



GENERAL MEETING AGENDA

TUESDAY
31 MAY 2022
at 8.30AM

PRESENT -

APOLOGY -

PRAYER -

DECLARATIONS OF INTEREST -

MINUTES - Confirmation of Minutes of General Meeting held on 26 April 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 16 May 2022 regarding summary of activities undertaken during the month ending 30 April 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 16 May 2022 regarding monthly Infrastructure and Utility Services Status Report for the month ending 30 April 2022.

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

- 1.3 2021-2022 CAPITAL PROJECTS STATUS REPORT for MONTH ENDING 30 APRIL 2022 **Report # 03**
Consideration of Report to Council from Director Infrastructure and Utility Services dated 16 May 2022 regarding a Status Report that provides a breakdown of projects as approved in the 2021-2022 Capital Works Program for the month ending 30 April 2022.

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

- 1.4 REQUEST for ASSISTANCE - McDOWELL ROAD **Report # 04**
Consideration of Report to Council from Director Infrastructure and Utility Services dated 13 May 2022 concerning request received from landholders for Council to apply to Queensland Rail to reopen a closed rail crossing for the purpose of gaining private access to freehold land adjacent to Mount Cudmore, via a yet to be constructed access road from the end of Mount Separation Road.

Recommended – That Council approve the use of Council funds to the amount of \$3,075 (excl. GST) and assist in making the application for an Occupational Crossing for private access purposes.

- 1.5 ROAD REGISTER BOOKLET and AMENDMENTS **Report # 05**
Consideration of Report to Council from Infrastructure Assets Manager dated 20 May 2022 seeking Council adoption of the updated Road Register Booklet as a result of the implementation of Council's Road Management Policy and Procedure in March 2021, which established Council's intention, strategic direction, and levels of service for the management of public roads within the Shire.

Recommended – That Council:

- A. Adopt the Road Register Booklet as presented; and
- B. Receive and note the information in the Report.

1.6 INGHAM AIRPORT OFFICIAL NAMING and SIGN Report # 06

Consideration of Report to Council from Infrastructure Assets Manager dated 13 May 2022 seeking confirmation from Council to officially name the Ingham Airport facility and adopt an image for use on proposed signage to be erected at the Airport entry, airside side, and Transit Centre.

Recommended – That Council adopt the naming of the airport facility to ‘Ingham Airport’ and endorse the image for use on a sign as presented in Figure 1.

1.7 INGHAM DIRT BIKE CLUB – REQUEST for AIRPORT WATER MAIN EXTENSION Report # 07

Consideration of Report to Council from Acting Utility Services Manager dated 13 May 2022 concerning a request received from the Ingham Dirt Bike Club for an additional hydrant to be installed on the southern side of the Ingham Airport access road which will involve the construction of a 25m length of 100mm water main.

Recommended – That Council extend the existing network to provide for a more secure water access point with the intent to have the Ingham Dirt Bike Club apply for a dedicated water service in the near future.

1.8 REVIEW of ANNUAL RURAL CLEAN UP PROGRAM – COMMUNITY CONSULTATION RESULTS Report # 08

Consideration of Report to Council from Acting Utility Services Manager dated 13 May 2022 seeking approval of discontinuation of delivery of the annual Rural Clean Up Program following recent community consultation conducted and replace it with the Storm Season Clean Up Program wherein two free disposal days at the Warrens Hill Landfill and Resource Recovery Centre of eligible items leading up to cyclone/storm season will be offered. The proposed Storm Season Clean Up Program will maintain current service levels at Abergowrie and Mount Fox, dependent upon future misuse of the skips.

Recommended – That Council:

- A. Approve the discontinuation of the provision of annual skip bins under the Rural Clean Up Program with the exception of Mount Fox and Abergowrie; and**
- B. Implement a Storm Season Clean up Program focussed on providing two free dump days per annum for eligible waste which will be for the purpose of preparing for cyclone/storm season.**

1.9 GREEN WASTE VOUCHERS POLICY Report # 09

Consideration of Report to Council from Acting Utility Services Manager dated 10 May 2022 seeking adoption of Green Waste Vouchers Policy to commence from 1 July 2022 following Council's decision on 23 November 2021 to discontinue the use of free vouchers for the disposal of general waste, and to allow for the use of up to four free green waste (domestically sourced) disposal vouchers per household per year for use at the Warrens Hill Landfill and Resource Recovery Centre or the Halifax Resource Recovery Centre.

