The development of the Water Dashboard has been completed and touch screens have been in operational use for some months. More data input continues to be built into the Dashboard; i.e. Taggle and GPS input. Smart phones are currently being trialed by the outdoor staff which enables them to utilise the available technology.	🟢	Water networks
8.7 People	8.7.1 Review and enhance human resource information systems	Increase the number of workforce data reports available to the leadership team through the reporting portal (SSRS) or iDash by a minimum of 5 reports	Dec-15	To be reported in 4th Quarter	In conjunction with Information Services a new suite of work force data reports have been completed and are being supplied to senior management. HR system will undergo an upgrade in Q4. Further reviews of	🔴	People and Culture



Legend: 🟢 On Target 🟡 Below Target 🟠 Completed 🟠 Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
	8.7.2	Develop a people management strategic framework including succession plans, diversity plans, performance management, and training and development plans	All members of the Extended Leadership Team to undertake performance management training	Jun-16	To be reported in 4th Quarter	On Target	People and Culture
		A succession planning framework for key positions developed	Mar-16	To be reported in 4th Quarter	Below Target	Below Target	People and Culture
	8.7.3	Review and update all position descriptions	Percentage completed by June 2016	100%	To be reported in 4th Quarter	On Target	People and Culture
8.8 Governance and Performance	8.8.1	Review and enhance the enterprise risk management framework to ensure risk is managed consistently and effectively across council	Framework reviewed and improvements implemented	Jun-16	To be reported in 4th quarter	On Target	Governance & Safety
		Number of bi-monthly reports to SLPT	6	3	Three SLPT briefings have been conducted to date with a further two scheduled in Quarter 4. Future reviews are more likely to be undertaken quarterly.	Below Target	





Legend: On Target Below Target Completed Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
	8.8.2 Create cost savings and efficiencies through the delivery of in-house legal services	Increased percentage of legal services provided in-house	% of in-house > 2014/15	3% increase	As at 31 March 2016, 58% of legal services were being provided in-house. Compared with 55% or the same period during 2014/15.	🟢	Office of the Mayor and CEO
		Savings in overall legal costs compared to 2014/15	Costs less than 2014/15	Expenditure below YTD Budget	Expenditure for the 3 rd quarter 2015/16 is 39% higher than 2014/15. To date 65% of YTD budget has been expended, therefore 2015/16 remains under budget.	🟢	
	8.8.3 Develop an integrated corporate performance planning and reporting framework	Framework developed and implemented.	Jun-16	To be reported in 4 th Quarter.	A pilot program for the integrated performance planning and reporting framework was to be implemented June 2016, however this project has been deferred to enable program areas to focus on other priorities, including budget and 2016/17 operational plan development.	🔴	Governance & Safety

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
8.9 Informing the Community of Council's Services	8.8.4 Deliver an internal audit program targeting areas of highest risk and greatest potential for business improvement gains	Audits completed in accordance with the approved Internal Audit Annual Plan	100%	100%	On track. Reviews continue to progress in accordance with the approved Plan. Current reviews nearing completion are the Emergency Management Management review, and development of fraud risk assessments. Scoping is due to commence for the Procurement review and it is anticipated that the remaining reviews being Rates and Long Term Financial Forecast Model will be finalised by the end of the financial year.		Governance & Safety
	8.9.1 Develop and implement an organisational wide Marketing Strategy including a brand strategy	Marketing Strategy approved by Council	Feb 16	To be reported in 4 th Quarter	Draft completed and being reviewed by new council and SLPT. It is anticipated the strategy will be approved by Council in the 4 th Quarter		Corporate Communications and Marketing
	8.9.2 Enhance the use of information and communication technologies and social media to inform	Extend the reach of council through the website and new communication technologies like social media.					Corporate Communications and Marketing



Legend:  On Target  Below Target  Completed  Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
	and engage the community about council services	Facebook friends	10,000	11,200	Steady growth recorded in this period and good reach being recorded	On Target	
		Website visits a month	62,000	58,000	YTD figures are at 521,525 visitors. Strong visitation of almost 72,000 in March due to Local Council election. Monthly average at almost 58,000 visitors	On Target	
		Twitter followers	1600	1693	Twitter numbers continue to grow slowly, as it is not highly utilised in local region	On Target	
		e-newsletter subscribers	14,500	9,126	All eNewsletters now on Mailchimp software to provide more accurate readership data	On Target	
		Produce print, TV and e-newsletter Council Connect editions regularly	12	14	Three delivered this quarter due to being in Caretaker mode.	On Target	Corporate Communications and Marketing
		TV Commercials	12	9	Monthly edition delivered and on target.	On Target	
8.9.3	Provide factual information to the public through Council Connect (NCP)	Print editions	24	15	Council connect eNews delivered fortnightly.	On Target	
		e-newsletters				On Target	

