



## GENERAL MEETING AGENDA

TUESDAY  
22 FEBRUARY 2022  
at 8.30AM

PRESENT -

APOLOGY -

PRAYER -

DECLARATIONS OF INTEREST -

MINUTES - Confirmation of Minutes of General Meeting held on 25 January 2022.

BUSINESS

1. INFRASTRUCTURE AND UTILITY SERVICES

- 1.1 INFRASTRUCTURE and UTILITY SERVICES ACTIVITY REPORT **Report # 01**  
Consideration of Report to Council from Director Infrastructure and Utility Services dated 7 February 2022 regarding summary of activities undertaken during the month ending 31 January 2022.

**Recommended – That Council receive and note the information in the Report.**

- 1.2 INFRASTRUCTURE and UTILITY SERVICES MONTHLY STATUS REPORT **Report # 02**  
Consideration of Report to Council from Director Infrastructure and Utility Services dated 7 February 2022 regarding monthly Infrastructure and Utility Services Status Report for the month ending 31 January 2022.

**Recommended – That Council receive and note the information in the Report.**

- 1.3 2021-2022 CAPITAL PROJECTS STATUS REPORT for MONTH ENDING 31 JANUARY 2022 **Report # 03**  
Consideration of Report to Council from Director Infrastructure and Utility Services dated 17 February 2022 regarding a Status Report that provides a breakdown of projects as approved in the 2021-2022 Capital Works Program for the month ending 31 January 2022.

**Recommended – That Council receive and note the information in the Report.**

- 1.4 AMENDMENT to 2021-2022 FLEET REPLACEMENT BUDGET **Report # 04**  
Consideration of Report to Council from Infrastructure Operations Manager dated 7 February 2022 seeking Council's approval to reallocate \$35,000 to the Workshop and Fleet Operational Budget for a four week hire of the Ausroad Jetmaster truck and to defer several larger items of plant into future financial years in order to trial the machine and assess its application and likely plant utilisation across Council's road network and Road Management Performance Contract (RMPC).

**Recommended – That Council:**

- A. Approve a budget reallocation of \$35,000 to the Workshop and Fleet Operational Budget to allow for a four week hire of the Ausroad Jetmaster truck to allow operational staff the ability to trial the machine in local conditions and better assess the application and likely plant utilisation across Council's road network and RMPC contract;
- B. Defer the replacement of Plant PA00112 Skid Steer Loader and Plant PA00080 Jetpatcher; and
- C. Allocate the remaining \$320,000 fleet replacement budget to the replacement of light fleet (PA00104, PA00124, PA00133, PA00134, PA00173 and PA00373) that are currently experiencing transmission and reliability issues resulting in increased maintenance costs.

1.5 **BUILDING BETTER REGIONS FUND ROUND SIX – HINCHINBROOK WASTE SORTING HUB** **Report # 05**

Consideration of Report to Council from Utility Services Manager dated 10 February 2022 seeking Council's approval to submit an application for the Hinchinbrook Waste Sorting Hub Project to the Building Better Regions Fund Round Six for the construction of a sorting facility within the Warrens Hill Landfill and Resource Recovery Centre to allow customers to access appropriate infrastructure, and assistance and support required to enable waste separation. The sorting hub will assist to increase the Landfills remaining capacity and meets the objectives of the program to drive economic growth and build stronger regional communities into the future.

**Recommended – That Council make application to the Building Better Regions Fund Round Six for the Hinchinbrook Waste Sorting Hub Project amount of \$1,972,580 (excl. GST) with a co-contribution of \$986,290 (excl. GST).**

1.6 **NATIONAL FLOOD MITIGATION INFRASTRUCTURE PROGRAM 2021-2022** **Report # 06**

Consideration of Report to Council from Infrastructure Assets Manager dated 3 February 2022 seeking Council's approval to submit an application for Taylors Beach Groyne Replacement to the National Flood Mitigation Infrastructure Program to reduce disaster risk and make the Hinchinbrook community and infrastructure more resilient to disasters.