Recommended – That Council adopt the Green Waste Vouchers Policy as presented, to commence from 1 July 2022.

2. CORPORATE and COMMUNITY SERVICES

2.1 CORPORATE and COMMUNITY SERVICES ACTIVITY REPORT Report # 10

Consideration of Report to Council from Director Corporate and Community Services dated 22 April 2022 regarding summary of activities undertaken during the month ending 30 April 2022.

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

2.2 CORPORATE and COMMUNITY SERVICES STATUS REPORT Report # 11

Consideration of Report to Council from Director Corporate and Community Services dated 16 May 2022 regarding monthly Corporate and Community Services Status Report for the month ending 30 April 2022.

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

- 2.3 FINANCIAL PERFORMANCE REPORT for the PERIOD ENDING 30 APRIL 2022 **Report # 12**
Consideration of Report to Council from Finance Manager dated 17 May 2022 regarding a report of Council's financial performance and position for the month ending 30 April 2022.

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

- 2.4 2022-2023 SCHEDULE of FEES and CHARGES **Report # 13**
Consideration of Report to Council from Director Corporate and Community Services dated 20 May 2022 seeking adoption of the 2022-2023 Schedule of Fees and Charges as presented.

Recommended – That Council adopt the 2022-2023 Fees and Charges Schedule as presented to take effect from 1 July 2022.

- 2.5 2022-2023 ANNUAL POLICY REVIEW **Report # 14**
Consideration of Report to Council from Director Corporate and Community Services dated 20 May 2022 seeking adoption of the following Policies in preparation of Council's 2022-2023 Budget:

- 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.

Recommended – That Council:

A. Adopt the following Policies:

- 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.

B. Remove the following Policies:

- Business Activity Policy; and
- Water Leak Relief Policy.

2.6 HSC 22/01 – PREFERRED SUPPLIER ARRANGEMENT
PROVISION of BUILDING CERTIFICATION SERVICES

Report # 15

Consideration of Report to Council from Development and Regulatory Services Manager dated 25 May 2022 outlining the tender process undertaken and evaluation outcome of Tender HSC 22/01 – Preferred Supplier Arrangement – Provision of Building Certification Services which closed on 12 November 2021.

Recommended – That Council:

- A. Appoint North Queensland Building Certification Pty Ltd as Council's preferred supplier for the provision of building certification services; and**
- B. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009*, to negotiate, finalise and execute any and all matters in relation to this matter.**

2.7 REFERRAL AGENCY RESPONSE – DESIGN and SITING
COWLEY STREET INGHAM – LOT 1 on RP742499

Report # 16

Consideration of Report to Council from Development and Regulatory Services Manager dated 16 May 2022 concerning a Referral Agency Response – Design and Siting variation lodged by Peter Maxwell seeking to establish a Class 10a shade house structure on the southwestern portion of the property described as Lot 1 on RP742499 located at 3 Cowley Street Ingham. The structure is proposed to be constructed at 0mm to the relevant boundary (adjacent to unformed Road Reserve) and comprises of a galvanised pipe grid roof and internal beams covered in shade cloth with dimensions being 12.2m wide, 16m long, and a peak height of 3.5m. In addition, the applicant proposes the construction of a wire mesh fence on the common boundary of the property and the unformed Road Reserve, to a height of 2.5m.

Recommended – That Council issue a Referral Agency Response for the proposed Class 10a shade house structure and fencing on land located at 3 Cowley Street Ingham, formally described as Lot 1 on RP742499, subject to conditions as set out in Attachment A.

2.8 REFERRAL AGENCY RESPONSE – DESIGN and SITING
BANKSIA STREET ALLINGHAM – LOT 6 on RP738534

Report # 17

Consideration of Report to Council from Development and Regulatory Services Manager dated 17 May 2022 concerning a Referral Agency Response – Design and Siting variation lodged by Stanley and Julie Guyers seeking to obtain a retrospective approval over an existing Class 10a structure upholding solar panels on the southern portion of the property described as Lot 6 on RP738534 located at 12 Banksia Street Allingham. The Class 10a structure is sited 2.3m off the front boundary with frontage to Banksia Street with dimensions being 6m wide, 6.5m long, and a peak height of 3m. The property is improved with a dwelling and shed currently under construction.

Recommended – That Council issue a Referral Agency Response for the Class 10a structure on land located at 12 Banksia Street Allingham, formally described as Lot 6 on RP738534, subject to conditions as set out in Attachment A.