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
8.10 Facilitate a range of events that are well supported and attended by the community [NCP]	8.9.4 Educate the community through education campaigns [NCP]	Deliver significant educational campaigns on a range of council and council-related topics	4	3	Two additional marketing initiatives are scheduled in May and June 2016.	🟢	Corporate Communications and Marketing
	8.9.5 Publication of an annual report to provide a concise and informative snapshot of council [NCP]	Deliver an easy-to-read and informative annual report detailing council's performance, highlights and meeting legislative requirements	Jun-16	Nov-15	Completed Quarter 2.	🟡	Corporate Communications and Marketing
	8.10.1 Build on the success of regular council events such as Australia Day, Sports Expo and Sign-on Day and Greenmount Heritage Fair	Australia Day Awards invitees Sports Expo and Sign-on attendees	500	400	Nomination numbers were down this year however strong response from nominees Strong response to event with about 100 exhibitors and positive feedback from community	🟡 🟡	Corporate Communications and Marketing

NCP = Non-Corporate Plan item



Legend: 🟢 On Target 🟡 Below Target 🟠 Completed 🟠 Target not required to be reported on this quarter

Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Other Strategies and Actions related to organisational performance

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
8.11 Identification of high use goods and services for inclusion in future tenders.	8.11.1 Ensure the effective use of Council resources by identifying economies of scale which provide value for money to council whilst reduction in administrative processes	Number of items added to existing or new contracts.	100	75	Each Preferred Supplier Arrangement contract includes a review process to ascertain if any additional stock or non-stock items are required, previously purchased via quote process.	🟢	Procurement and Plant
8.12 Provide regular and reporting on contract management to council at least quarterly Council.	8.12.1 Promotes open, transparent and compliant decision making.	Number of reports presented to Council which provide timely and accurate information on the performance of Council's contract management.	4	1	Presentation to Council of these reports is pending SLPT review.	🔴	Procurement and Plant
		Number of bi-monthly reports to SLPT	6	2	Quarterly reports presented to SLPT regarding contract variations to contracts in excess of \$200,000 threshold or in excess of 10% of contract sum.	🔴	
8.13 Tender/Expression of interest issued in accordance with Tender and Contracts Manual in a timely manner.	8.13.1 Ensure compliance with Local Government Act 2009 and Local Government Regulations 2012 which provide Council with appropriate risk mitigation strategies.	Number of tenders issued within one week of receiving completed documentation including risk assessment, funding source and appropriate delegated approval.	95%	To be reported in 4th Quarter		🟢	Procurement and Plant



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Legend: 🟢 On Target 🔴 Below Target 🟡 Completed 🟠 Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
8.14 Provide accurate and reliable financial information	8.14.1 Provides relevant and useful financial information to Council, stakeholders and clients.	Production of monthly strategic financial reports	11	8	Monthly strategic financial reports have been produced on time as required.	🟢	Financial Services
		Number of high risk audit issues	0	0	No high risk audit issues were identified during the audit of the 2014/2015 financial statements.	🟡	
8.15 Understanding cost drivers	8.15.1 Establish a process to identify and understand the cost drivers for the waste business.	A comprehensive financial model for the waste business developed	Jun-16	Aug-16	As per the purchasing policy, two quotes are being obtained through procurement. A supplier will be chosen and the building of the model will commence in the last quarter. It is not expected that the model will be completed by the end of June-16	🔴	Business Services
8.16 Grant program management and delivery	8.16.1 Improve the administration and management of grant programs offered by council to the community.	Investigate the use of online grant management systems to improve administration and community access to application processes	Sep-15	Sep-15	Subscription to online grant management system is in place. Application forms and guidelines are being prepared and uploaded. System will be implemented for the 2016/17 grant rounds.	🟡	Community Lifestyle