**Recommended – That Council submit the following project to the National Flood Mitigation Program (NFMIP):**

Project	Council's Inkind Co-Contribution (excl. GST)	Requested Funding Amount (excl. GST)	Estimated Total Project Value (excl. GST)
Taylors Beach Groyne Replacement	\$152,100	\$456,300	\$608,400

1.7 **REMOTE ROADS UPGRADE PILOT PROGRAM** **Report # 07**

Consideration of Report to Council from Infrastructure Assets Manager dated 3 February 2022 seeking Council's approval to submit an application for Mount Fox Road Sealing and Safety Upgrade Project to the Remote Roads Upgrade Pilot Program for safety upgrades to the unsealed section of Mount Fox Road which meets the objectives of the Program to address significant deficiencies on key regional and rural roads that limit community access, pose safety risks, and impact the economic development of the surrounding areas.

**Recommended – That Council submit the following project to the Remote Roads Upgrade Pilot Program (RRUP):**

Project	Council's Inkind Co-Contribution (excl. GST)	Requested Funding Amount (excl. GST)	Estimated Total Project Value (excl. GST)
Mount Fox Road Sealing and Safety Upgrade Project	\$703,000	\$2,812,000	\$3,515,000

1.8 2022-2024 LOCAL GOVERNMENT GRANTS AND SUBSIDIES PROGRAM

**Report # 08**

Consideration of Report to Council from Director Infrastructure and Utility Services dated 16 February 2022 seeking Council's approval to submit applications for a Hinchinbrook Waste Sorting Hub Project and for Installation of Shade Structure incorporating Solar Panels at Hinchinbrook Shire Council Lannercost Street Office Carpark to the Local Government Grants and Subsidies Program (LGGSP) which aims to provide funding assistance to support councils to deliver priority infrastructure and essential services that meet the identified needs of their communities.

**Recommended – That Council submit the following two projects to the 2022-2024 Local Government Grants and Subsidies Program:**

- A. Hinchinbrook Waste Sorting Hub Project for \$1,972,580 (excl. GST) with a co-contribution of \$789,032 (excl. GST); and
- B. Installation of Shade Structure incorporating Solar Panels at Hinchinbrook Shire Council Lannercost Street Office Carpark for \$710,000 (excl. GST) with a co-contribution of \$284,000 (excl. GST).

1.9 DESIGN and CONSTRUCTION of GANGEMIS ROAD

**Report # 09**

Consideration of Report to Council from Director Infrastructure and Utility Services dated 10 February 2022 regarding consideration of tenders received for pricing of design and construction of Gangemis Road and a 24-month warranty on the works following completion. The tender is as a result of a request received from two residents who occupy dwellings along Gangemis Road for Council to undertake works on the unmaintained section of Gangemis Road, following informal notification to the residents by an adjacent property to fence off the existing access which traverses both private property and State Land before joining up with the Gangemis Road gazetted corridor.

**Recommended – That Council not accept the Tender from Keita Services due to the cost of the project and insufficient funds in the formed unmaintained roads quarantined budget for 2021-2022.**

1.10 COASTAL HAZARD ADAPTATION STRATEGY (CHAS) PHASE 8 REPORT

**Report # 10**

Consideration of Report to Council from Director Infrastructure and Utility Services dated 10 February 2022 seeking adoption of the Coastal Hazard Adaptation Strategy (CHAS) Phase 8 Summary Report and Implementation Plan which provides detail and guidance for implementation of the CHAS priority actions over the shorter term (5 to 10 years) which is heavily dependent on Council securing funding from the State and Federal Governments.

**Recommended – That Council adopt the Hinchinbrook Shire Council Coastal Hazard Adaptation Strategy Phase 8 Summary Report and Implementation Plan.**

2. CORPORATE and COMMUNITY SERVICES

2.1 CORPORATE and COMMUNITY SERVICES ACTIVITY REPORT

**Report # 11**

Consideration of Report to Council from Director Corporate and Community Services dated 5 February 2022 regarding summary of activities undertaken during the month ending 31 January 2022.

**Recommended – That Council receive and note the information in the Report.**

2.2 CORPORATE and COMMUNITY SERVICES STATUS REPORT

**Report # 12**

Consideration of Report to Council from Director Corporate and Community Services dated 7 February 2022 regarding monthly Corporate and Community Services Status Report for the month ending 31 January 2022.

**Recommended – That Council receive and note the information in the Report.**

- 2.3 FINANCIAL PERFORMANCE REPORT for the PERIOD ENDING 31 JANUARY 2022 **Report # 13**  
Consideration of Report to Council from Finance Manager dated 15 February 2022 regarding a report of Council's financial activities for the month ending 31 January 2022.

