



GENERAL MEETING AGENDA

TUESDAY
25 MAY 2021
at 8.30AM

PRESENT -

APOLOGY -

PRAYER -

DECLARATIONS OF INTEREST -

MINUTES - Confirmation of Minutes of General Meeting held on 27 April 2021.

BUSINESS

1. INFRASTRUCTURE AND UTILITY SERVICES

1.1 INFRASTRUCTURE and UTILITY SERVICES ACTIVITY REPORT for MONTH ENDING 30 APRIL 2021

Consideration of Report to Council from Director Infrastructure and Utility Services dated 10 May 2021 regarding summary of activities undertaken during the month ending 30 April 2021. **Report # 01**

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

1.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Director Infrastructure and Utility Services dated 10 May 2021 regarding monthly Infrastructure and Utility Services Status Report for the month ending 30 April 2021. **Report # 02**

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

1.3 2020-2021 CAPITAL PROJECTS STATUS REPORT for MONTH ENDING 30 APRIL 2021

Consideration of Report to Council from Director Infrastructure and Utility Services dated 10 May 2021 regarding a Status Report that provides a breakdown of projects as approved in the 2020-2021 Capital Works Program for the month ending 30 April 2021. **Report # 03**

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

1.4 BULK WASTE SUPPORT PROGRAM

Consideration of Report to Council from Utility Services Manager dated 5 May 2021 regarding continuation of partnership with Hinchinbrook Community Support Centre for delivery of Bulk Waste Support Program (formerly known as the Hard Rubbish Support Program). **Report # 04**

Recommended – That Council:

A. Approve the continued partnership with the Hinchinbrook Community Support Centre for the delivery of the Bulk Waste Support Program by entering into a Memorandum of Understanding; and

B. Approve delivery of the program across the full financial year.

2. COMMUNITY and DEVELOPMENT SERVICES

2.1 COMMUNITY and DEVELOPMENT SERVICES ACTIVITY REPORT

Consideration of Report to Council from Director Community and Development Services dated 10 May 2021 regarding summary of activities undertaken during the month ending 30 April 2021. **Report # 05**

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

2.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Director Community and Development Services dated 10 May 2021 regarding monthly Community and Development Services Status Report for the month ending 30 April 2021.

Report # 06

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

2.3 COMMUNITY ACTIVITY GRANT APPLICATIONS APRIL 2021

Consideration of Report to Council from Director Community and Development Services dated 9 May 2021 seeking Council consideration of Community Activity Grant applications received for the 2020-2021 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.

Report # 07

Recommended – That Council:

- A. Approve the application for the Herbert River Pastoral and Agricultural Association Inc. – Ingham Show – to assist with event costs for the amount requested: \$30,000 (excl. GST);
- B. Endorse the approval of the Community Activity Grant panel for the following applications:
 - a. Ingham Bowls Club – application to assist with event costs for hosting the Ingham Bowls Club Invitational Fours for the amount requested: \$500 (excl. GST);
 - b. Macknade Community Sporting Club – application to assist with costs for the Macknade Tropical Mixed 4's Carnival for the amount requested: \$1,500 (excl. GST); and
 - c. Queensland Country Women's Association Halifax Branch – application to assist with costs for the Winter In The Tropics Event for the amount requested: \$500 (excl. GST).
- C. Approve the following applications above the total support threshold of the Community Activity Grants Policy and authorise the Chief Executive Officer via relevant staff to enter into a five year agreement with each application to provide ongoing financial support:
 - a. Meals on Wheels – Application for Community Group Support for ongoing meal distribution throughout the Shire for the amount requested: \$5,500 (excl. GST); and
 - b. Herbert River Museum – Application for Community Group Support for the ongoing running costs of the Herbert River Museum for the amount requested: \$5,500 (excl. GST).

2.4 INVEST IN HINCHINBROOK – INVESTMENT PROSPECTUS

Consideration of Report to Council from Director Community and Development Services dated 10 May 2021 seeking adoption of the *Invest in Hinchinbrook* Investment Prospectus as presented.

Report # 08

Recommended - That Council adopt the *Invest in Hinchinbrook* Investment Prospectus as presented.