Mackay Regional Council

2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
8.17 Provide accurate quality information to staff to improve of knowledge council operations	8.17.1 Inform staff through a regular internal newsletter and updates on news from the council chambers.	Deliver an informative monthly Grapevine newsletter and Council Happenings after each fortnightly council meeting	12 Grapevine Issues 24 Council Happenings	9 15	Monthly edition distributed to staff. Fortnightly CEO message now delivered in addition to existing Council Happenings	On Target	Corporate Communications and Marketing
8.18 Maintain strong corporate governance arrangements to ensure the highest level of organisational probity and integrity and compliance with legislative requirements.	8.18.1 Deliver good governance services including: Right to Information, complaints handling, policy review, fraud and corruption prevention, delegations, and oversight by the Audit and Risk Advisory Committee	Meet statutory timeframes for Right to Information applications Process all complaints within required timeframes including those relating to internal reviews, Crime and Corruption Commission referrals, Public Interest Disclosures and Ombudsman referrals Review the Administrative Action Complaint policy and processes	100% 100%	100% 100%	All RTI applications have been processed within statutory timeframes. All complaints have been processed in a timely manner.	On Target	Governance & Safety
			Jun-16	To be reported in 4th quarter	In Progress. Audit of complaint management arrangements across council completed. NAS providing support to identify a suitable management system to use. Review of all out-of-date policies well advanced. Target of June 2016 expected to be met.	On Target	Governance & Safety
		Coordinate the review of all Council Policies to ensure they are compliant with legislative and departmental requirements	Jun-16	To be reported in 4th quarter	Review of all out-of-date policies well advanced. Target of June 2016 expected to be met.	On Target	Governance & Safety
		Undertake an analysis of the LGAQ Legislative Compliance Service to optimise its use.	Jun-16	To be reported in 4th quarter	The review of the LGAQ legislative compliance tool has almost been completed.	On Target	Governance & Safety



Legend: On Target Below Target Completed

Target not required to be reported on this quarter

Mackay Regional Council
2015/16 Operational Plan 3rd Quarter Review: 1 January to 31 March 2016

Strategy	Action	Measure	2015/16 Target	YTD Actual	Status commentary as at 31 March 2016	Status	Responsibility
		Finalise the development and implementation of the Fraud and Corruption Prevention Framework	Jun-16	To be reported in 4th quarter	Project underway and on schedule	🟢	Governance & Safety
		Undertake a review of legislative delegations	Dec-15	Dec-15	Completed Quarter 2	🟢	Governance & Safety
		Degree of satisfaction of the Audit & Risk Advisory Committee on the adequacy of Council's delivery of its risk management, internal control, governance and external accountability responsibilities	100%	100%	No exception reported. The next ARAC meeting is scheduled for 5 May 2016.	🟢	Governance & Safety
8.19 MRC building and facilities emergency response	8.19.1 Review emergency response regime	Emergency response regime reviewed, framework and supporting tools developed and implemented	Dec-15	Feb-16	The direction forward was approved by the WHS Committee. The Emergency Planning Committee has been established to oversee the emergency response regime across council.	🟢	Governance & Safety
8.20 Land and Leases	8.20.1 Provide direction and timely service in lease and Council land compliance matters.	Percentage of requests addressed within Council and Legislative timeframes.	95%	95%	The majority of lease establishment, renewal and surrender work during the quarter was undertaken within set time frames, condition negotiation and third party information provision contribute to process delays.	🟢	Property Services



12.2 BUILDING OUR REGIONS FUNDING - MACKAY SHOWGROUNDS REDEVELOPMENT

Author Executive Officer

Purpose

To seek Council endorsement for the submission of a funding application for the State government's Building our Regions Funding for the Mackay Showgrounds Redevelopment project.

Operational Plan Linkage

Corporate Plan - Community facilities - Provide community facilities which align to current and future community needs efficiently and creatively, in order to improve the liveability of the region.

Background/Discussion

Previously called Royalties for Regions funding, the State governments Building our Regions funding Round 2 closed 29 April 2016.

Mackay Regional Council (Council) is within the Regional Capital Fund along with 22 other council areas, with a total fund allocation of \$70 million over two years. Funding is limited to amounts between - \$250 000 to \$5 million, and must include a matching co-contribution (50/50).

The cited funding criteria includes - *"Councils should submit projects that are critical to the functioning of a community, where delivery of the project (or failure to deliver the project) will have a significant impact on the community's prosperity and wellbeing. The project should be 'shovel ready', support jobs, and foster economic development."*

Under Round 1 of the Building our Regions funding, Council was successful for funding for the Mackay Regional Sewage Pump Station Resilience Upgrades project (a \$4.554M project, with funding claim 50% of - i.e. \$2.249M). Considering projects for Round 2, Council did not have within the necessary timeframe suitable shovel ready projects to meet the criteria and funding amounts, therefore consideration was given to other community projects.