**Recommended – That Council receive and note the information in the Report.**

- 2.4 HSC 21/25 – DRFA PROGRAM NORTHWEST UNSEALED ROADS - RECONSTRUCTION WORKS **Report # 14**  
Consideration of Report to Council from Finance Manager dated 14 February 2022 outlining the process undertaken and evaluation outcome of Tender HSC 21/25 - DRFA Program Northwest Unsealed Roads - Reconstruction Works which closed on 14 January 2022.

**Recommended – That Council:**

- A. **Approve the awarding of tender HSC 21/25 – DRFA Program Northwest Unsealed Roads – Reconstruction Works to R Marbelli & S Marbelli t/a Timrith Transport for the tendered price of \$1,022,147.60 (excl. GST); and**
- B. **Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009*, to negotiate and enter into contract, finalise and execute any and all matters in relation to this procurement activity.**

- 2.5 BUILDING WORK ASSESSABLE AGAINST PLANNING SCHEME (BWAP) **Report # 15**  
HAWKINS CREEK ROAD HAWKINS CREEK – LOT 1 on RP733942  
Consideration of Report to Council from Development and Regulatory Services Manager dated 14 February 2022 concerning Development Permit for Building Work Assessable Against the Planning Scheme – Rural Siting Assessment lodged by Leslie and Patricia Minehane at 1328 Hawkins Creek Road Hawkins Creek seeking to establish an extension to an existing farm shed extension located at the rear of the dwelling within 1m from the western boundary. The extension will be a maximum height of 6m to the peak, with the height at the eaves being 5m. Its dimensions will vary from 9m wide to 13m wide and 33m in length for boat and machinery storage.

**Recommended – That Council approve the proposed Building Work Assessable Against Planning Scheme for the farm shed structure on land located at 1328 Hawkins Creek Road Hawkins Creek, and formally described as Lot 1 on RP733942 subject to conditions, as set out in Attachment A.**

- 2.6 REFERRAL AGENCY RESPONSE – DESIGN and SITING **Report # 16**  
DENNEY STREET LUCINDA – LOT 6 on SP279694  
Consideration of Report to Council from Development and Regulatory Services Manager dated 2 February 2022 concerning a Referral Agency Response – Design and Siting variation lodged by Margaret and Ronald Salmon seeking to establish a combined carport and storage room structure (Class 10a) to the front of the property described as Lot 6 on SP279694 located at 6/15 Denney Street Lucinda. The dimensions of the proposed enclosed carport will be 9m wide and 5.57m in length. The dimensions of the storage room will be 3.5m wide, 5.57m in length, with maximum height of 3.2m at the peak. The structure is proposed to be constructed 1m from the front boundary.

**Recommended – That Council issue a Referral Agency Response for the proposed Class 10a structure on land located at 6/15 Denney Street Lucinda, and formally described as Lot 6 on SP279694, subject to conditions, as set out in Attachment A.**

2.7 REFERRAL AGENCY RESPONSE – DESIGN and SITING **Report # 17**  
BARRAMUNDI STREET TAYLORS BEACH – LOT 121 on RP726627

Consideration of Report to Council from Development and Regulatory Services Manager dated 11 February 2022 concerning a Referral Agency Response – Design and Siting variation lodged by Johannes and Louise Panzenbock seeking to establish a patio structure (Class 10a) to the front of the property described as Lot 121 on RP726627 located at 19 Barramundi Street Taylors Beach. The proposed structure comprises of a covered deck area of the existing dwellings frontage, with the dimensions being 5.5m x 3.7m with a maximum height of 3.4m at its peak. The structure is proposed to be constructed 3.7m from the front boundary.

**Recommended – That Council issue a Referral Agency Response for the proposed Class 10a structure on land located at 19 Barramundi Street Taylors Beach, and formally described as Lot 121 on RP726627, subject to conditions, as set out in Attachment A.**

2.8 APPLICATION for CONVERSION to FREEHOLD **Report # 18**  
230 TARAKAN ROAD ABERGOWRIE – LOT 129 on CWL3470

Consideration of Report to Council from Development Regulatory Services Manager dated 14 January 2022 concerning a request from Department of Resources seeking Council's views and comments regarding an application for conversion to freehold land described as Lot 129 on CWL3470 located at 230 Tarakan Road Abergowrie. The allotment is currently leased vacant land for agricultural use. The current lease term over the allotment to William Lyon commenced on 28 March 1997 and is due to expire on 27 March 2027. The land is zoned Rural, is approximately 17.9ha in size, and access to the allotment is via Tarakan Road which is a Council road subject to maintenance. It is intended that the agricultural use onsite continue for cane growing purposes.