3. CORPORATE and FINANCIAL SERVICES

3.1 CORPORATE and FINANCIAL SERVICES ACTIVITY REPORT

Consideration of Report to Council from Director Corporate and Financial Services dated 5 May 2021 regarding summary of activities undertaken during the month ending 30 April 2021.

Report # 09

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

3.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Director Corporate and Financial Services dated 10 May 2021 regarding a monthly Corporate and Financial Services Status Report for the month ending 30 April 2021.

Report # 10

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

3.3 FINANCIAL PERFORMANCE REPORT for the PERIOD ENDING 30 APRIL 2021

Consideration of Report to Council from Director Corporate and Financial Services dated May 2021 regarding a report of financial activities for the month ending 30 April 2021.

Report # 11

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

3.4 2021-2022 SCHEDULE of FEES and CHARGES

Consideration of Report to Council from Director Corporate and Financial Services dated 12 May 2021 seeking adoption of the 2021-2022 Schedule of Fees and Charges as presented.

Report # 12

Recommended – That Council adopt the 2021-2022 Fees and Charges Schedule as presented to take effect from 1 July 2021.

3.5 2021-2022 ANNUAL POLICY REVIEW

Consideration of Report to Council from Director Corporate and Financial Services dated 12 May 2021 seeking adoption of the following Policies in preparation of the 2021-2022 Budget:

- Business Activity Policy;
- Debt Policy;
- Entertainment and Hospitality Policy;
- Financial Hardship Policy;
- Fraud and Corruption Prevention Policy;
- Investment Policy;
- Procurement Policy;
- Rate and Rebates Concession Policy;
- Rate Recovery Policy; and
- Related Party Transactions Policy.

Report # 13

Recommended – That Council adopt the following Policies in preparation of the 2021-2022 Budget:

- **Business Activity Policy;**
- **Debt Policy;**
- **Entertainment and Hospitality Policy;**
- **Financial Hardship Policy;**
- **Fraud and Corruption Prevention Policy;**
- **Investment Policy;**
- **Procurement Policy;**
- **Rate and Rebates Concession Policy;**
- **Rate Recovery Policy; and**
- **Related Party Transaction Policy.**

3.6 HSC 20/26 – KIRKS BRIDGE REPLACEMENT – DESIGN and CONSTRUCT LIBORIOS ROAD UPPER STONE

Consideration of Report to Council from Director Corporate and Financial Services dated 7 May 2021 outlining findings of tender process and evaluation outcome for HSC 20/26 – Kirks Bridge Replacement – Design and Construct – Liborios Road Upper Stone. **Report # 14**

Recommended – That Council:

- A. Award the tender HSC 20/26 – Kirks Bridge Replacement - Design and Construct - Liborios Road Upper Stone to Keita Services Pty Ltd option four (4), for the tendered price of \$1,648,313.00 (excl. GST), which excludes provisional amounts for works associated with Cultural Heritage and power relocation;
- B. Seek funding from existing cash reserves if the submission of \$437,730.20 under the Queensland Risk Reduction and Resilience Funding is unsuccessful;
- C. Seek funding from existing cash reserves if the reallocation of \$92,500 in savings from the Desjardins Crossing Bridge Project under the Bridges Renewal Funding is unsuccessful; and
- D. Delegate authority to the Chief Executive Officer, in accordance with the *Local Government Act 2009*, to negotiate, finalise and execute any and all matters associated with or in relation to this contract.

3.7 HSC 21/06 – SUPPLY and DELIVERY of SAND for PIPE BEDDING and GENERAL USE

Consideration of Report to Council from Director Corporate and Financial Services dated 7 May 2021 outlining findings of tender process and evaluation outcome for HSC 21/06 – Supply and Delivery of Sand for Pipe Bedding and General Use. **Report # 15**

Recommended – That Council accept and appoint all suppliers to a Pre-Qualified Arrangement for a period of 24 months commencing 1 July 2021.

3.8 MATERIAL CHANGE of USE – OUTDOOR SPORT and RECREATION (HORSE RIDING FACILITY) SERIS ROAD PEACOCK SIDING – LOT 1 on RP703060

Consideration of Report to Council from Planning Consultant dated 12 May 2021 concerning receipt of a Development Application lodged by Ingham Riding for the Disabled Association Incorporated for Material Change of Use – Outdoor Sport and Recreation (Horse Riding Facility) on land described as Lot 1 on RP703060 and located at 14 Seris Road Peacock Siding. **Report # 16**

Recommended – That Council approve the proposed Material Change of Use – Outdoor Sport and Recreation (Horse Riding Facility) on land described as Lot 1 on RP703060 and located at 14 Seris Road, Peacock Siding, subject to conditions, as set out in Attachment A and infrastructure charges, as set out in Attachment G.