During a recent visit to Mackay by the Queensland Premier for a Working Qld Cabinet Committee, a number of local projects were presented as possible for funding support. One of these was continued redevelopment of the Mackay Showgrounds in line with their Masterplan. This project also received media interest at the time, featuring in particular within the Daily Mercury.

Further investigation of this as a project was undertaken with the Mackay & Dist Agricultural Pastoral & Industrial Assoc Inc (Mackay Show Assoc), and in particular available co-contribution funding and suitable stages. Following such consideration, the projects of an Equestrian Undercover arena, Kitchen installs for the 500 Pavilion and Big Shed, as well as a rebuild of the main Grandstand, were identified. As well, Council has identified the project of

relocation of an aging major water main from within the Showgrounds, as being required for safety as well as assisting to remove a development constraint from the facility.

This water main currently runs directly through the site (along the route of the old highway road reserve), and is proposed to be relocated around the exterior boundary of the Showgrounds. Such work will result in a new pipe, in a less site constraining location.

The associated details of the proposed project

Equestrian Undercover Arena	\$2,061,434
Kitchen install (2 X 500 Pavilion, 1 X Big Shed)	\$ 561,000
Grandstand	\$1,292,500
Water main relocation	<u>\$ 700,000</u>
TOTAL PROJECT COST	<u>\$4,614,934</u>
Funding from State (50%)	\$2,307,467
Funding from Mackay Show Assoc	\$1,257,467
Contribution by Council (water main)	\$ 700,000
Direct funding contribution by Council	<u>\$ 350,000</u>
TOTAL FUNDING	<u>\$4,614,934</u>

The funding application was lodged on the closing day of 29 April 2016. It is a requirement of the funding application that a supporting Council resolution is provided. Noting that councils in Queensland are newly elected, a timeframe of 27 May 2016 is allowed to provide such a resolution, in the absence of which the application will lapse.

Consultation and Communication

Letters of support for the project have been received from a number of Equestrian clubs (including Hibiscus Coast Equestrian Club, and Mackay Zone 10 Pony Club Inc), also indicating a regional utilisation of the facility and the ability to attract major (State level) events.

A letter of support has also been received from the Chair of the Mackay Showgrounds Trust, noting that Council's Mayor & Chief Executive Officer are also gazetted joint Trustees of the site (which is under lease to the Mackay Show Assoc until 2040).

Resource Implications

The Mackay Show Assoc has confirmed the availability of their contribution (\$1,257,467) when required by way of letter.

Council's contribution is proposed as being made up of two components. The infrastructure component is associated with the relocation of the aging water main, and is proposed to be allowed for from within the capital area of the Water program. Expenditure on the construction work (\$700,000 component) is not required to commence until 1 July 2017, so therefore will be listed for the 2017/18 Budget capital program. Preliminary design and investigative work will commence prior.

The \$350,000 contribution is to be allocated from within the proposed Better Community Building Fund allocation within the coming 2016/17 Budget. Such a payment would be similar to the grants made under the 2015/16 Better Community Building Fund, including Harrup Park, Mackay Basketball, and Mackay Golf Club.

Risk Management Implications

Council's forward Budgets have not yet been finalised and adopted, however the necessary amounts have been included.

The Mackay Show Assoc's contribution needs to be available to make the necessary co-contribution amount. They have a good track record of providing large contributions to support major project funding.

Without Building our Regions funding, the project will not be possible.

Management of the project will be in conjunction with the Mackay Show Assoc, with funding and funding money responsibility resting with Council as auspicing the application. This is a similar process to that followed a number of years ago with the Mackay Show Assoc and Council for the then \$11M upgrade funded by the State and Federal governments under grants, and also the Mackay Show Assoc.

Conclusion

With available co-contribution amounts, including a major injection from the Mackay Show Assoc, there is an ability to leverage such amounts to achieve a project of over \$4M. Such a project will continue the major redevelopment work at the Mackay Showgrounds in line with the Masterplan, and continue enhancement of this regional community facility.

Officer's Recommendation

THAT Council endorses the funding submission under the Building our Regions program for the \$4.614M project of the Mackay Showgrounds Redevelopment, with contributions from both Council and the Mackay Show Assoc.

12.3 VARIATION TO SCHEDULE OF CORPORATE SERVICES STANDING COMMITTEE MEETING

Author Executive Officer

Purpose

To approve the amendment of the commencement time for the Corporate Services Standing Committee Meeting of 15 June 2016 to accommodate an international delegation to Mackay.