2.9 REFERRAL AGENCY RESPONSE – DESIGN and SITING
ALLAMANDA AVENUE ALLINGHAM – LOT 19 on A77410

Report # 18

Consideration of Report to Council from Development and Regulatory Services Manager dated 18 May 2022 concerning a Referral Agency Response – Design and Siting variation lodged by Insideout Architects on behalf of Steven Barra seeking to establish a Class 1a verandah extension on the existing dwelling at 3 Allamanda Avenue Allingham described as Lot 19 on A77410, which entails an encroachment on the rear boundary adjacent to unimproved State Land (Lot 239 on CWL3400). The Class 1a structure is proposed to be constructed at 97mm to the rear boundary with dimensions being 10.09m wide, 3m long plus stairs, and a height of 5.1m. to the verandah roof. The property is improved with an existing dwelling located to the western most portion of the allotment.

Recommended – That Council issue a Referral Agency Response for the proposed Class 1a verandah extension on land located at 3 Allamanda Avenue Allingham, formally described as Lot 19 on A77410, subject to conditions as set out in Attachment A.

2.10 REFERRAL AGENCY RESPONSE – DESIGN and SITING
LEICHHARDT STREET ALLINGHAM – LOT 1 on RP718374

Report # 19

Consideration of Report to Council from Development and Regulatory Services Manager dated 17 May 2022 concerning a Referral Agency Response – Design and Siting variation lodged by Ingham Building and Roofing on behalf of Rex and Christine Mealey seeking to establish a Class 10a open carport structure on the southern east portion of the property at 20 Leichhardt Street Allingham described as Lot 1 on RP718374, which entails an encroachment on secondary front boundary on Maple Street Allingham. The proposed Class 10a open carport structure is proposed to be constructed 0.85m at its closest point, with the setback varying to a 5.6m setback toward the blocks corner truncation with dimensions being 7.7m wide, 6.1m long, with a peak height of 3.4m. The property is improved with an existing dwelling.

Recommended – That Council issue a Referral Agency Response for the Class 10a structure on land located at 20 Leichhardt Street Allingham, formally described as Lot 1 on RP718374, subject to conditions as set out in Attachment A.

2.11 REFERRAL AGENCY RESPONSE – DESIGN and SITING
CHESTNUT STREET ALLINGHAM – LOT 13 on SP179180

Report # 20

Consideration of Report to Council from Development and Regulatory Services Manager dated 18 May 2022 concerning a Referral Agency Response – Design and Siting variation lodged by Patio World on behalf of Steven and Oleen Williams seeking to establish two Class 10a open patio structures on the northern and south west portion of the property at 16 Chestnut Street Allingham described as Lot 13 on SP179180, which entails an encroachment on the side boundary towards the allotment boundary of Lot 12 on SP179180. The proposed Class 10a open patio structures are proposed to be constructed 1.15m to the side boundary, with dimensions being 2.7m wide, 9m long, and a peak height of 3m for the front patio, and 1.7m wide, 9m long, and a peak height of 3m for the back patio. The property is improved with an existing dwelling and shed.

Recommended – That Council issue a Referral Agency Response for the proposed Class 10a structures on land located at 16 Chestnut Street Allingham, formally described as Lot 13 on SP179180, subject to conditions as set out in Attachment A.

2.12 REFERRAL AGENCY RESPONSE – DESIGN and SITING
CARR CRESCENT LUCINDA – LOT 55 on L46929

Report # 21

Consideration of Report to Council from Development and Regulatory Services Manager dated 18 May 2022 concerning a Referral Agency Response – Design and Siting variation lodged by HLD Constructions Pty Ltd on behalf of Jenk Holdings Pty Ltd seeking to establish a Class 10a open carport structure on the north west portion of the property at 55 Carr Crescent Lucinda described as Lot 55 on L46929, which entails an encroachment on the front boundary of Carr Crescent Lucinda. The proposed Class 10a open carport structure is proposed to be constructed 4m from the front boundary, with dimensions being 6.4m wide, 6m long, and an estimated height of 2.5m which connects to the existing residence and slopes to 2.4m in height towards the street frontage. The property is improved with an existing dwelling and associated outbuildings.

Recommended – That Council issue a Referral Agency Response for the proposed Class 10a structure on land located at 55 Carr Crescent Lucinda, formally described as Lot 55 on L46929, subject to conditions as set out in Attachment A.