3.9 REFERRAL AGENCY RESPONSE – DESIGN and SITING HEARD STREET INGHAM – LOT 21 on SP314863

Consideration of Report to Council from Planning Consultant dated 10 May 2021 concerning request for Referral Agency Response – Design and Siting lodged by landowner Garth Yates for a proposed Class 10a structure (combined open carport and enclosed garage) to be established approximately 150mm from the side boundary and 300mm from the rear boundary of the property described as Lot 21 on SP314863 and located at 16 Heard Street Ingham. **Report # 17**

Recommended – That Council issue a Referral Agency Response for the proposed Class 10a structure (combined open carport and enclosed garage) at Lot 21 on SP314863, formally known as 16 Heard Street Ingham, subject to conditions, as set out in Attachment A.

3.10 REFERRAL AGENCY RESPONSE – DESIGN and SITING
ALLAMANDA AVENUE ALLINGHAM – LOT 30 and A77411

Consideration of Report to Council from Planning Consultant dated 10 May 2021 concerning a request for Referral Agency Response – Design and Siting lodged by Richard Peeke Building and Carpentry Services on behalf of landowners Paul and Karen Stephens for an extension to the existing Class 1a building being located 0.2 metres from the front boundary of the property described as Lot 30 on A77411 and located at 22 Allamanda Avenue Allingham **Report # 18**

Recommended – That Council issue a Referral Agency Response for the proposed extension to existing Class 1a building on land formally described as Lot 30 on A77411 and located at 22 Allamanda Avenue Allingham subject to conditions, as set out in Attachment A.

3.11 REFERRAL AGENCY RESPONSE – DESIGN and SITING
SALMON STREET TAYLORS BEACH – LOT 42 on RP723168

Consideration of Report to Council from Planning Consultant dated 10 May 2021 concerning a Development Application lodged by the landowner Daryl Chamberlain seeking to establish a Class 10a structure (open carport) to be located 0.5 metres from the front boundary of the property described as Lot 42 on RP723168 and located at 18 Salmon Street Taylors Beach. **Report # 19**

Recommended – That Council issue a Referral Agency Response for the proposed Class 10a structure (open carport) on land situated at Lot 42 on RP723168, formally known as 18 Salmon Street Taylors Beach, subject to conditions, as set out in Attachment A.

3.12 REFERRAL AGENCY RESPONSE – DESIGN and SITING
141 PATTERSON PARADE LUCINDA – LOT 13 on L46921

Consideration of Report to Council from Planning Consultant dated 12 May 2021 concerning a Referral Agency Response - Design and Siting lodged by Mark Hall Building Design on behalf of Pendar Pty Ltd (Allan Hansen) seeking to establish a Class 10a structure (combined open carport and enclosed garage) to be located 1 metre from the side boundary with a height greater than 4.5 metres and length greater than 9 metres of the property described as Lot 13 on L46921 and located at 141 Patterson Parade Lucinda. **Report # 20**

Recommended – That Council issue a Referral Agency Response for the proposed Class 10a structure (combined open carport and enclosed garage) at Lot 13 on L46921, formally known as 141 Patterson Parade Lucinda, subject to conditions, as set out in Attachment A.

3.13 REFERRAL AGENCY RESPONSE – DESIGN and SITING
192 PATTERSON PARADE LUCINDA – LOT 22 on L46922

Consideration of Report to Council from Planning Consultant dated 10 May 2021 concerning a Referral Agency Response – Design and Siting lodged by BNC Planning Pty Ltd on behalf of the landowner R and MP Hemmett seeking to establish a Class 10a structure (storage shed) to be located 693mm from the side boundary, 252mm from the rear boundary and .75 metres from the side and/or rear boundary of the property described as Lot 22 on L46922 and located at 192 Patterson Parade Lucinda. **Report #21**

Recommended – That Council issue a Referral Agency Response for the proposed Class 10a structure (storage shed) at Lot 22 on L46922, more formally known as 192 Patterson Parade Lucinda, subject to conditions, as set out in Attachment A.