Operational Plan Linkage

Nil

Background/Discussion

Council has previously set the schedule of meeting dates and times for both the Ordinary Meetings, and the Standing Committee Meetings, for 2016. This report is seeking a single meeting adjustment to the starting time for the Corporate Services Standing Committee meeting for Wednesday 15 June 2016, for a commencement time of 2pm instead of the previously advertised 1pm start.

The reason for such a change is to accommodate an international delegation from India visiting Mackay, which will require the attendance of the Mayor and other Councillors.

Advertisement of the days and times of Ordinary and Standing Committee meetings must be advertised in a local newspaper, on Council's web-site, and on the notice board of Council's public office. Therefore any change will also need to be advertised.

Consultation and Communication

Mayor and Committee Chair

Resource Implications

Nil

Risk Management Implications

Nil

Conclusion

It is recommended that the meeting commencement time be amended to accommodate the international delegation, and the necessary advertising occur.

Officer's Recommendation

THAT:

1. The commencement time for the Corporate Services Standing Committee Meeting of 15 June 2016 be amended from 1pm to 2pm to accommodate an international delegation to Mackay.
2. The necessary public advertisements occur accordingly.

13. RECEIPT OF PETITIONS:**13.1 PETITION FOR SEAFORTH SKATEPARK**

Author Chief Executive Officer

Purpose

A petition was received by Council on the 8 May 2016 and relates to a request for the provision of a free community skatepark for Seaforth town.

Operational Plan Linkage

N/A

Background/Discussion

In terms of Council's Standing Orders Council has three options with regard to Petitions that are tabled and these are;

- the petition be received and consideration stand as an order of the day for the meeting; or for a future meeting; or
- the petition be received and referred to a committee or officer for consideration and a report to the local government; or
- the petition not be received.

Under the Terms of Reference for Council's Standing Committees, petitions may be referred to the Committee from the Ordinary meeting of Council for investigation or action, with the Ordinary meeting rather than individual Committee meetings being the appropriate forum for initial tabling of any petition.

The residents of Seaforth support the development of a free public skatepark within the town. A request is made to Council for the provision of suitable land and an agreement to maintain the skatepark after construction at the very least, but preferably to fund, build and maintain a skatepark in the same manner as would happen for other general public use areas.

The petition meets the requirements as per the Standing Orders, in that it is legible and has more than 25 signatures.

Consultation and Communication

That the petitioners, through the lead petitioner, be informed that Council acknowledges receipt of the Petition and that it has been accepted as a formal submission. The issues raised will be addressed in a report to be tabled before Council in the future.

Resource Implications

Nil at this stage as the recommendation relates only to the preparation of a report on the matter.

Risk Management Implications

Nil

Conclusion

It is proposed that as the petition meets the necessary requirement for consideration by Council, that the petition matter be investigated and referred to the Economic Development and Planning Committee for further consideration.

Officer's Recommendation

THAT the petition be received and referred to the Director Development Services to investigate and report back to the Economic Development and Planning Committee.

FURTHER THAT the principal petitioner be advised of Council's determination.

Attachments

1. Petition from the residents of Seaforth in Support of a Free Community Skatepark.

Petition in Support of a Free Community Skatepark

We the undersigned, as citizens of Seaforth, support the development of a free public skatepark within our town. We recognize the need for and the benefits of a free public skatepark and believe the town should at the very least provide suitable land and agree to maintain the skatepark after construction, and at the most, fund, build and maintain the skatepark just as it would a basketball court, tennis court, or other public general use area.