**Recommended – That Council advise the Department of Resources it has no objection in relation to the Application for Conversion to Freehold Land described as Lot 129 on CWL3470.**

2.9 APPLICATION for CONVERSION to FREEHOLD **Report # 19**  
EL ALAMEIN ROAD ABERGOWRIE – LOT 178 on CWL3263

Consideration of Report to Council from Development Regulatory Services Manager dated 14 January 2022 concerning a request from Department of Resources seeking Council's views and comments regarding an application for conversion to freehold land described as Lot 178 on CWL3263 located at El Alamein Road Abergowrie. The allotment is currently leased vacant land for agricultural use. The current lease term over the allotment to Warren Russo, John Russo, Rosetta Russo and Carole Russo commenced on 12 October 2012 and is due to expire on 11 October 2042. The land is zoned Rural, is approximately 10.53ha in size, and access to the allotment is via El Alamein Road which is partially unformed and unmaintained. The road is not maintained between Lot 176 on CWL3224 and Lot 184 on CWL3203. It is intended that the agricultural use onsite continue for cane growing purposes.

**Recommended – That Council advise the Department of Resources it has no objection in relation to the Application for Conversion to Freehold Land described as Lot 178 on CWL3263, subject to noting the applicant is aware that the lot is only serviced by the section of El Alamein Road that is unformed and unmaintained, and any provisions for access to the allotment from El Alamein Road will be at the owner's expense.**



**2.10 NEW TRUSTEE LEASE over PAPPINS ROAD HELENS HILL – LOT 35 on CWL3002**

**Report # 20**

Consideration of Report to Council from Development Regulatory Services Manager dated 11 February 2022 concerning a request from Caroline Crisp for the Crisp Pastoral Family Trust to enter into a Trustee Lease with Council over 870 Pappins Road Helens Hill, formally known as Lot 35 on CWL3002 for a term of twenty (20) years. The allotment is a Reserve for Camping and forms part of the Stock Route network, formally known as Reserve Number 2732 and is a Council maintained road. The intended use is to formalise the current access arrangements which benefit Wayne, Glenda, Trevor and Caroline Crisp, being the property owners adjacent on Milton Road Helens Hill, formally known as Lot 24 on CAR124272, and to utilise the allotment for pastoral cattle grazing use. The allotment is split into two separate portions with a track (the Jacobsen Track) running through the centre of the property which is 23km in length and runs from Pappins Road Helens Hill to Hidden Valley. As the public uses the Track for access to camping sites, the lease must ensure this access is preserved as it does not follow the road reserve alignment.

**Recommended – That Council:**

- A. Enter a Trustee Lease with Caroline Crisp (Crisp Pastoral Family Trust) for ten (10) years with an option for an additional ten (10) years, commencing 1 March 2022 to 29 February 2032, over 870 Pappins Road Helens Hill, formally known as Lot 35 on CWL3002, ensuring that the public's access to and on Jacobsen Track over the property is permitted; and**
- B. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into finalising and executing any and all matters associated with, or in relation to, the Trustee Lease.**

**2.11 EXPRESSION of INTEREST – INGHAM AIRPORT**

**Report # 21**

Consideration of Report to Council from Development Regulatory Services Manager dated 11 February 2022 concerning implementation of an Expression of Interest process to engage interested parties who wish to utilise land that Council intends to make available for lease at the Ingham Airport due to the Airport being of significant importance to the local economy as both an economic enabler and a substantial piece of community infrastructure.

**Recommended – That Council:**

- A. Invite Expressions of Interest from interested parties to use and expand facilities on land at the Ingham Airport, followed by an invitation to submit written tenders to formalise leases and capital investment commensurate with interest received; and**
- B. Consider that it would be in the public interest to invite expressions of interest as it will provide Council with an understanding of potential interested parties and potential capital investment opportunities in order to construct relevant tender documents that maximise the investment potential and return for the Hinchinbrook community from its valuable Airport asset.**

**2.12 2022 SHOW DAY PUBLIC HOLIDAY**

**Report # 22**

Consideration of Report to Council from Director Corporate and Community Services dated 10 February 2022 concerning request from Herbert River Pastoral and Agricultural Association to change the previously scheduled date of the public holiday for the 2022 Ingham Show from Friday 1 July 2022 to Friday 24 June 2022 due to scheduling conflicts with other regional Shows.