2.13 APPLICATION for CONVERSION to FREEHOLD

Report # 22

FAIRFORD ROAD INGHAM – LOT 44 on CP855061

Consideration of Report to Council from Development Regulatory Services Manager dated 19 May 2022 concerning a request from Department of Resources seeking Council's views and comments regarding an Application for Conversion to Freehold Land, including any local non-indigenous cultural heritage values, on land described as Lot 44 on CP855061 located at Fairford Road Ingham. The allotment is currently leased vacant land for agricultural use, and its current lease term commenced on 28 March 2014 and is due to expire on 30 April 2023. The allotment is zoned Rural, is approximately 40ha in size, and does not have a formalised access point. The land is currently accessed via Lot 1 on RP725386 owned by Sugar Research Australia Limited and fronts to Trebonne Road which is a State Controlled Road. 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 44 on CP855061, subject to noting that the applicant must establish lawful access to the allotment from Fairford Road Ingham.

2.14 RENEWAL of MEMORANDUM of AGREEMENT

Report # 23

**BETWEEN HINCHINBROOK SHIRE COUNCIL and MT FOX RURAL FIRE BRIGADE
over MT FOX RESERVE – LOT 61 on WU64**

Consideration of Report to Council from Development Regulatory Services Manager dated 17 May 2022 concerning Mount Fox Rural Fire Brigade's intention to renew their Memorandum of Agreement held with Council since 1 July 2019 over the Mount Fox Reserve for Camping at 671 Oak Hills Road Mount Fox, formally described as Lot 61 on WU64, for a further 12 months. The current agreement is due to expire on 30 June 2022. The Mount Fox Rural Fire Brigade manages this popular camping site well and keep the camping grounds established and utilised for the purpose.

Recommended – That Council:

- A. Renew the current Memorandum of Agreement between Hinchinbrook Shire Council and the Mount Fox Rural Fire Brigade for a further 12 months being 1 July 2022 to 30 June 2023 over the Mount 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.**

2.15 NAMING of FIRST BRIDGE on MOUNT FOX RANGE ROAD

Report # 24

Consideration of Report to Council from Director Corporate and Community Services dated 20 May 2022 concerning request from Mount Fox community in 2020 to have the replacement major culvert on the Mount Fox Range, locally known as "First Bridge", formally named the "Billy Graham Bridge". Following the request, Council undertook research to understand the origins of the proposed name and the local area community was canvassed concerning the level of support for the naming of the bridge.

Recommended – That Council formally name the major culvert, Asset Number TP17653, situated along the Mount Fox Road, Upper Stone at Chainage 5625, Billy Graham Bridge.

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 16 May 2022 concerning summary of activities undertaken during the month ending 30 April 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 16 May 2022 concerning monthly Mayor and Chief Executive Services Status Report for the month ending 30 April 2022.

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

- 3.3 QUARTERLY 2021-2022 OPERATIONAL PLAN REPORT as at 31 MARCH 2022 **Report # 27**
Consideration of Report to Council from Chief Executive Officer dated 16 May 2022 seeking adoption of the Quarterly 2021-2022 Operational Plan Report for the quarter year ending 31 March 2022.

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

- 3.4 COUNCILLOR OPPORTUNITIES – 2022 CIVIC LEADERS SUMMIT **Report # 28**
Consideration of Report to Council from Chief Executive Officer dated 16 May 2022 concerning Council representation at the 2022 LGAQ Civic Leaders Summit to held at Twin Waters on Wednesday 29 and Thursday 30 June 2022.

Recommended – That Council nominate Mayor Ramon Jayo to attend the LGAQ Civic Leaders Summit at Twin Waters on Wednesday 29 and Thursday 30 June 2022.

- 3.5 COUNCILLOR OPPORTUNITIES – DEVELOPING NORTHERN AUSTRALIA CONFERENCE **Report # 29**
Consideration of Report to Council from Chief Executive Officer dated 16 May 2022 concerning Council representation at the Developing Northern Australia Conference to held at Mackay from Wednesday 6 to Friday 8 July 2022.

Recommended – That Council nominate Councillor Mary Brown to attend the Developing Northern Australia Conference at Mackay from Wednesday 6 to Friday 8 July 2022.

- 3.6 COUNCILLOR MONTHLY ACTIVITY REPORT **Report # 30**
Consideration of Report to Council from Chief Executive Officer dated 18 May 2022 providing Councillor Activity Reports for the month ending 30 April 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