I support the Development & Production of a FREE COMMUNITY SKATEPARK		
NAME	ADDRESS	PHONE (optional)
LEN TURVEY	62 SMAILEY ST	4966 4440
FRANK PETER LAUDON	Finch Hallen / Seaforth	4958 3232
Bianca Ann	9 Johnson Ave Seaforth	0458501024
James Pharo	4 MATHIAS RD	0401442200
Matt Geiger	34 Palm Avenue Seaforth	0402 780663
Graff Taylor	326 Cape Hillsborough Rd	0408844561
Dwayne Ryan	2 EVERETT ST Ball Bay	0497294166
Connor Staples	7 MIKEN ST Ball Bay	49590907
SUSAN MOY	63 PALM AVE Seaforth	
James Lowe	3 CLARKE ST	
KAYLENE JOHNSONS	56 PRINCE CHARLES	
G. MORRIS	6 CAPE HILLSBOROUGH RD	040727482
Kylie Gillies	Seaforth	
MICK GILLIES	Seaforth	
ROSE MICHEL	BALL BAY RD.	49590720
ROSS MICHEL	" "	" "
Kaneel Smith	23 ACACIA AVE Seaforth	0411867576
COLLEEN POWELL	112 HALIDAY BAY RD	0408151348
DAMON O'DWYER	10 REDLIFE AVE	
MEL CAMILLERI	HALIDAY BAY	0411689715
Stephen Price	Smison St Ball Bay	
Ewan Matheson	591 CAPE HILLS RD	0423382256
Morgan Reid	Mackay	0459621870
Liam Hannon	Seaforth	0421364699
Wyatt Hussey	111 Haliday Bay	0455726734
Jenelle Cooke	Haliday Bay	0438646206
Christina Bugeja	N. Walz's Rd Mackay	0409971441
Christina Bugeja	Seamansway	0409971441
Amber Bradford	6 Petrol St	0421867646
Caro Cochrane	BALL BAY	0418 499890
ELISHA NOBLE	NORTH MACISAAC	0966 721602
Amber Howard	Hansen St Seaforth	
NORGE	HANSEN St Seaforth	
Keece Kerr	2 ELIZABETH ST	0428 980 166
MARK SUMNER	204 DUNMURRY RD	0432449665
Jack Blackhall	Walkersten	0407968606
Brody Blackhall	Walkersten	0407968606
JEAN DUFFY	SEAORTH	
ZACHARY SPARK	41 HEADLAND DRIVE	04174443928
SUSAN GEE	29 KIPPENDEY DRIVE	49 664390
WAYNE OLSEN	222 CARLYLE GARDENS	49 424378
Karan Cummin	Mackay	
DORIS HAIGH	SEAORTH	
ALEXIS TETLEY	SEAORTH	
Baxter Tetley	SEAORTH	

Petition in Support of a Free Community Skatepark

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I support the Development & Production of a FREE COMMUNITY SKATEPARK		
NAME	ADDRESS	PHONE (optional)
DARREN KILSHAN	BROU ST BAILBAY	
Wade Conroy	200 Seaforth RD	
Sonara Sharp	Seaforth	
Theresa Ahwang	Seaforth	
Kylie Gillies	Seaforth	
Mick Gillies	Seaforth	
Tracey Leitch	1952 Seabird Rd	
Vanessa Thomas	Seaforth	DO IT U
Renee Smith	Seaforth	
Larissa Horsford	Seaforth	-
Rodger SHARP	SEAFORTH	
Katie Grieshaber	Seaforth	
Garth Boyle	Haleway Bay	
Julian Mavor	Seaforth	
Verrod Sims	Seaforth	
DINO BRAND ELLER	17 Evans Avenue Seaforth	
Baile T. Neilson	Seaforth	
Luke Neilson	Seaforth	
Julie Jaszczyzyn	Seaforth	
Jai Neilson	Seaforth	
Caleb Palmer	Seaforth	
Renee Preece Kerr	Seaforth	
Kyran Neilson	Seaforth	
JAN ANDERSON	Cape Hillsborough	
DUNK NEILSEN	SMURPHY STREET	0447097515
BRETT NEILSEN	9 Pilcherskripton	49590331
Ryan Richter	8 Ward ESP BAILBAY	49664209
WAYNE GAZZARD	1914 SEAFORTH RD SEAFORTH	49590872
Frank Peters	3 George St Seaforth	04006883
E. DUNSTAN	7 CHASE ST SEAFORTH	0476300826
A. Gillies	-	
K. Wiseman	212 Cape Hillsborough	
B. Banks	18 Aulana on 6th	0900 922 028
A. Moss	20 HURRY ST CLIF	49664499
H. J. O'Han	25 Blue beach level	0417472111
Aiden Milson	Seaforth	
Dell Jaszczyzyn	Seaforth	
Ray Jaszczyzyn	Seaforth	
Kristy Jaszczyzyn	Seaforth	
Bethany Gillies	Seaforth	
Kane Gillies	Seaforth	
Melissa Van Stala	Bail Bay	-
Mark Adams	31 Aulana Dr	-
Danise Handle	Mirani / Campers	0488113091
CHRIS. REID	2132 SEAFORTH RD	-
Jon Powell	Bail Bay	NA