**Recommended – That Council authorise the Chief Executive Officer to seek approval from the relevant State Government Department to change the nominated Ingham Show Day Public Holiday from Friday 1 July 2022 to Friday 24 June 2022.**

**2.13 TERMS of REFERENCE for AGEING in PLACE COMMITTEE 2022 *Report # 23***

Consideration of Report to Council from Director Corporate and Community Services dated 4 February 2022 seeking adoption of draft Terms of Reference for the Ageing in Place Committee formed with the objective to provide advice to Council on the development of Council's Ageing in Place Strategy and ongoing strategic issues relevant to Hinchinbrook's aged sector.

**Recommended – That Council approve the Terms of Reference for the Ageing in Place Committee.**

**2.14 COMMUNITY ACTIVITY GRANT APPLICATIONS Q3 2021-2022 *Report # 24***

Consideration of Report to Council from Director Corporate and Community Services dated 15 February 2021 seeking Council consideration of Community Activity Grant applications received for Quarter 3 of the 2021-2022 financial year. The Community Activity Grants Program is funded by Council to support local organisations and individuals in areas of achievement, community activities, community organisation support, and festivals and events.

**Recommended – That Council approve the applications as follows:**

- A. Australian Italian Festival – \$20,000 (excl. GST) + up to \$8,000 inkind support – Australian Italian Festival;
- B. Herbert River Pastoral Association – \$20,000 (excl. GST) + up to \$8,000 inkind support – Ingham Show;
- C. Ingham Sugar City Rodeo – \$15,000 (excl. GST) + up to \$8,000 inkind support – Ingham Sugar City Rodeo;
- D. Hinchinbrook Sportfishing Club – \$4,000 (excl. GST) – North Queensland Sportfishing Championship; and
- E. Ingham Coastguard - \$2,000 (excl. GST) – 50<sup>th</sup> Anniversary Celebration.

**That Council endorse the panel approved applications as follows:**

- F. Ingham Arts Festival – Inkind support of Shire Hall Fees – Ingham Arts Festival;
- G. Macknade Sporting Club – \$1,500 (excl. GST) – Tropical Mixed Fours;
- H. Queensland Country Women's Association Halifax – \$746 (excl. GST) – Winter in the Tropics; and
- I. Queensland Country Women's Association Long Pocket – \$871 (excl. GST) – Remember the Finns.

**That Council decline applications as follows:**

- J. Doug Barrie – \$7,200 (excl. GST) – Indexing of burial portions within the cemetery.

**3. MAYOR AND CHIEF EXECUTIVE SERVICES**

**3.1 MAYOR and CHIEF EXECUTIVE SERVICES ACTIVITY REPORT *Report # 25***

Consideration of Report to Council from Chief Executive Officer dated 7 February 2022 concerning summary of activities undertaken during the month ending 31 January 2022.

**Recommended – That Council receive and note the information in the Report.**

**3.2 MAYOR and CHIEF EXECUTIVE SERVICES MONTHLY STATUS REPORT *Report # 26***

Consideration of Report to Council from Chief Executive Officer dated 7 February 2022 concerning monthly Mayor and Chief Executive Services Status Report for the month ending 31 January 2022.

**Recommended – That Council receive and note the information in the Report.**



3.3 QUARTERLY OPERATIONAL PLAN REPORT

and HALF YEARLY CORPORATE PLAN REPORT as at 31 DECEMBER 2021

Consideration of Report to Council from Chief Executive Officer dated 7 February 2022 seeking adoption of the Quarterly Operational Plan Report and Half Yearly Corporate Plan Report for the quarter/half year ending 31 December 2021. **Report # 27**

**Recommended – That Council receive and note the information in the Report.**

3.4 COUNCILLOR MONTHLY ACTIVITY REPORT

**Report # 28**

Consideration of Report to Council from Chief Executive Officer dated 7 February 2022 providing Councillor Activity Reports for the month ending 31 January 2022 to ensure transparency and public scrutiny.

**Recommended – That Council receive and note the information in the Report.**

**LATE BUSINESS**

*Matters referred to Council following close of agenda, subject to resolution of Council to accept a late report.*

Kelvin Tytherleigh  
CHIEF EXECUTIVE OFFICER