3.14 RENEWAL of TRUSTEE LEASE over 15 ARGÆT STREET HALIFAX - LOT 334 on CWL2115 QUEENSLAND BLUE LIGHT ASSOCIATION INCORPORATED

Consideration of Report to Council from Regulatory Services Manager dated 10 May 2021 concerning request to renew Trustee Permit for a further term of five years over premises located at 15 Argæet Street Halifax and formally known as Lot 334 on CWL2115 to Queensland Blue Light Association Incorporated. **Report #22**

Recommended – That Council:

- A. Approve a Trustee Lease between Hinchinbrook Shire Council and Queensland Blue Light Association Incorporated for five years commencing 1 July 2021 to 30 June 2026, over Lot 334 on CWL2115 with an annual fee of \$20 (excl. GST) subject to CPI increase annually; 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.

3.15 RENEWAL of MEMORANDUM of AGREEMENT BETWEEN HINCHINBROOK SHIRE COUNCIL and MT FOX RURAL FIRE BRIGADE over MT FOX RESERVE – LOT 61 on WU64

Consideration of Report to Council from Regulatory Services Manager dated 10 May 2021 concerning request to renew the Memorandum of Agreement with Mt Fox Rural Fire Brigade over Mt Fox Reserve for Camping for a further 12 months. **Report #23**

Recommended – That Council:

- A. Renew the current Memorandum of Agreement between Hinchinbrook Shire Council and the Mt Fox Rural Fire Brigade for a further 12 months being 1 July 2021 to 30 June 2022 over the Mt Fox Reserve located at Lot 61 on WU64; 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 Memorandum of Agreement.

4. GOVERNANCE

4.1 OFFICE of the MAYOR and CHIEF EXECUTIVE OFFICER ACTIVITY REPORT

Consideration of Report to Council from Chief Executive Officer dated 10 May 2021 concerning summary of activities undertaken in the Office of the Mayor and Chief Executive Officer during the month ending 30 April 2021. **Report # 24**

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

4.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Acting Chief Executive Officer dated 10 May 2021 concerning monthly Office of the Mayor and Chief Executive Officer Status Report for the month ending 30 April 2021. **Report # 25**

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

4.3 QUARTERLY 2020-2021 OPERATIONAL PLAN REPORT as at 31 MARCH 2021

Consideration of Report to Council from Chief Executive Officer dated 10 May 2021 seeking adoption of the Quarterly Operational Plan Report for the quarter year ending 31 March 2021. **Report # 26**

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

4.4 SEASONAL WATER ASSIGNMENT of PART of COUNCIL'S HERBERT RIVER WATER ALLOCATION

Consideration of Report to Council from Mayor dated 10 May 2021 regarding an Expression of Interest received from Peter and Jenny Sheahan for seasonal water assignment to assist with trials to grow out soy beans for oil and cattle fodder production. **Report # 27**

Recommended – That Council:

- A. Offer to assign an amount of 25ML of its Herbert River water allocation (Number 192 Herbert Zone 1a) to Peter and Jenny Sheahan, Midway, Longpocket Ingham, for a period to be determined at a cost of \$10.00 per megalitre for the purpose of agricultural production, subject to approval from Department of Natural Resources and Mines;
- B. Note that the assignment is in accordance with the terms and conditions appearing in the Schedule; and
- C. Note all costs of and incidental to relevant approvals and assignment costs are to be borne by the said Peter and Jenny Sheahan.

4.5 COUNCILLOR CONTACT with EMPLOYEES ADVICE GUIDELINES

Consideration of Report to Council from Chief Executive Officer dated 10 May 2021 seeking adoption of the Council Contact with Employees Advice Guidelines as presented. **Report # 28**

Recommended – That Council adopt the Councillor Contact with Employees Advice Guidelines as presented.

4.6 COUNCILLOR ACTIVITY REPORT as at 30 APRIL 2021

Consideration of Report to Council from Chief Executive Officer dated 12 May 2021 providing Councillor Activity Reports for the month ending 30 April 2021 to ensure transparency and public scrutiny. **Report # 29**

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