Petition in Support of a Free Community Skatepark

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I support the Development & Production of a FREE COMMUNITY SKATEPARK		
NAME	ADDRESS	PHONE (optional)
Crafton Kelly	4 Murphy St	0429407217
Ati Windsor	Seaforth	
Alfred Fildes		0403640302
Rae Wood	Yakapari/Seaforth Rd.	
Jenny Neilson	18 Johnson Ave Seaforth	0437590105
Janet Surman	27 Johnson Ave	042962086
George Dixon	4 Joe Johnson St	0488596784
Leanne Reid	2132 Yakapari St	0408781005
Georgia Sharp	221 Gormley's road	0459603051
Ken Wimbler	Seaforth	
Beth Windsor	Seaforth	
Mervyn Reeves	Seaforth	
Adam Gillies		0476300826
Vicky Burgess	4 Redcliffe Ave	
Alice Stumvoll	14 Springcliffe Drive	0438919665
Tray Reeves	Seaforth	
Sue Reeves	Seaforth	
Bess Vaughan	Seaforth	
Taylor Windsor	Seaforth	
Fiona Hope	Seaforth	
Kay GUINIA	Ball Bay	
Saskia De Waard	Seaforth	
DARLE JANICE	JANSEN'S RD	040037481
	MT Ossa	
Lindsey Gilmour	Yakapari Seaforth rd	-
KERYN TANCRED	SEAFORTH	-
Tommy Windsor	Seaforth	
PENNIS CLough	8 ROAD CRT SEAFORTH	0427589489
JEFF DALL	Mount Jukes	0400703767
STRATTON-LEYER	Haliday Bay	0408892617
Zeb Russell	Ball Bay	0418778354
Jason Morris	Seaforth	0437232255
Tyrone Gaillard	2 Hastings St	0475068577
KEVIN O'DWYER	27 Johnson Ave	0408885520
Billie Jean Hursey	B Avilard Dr	0439426759
Cathy Staib	15 Avilard Dr	0418648496
Georgia Vella	Seaforth	
Bianca Hocking	Seaforth	
Kay Ryl	Seaforth	
Holley Ryl	Seaforth	
Sarah Crowley	2 Adamson St, Haliday Bay	0422644433
Jessie Cerny	Seaforth	
Brownsey	Seaforth	
Jess-lee	Seaforth	
Adrian Vaughan	Seaforth	

Petition in Support of a Free Community Skatepark

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I support the Development & Production of a FREE COMMUNITY SKATEPARK		
NAME	ADDRESS	PHONE (optional)
E. Tetley	21 EVANS AVE	
R. Cameron	102 Investigator St	0404210090
D. Finch	9 STURGEON ST	49664056
E. Matthews E. Matthews	Finch Hatton	49583539
Sam Matthews	Finch Hatton	0428839550
DUNK NEILSEN	SEAFORTH	0447097515
JULIE WEBSTER	"	0439590805
MAC WEBSTER	"	0459080572
Greg East	"	0438128374
Jess Hunter	mt Jules	0421572369
Jon Hunter	"	043431020
ANDREW RICH	the Curry	"
Leice Kerr	2 Elizabeth St	0428980166
Calib Palmer	2 Elizabeth St	0458285161
Julie Tasecysey	Seaforth	
Jai Neilson	18 Johnson Ave Seaforth	0477955195
Karl Bucher	29 Redcliffe Ave Seaforth	0473346807
Donna Taylor	10 Cape Hillsborough Rd	0487496360
A. Elliott	Seaforth	04128295414
Robyn Nibbary	Holiday Bay	99590955
JOAN NEILSEN	BALL BAY RD	49590331
Bryan Neyses	BALL BAY RD	49590221
M. Krumm	8 EVANGELIN SEAFORTH	
Kelli Selwood	26 Buroo St, Ball Bay	0448409405
THE COOPERS	8 WILKINSON AV	0400095224
S. Baillie	Sturgeon St Ball Bay	0415316122
R. Richter	Ward St Ball Bay	0415316122
S. R. BAILLIE	STURGEON ST B/BAY	
S. BAILLIE	14 STURGEON ST B/BAY	
S. BAILLIE	SE	
S. CATHILL	YAKAPARI SEAFORTH RD	
Bea Fern	49 ACACIA AVE	49590314
Donna	29 Boro Ave	
NOELENE LINDSEY	1818 YAKAPARI	495900781
Shannon Torgensen	Markay	
Colin Kana	43 Redcliffe Av.	49590279
Kelsey Watson	65 Palm Avenue	0400706257
Maxine Mac	11 ACACIA AVENUE	0400603100
CHARLIE BUDGEA	55 ACACIA	0419692655
MARIE PERNA	WALST AV.	0428316724
Peter Perren	1747 Seaforth Rd	0408185493
G. THORNBURN	6 CAPE HILLSBOROUGH RD	0469727922
D. Todd	5 FRANK CRT SEAFORTH	0438382773
Kate Gilles	Seaforth	
Betty Gilles	Seaforth	0459403896



Petition in Support of a Free Community Skatepark

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I support the Development & Production of a FREE COMMUNITY SKATEPARK		
NAME	ADDRESS	PHONE (optional)
Ross Daley	2 Johnson Ave	0439352266
Maal Roberts	2146 Seaforth Rd	49590229
DEBBIE ROBERTS	2146 SEAFORTH RD	49590229
ROBYN Hoyer	228 Palm Ave	
Rowena Neilsen	9 Pilchowski St. Seaforth	0467495905
S. Leach	25 Palm Ave Seaf	49590452
L. Hopkinson	Seaforth	0427866965
VANIE LOCK	34 MURPHY ST	0422046807
A Pond	9 JARMAN CRT	0456548925
Sherrilyn	629 Seaforth Rd	0448177025
Lisa Neilsen	2 Springcliffe Dr	0437087189
B Egge W-y	Seaforth Rd	0 0600037355
R Bryant	154 HALIDAY BAY	0419670015
P. Ward	7 MICKINS ST BALLY	0458015973
R SPARK	619 CAPE HILSBOROUGH RD	0432819850
TINA WAUCER	HALIDAY BAY RESORT	0438498063
K. Mackinson	12 George St Seaforth	
Adam	3 Joe Johnson St	49590056
G Baker	67 Palm Ave	0457545770
Helen Austin	172 Holiday Bay Rd	0429151500
Michael Austin	231 CAPE HILSBOROUGH RD	0448840563
B McLeod	32 Palm Ave Seaforth	49590308
Katy Jackson	10 Walsh Ave	49590282
CATRIONA McGUIRE	30 BUROD ST	0409170384
CHARLES	5 YMONS 10 LEINCARNA AVE	0408776564
Tempani Thomas	1957 Seaforth Rd	0478782869
Helen Thomas	Andrew Foulke Rd	49590383
Lindal Goody	9 Ford Ct Seaforth	0427586485
Whymie Roberts	2146 Seaforth Rd	0438764784
Paula Wright	908 Mt Ossa Rd	0438578885
P. SPARK	KIPPEN DRIVE	49590776

Petition in Support of a Free Community Skatepark

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I support the Development & Production of a FREE COMMUNITY SKATEPARK		
NAME	ADDRESS	PHONE (optional)
JUDI FRED RICKSON	20 LIPPER DRU	49590886
Jessica Newton	2102 Seaford Road	49664068
Bono Foden-Jukes	37 Buoro St Ball Bay	0458025001
M GRAVES	SEAFORTH	-
Scopa Chapman	Ball Bay	0429826799
Rob Nelson	ball bay	-
Becklussey	Holiday Bay	0407602257
Julie Jasecay	Seaford	-
T. McLean	Seaforth	0423640321
Ariel Horne	5/103 Milton St	-
Sandra Gillingham	27 Aviland Dr	0448639010
C McCarthy	Maple Dr Analagrove	0438225224
SHERA NISSAN	1295 Juncus St Seaford	0475556779
I WOGIATZIS	120 ANDREW FORDYCE	0447487993
ROB MOY	HALIDAY BAY	0437440451
Aimee Cooper	22 Springfield dr	0410532666
Brian Husband	7 Aviland drive	0417196872
Kay Jackson	10 Walsh Ave	49590282
Peter Jackson	10 Walsh Ave.	041148302
Phoebe Roberts	4 poinciana ave	-
Taylor Windsor	Seaforth	-
Sam Thomas	MT JUKES	-
Randen Blair	MT OSSA	-
Mr DEVLIN	BALL BAY.	0437446929
D. Hoffmann	BALLBAY	045199321
M. Francis	SEAFORTH	0428354647

Petition in Support of a Free Community Skatepark

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[illegible]

14. TENDERS:

15. CONSIDERATION OF NOTIFIED MOTIONS:

16. PUBLIC PARTICIPATION:

17. LATE BUSINESS:

18. CONFIDENTIAL REPORTS:

19. MEETING CLOSURE:

20. FOR INFORMATION ONLY:

APPENDIX / ATTACHMENTS