



GENERAL MEETING LIST OF AGENDA ITEMS

TUESDAY
26 NOVEMBER 2019
at 8.30AM

PRESENT -

APOLOGY -

MINUTES - *Confirmation of Minutes of General Meeting held on 29 October 2019 and Special Meeting held on 14 November 2019*

BUSINESS

1. CORPORATE SERVICES

1.1 CORPORATE SERVICES ACTIVITY REPORT

Consideration of Report to Council from Acting Chief Financial Officer dated 11 November 2019 regarding summary of activities undertaken during the month ending 31 October 2019.

1.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Acting Chief Financial Officer dated 4 November 2019 regarding monthly Corporate Services Status Report for the month ending 31 October 2019.

1.3 CORPORATE SERVICE FINANCE SUMMARY for period ending 31 OCTOBER 2019

Consideration of Report to Council from Management Accountant dated 11 November 2019 regarding a report of financial activities for the month ending 31 October 2019.

1.4 INTERNAL AUDIT WORK PLAN

Consideration of Report to Council from Acting Chief Financial Officer dated 11 November 2019 seeking approval of Internal Audit Work Plan proposed by the Council's Internal Audit Committee wherein the Committee has identified areas of focus ranked in order of preference and requesting Council to determine the financial year focus for the items presented in the Plan.

1.5 AUDIT COMMITTEE CHARTER and INTERNAL AUDIT CHARTER

Consideration of Report to Council from Acting Chief Financial Officer dated 11 November 2019 seeking adoption of the revised and updated Audit Committee Charter and Internal Audit Charter following review at the Audit Committee Meeting on 10 October 2019.

1.6 TERMS of REFERENCE for SHOWGROUNDS USER ADVISORY MANAGEMENT COMMITTEE

Consideration of Report to Council from Facility Coordinator dated 11 November 2019 seeking approval of Draft Showgrounds User Advisory Management Committee Terms of Reference presented at a meeting of the Showgrounds User Advisory Management Committee on 7 November 2019 which set out the roles and responsibilities for members with the vision to develop the Ingham Showgrounds for the benefit of the whole community.

2. INFRASTRUCTURE SERVICES DELIVERY

2.1 INFRASTRUCTURE SERVICES DELIVERY ACTIVITY REPORT

Consideration of Report to Council from Executive Manager Infrastructure Services Delivery dated 11 November 2019 regarding summary of activities undertaken during the month ending 31 October 2019.

2.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Executive Manager Infrastructure Services Delivery dated 4 November 2019 regarding monthly Infrastructure Services Delivery Status Report for the month ending 31 October 2019.

2.3 2019-2020 CAPITAL PROJECTS STATUS REPORT for month ending 31 OCTOBER 2019

Consideration of Report to Council from Executive Manager Infrastructure Services Delivery dated 11 November 2019 regarding a Status Report that provides a breakdown of projects as approved in the 2019-2020 Capital Works Program for the month ending 31 October 2019.

2.4 HSC 19/30 - SUPPLY and DELIVERY of ONE TRACTOR with FLAIL MOWER ATTACHMENT

Consideration of Report to Council from Workshop Supervisor dated 29 October 2019 regarding quotes received for HSC 19/30 - Supply and Delivery of One Tractor with Flail Mower Attachment.

- 2.5 HSC 19/32 – FIRST BRIDGE REPLACEMENT
Consideration of Report to Council from Infrastructure Engineer dated 15 November 2019 regarding tenders received for HSC 19/32 – First Bridge Replacement.
- 2.6 UNITED PETROLEUM SERVICE STATION FOOTPATH CONTRIBUTION
Consideration of Report to Council from Infrastructure Engineer dated 15 November 2019 regarding potential co-contribution to undertake a footpath renewal across the extent of United Petroleum property frontage on Herbert Street. Seeking to obtain sufficient capital funding in order to undertake the works and approval to exceed the allocated contribution amount set out in the fees and charges for footpath construction works for commercial premises.
- 2.7 DUNGENESS ENTERPRISE CHANNEL DREDGING, BEACH REPLENISHMENT and ROCK WALL PROJECT
Consideration of Report to Council from Executive Manager Infrastructure Services Delivery dated 18 November 2019 providing update of progress made in completing the necessary investigations, reports and gathering of information in order to submit a development application for the dredging of Enterprise Channel and construction of a rock wall to improve marine access, safe harbor and mitigate against further erosion of the Dungeness sand spit.
- 2.8 BUILDING OUR REGIONS FUNDING PROGRAM – ROUND 5
DUNGENESS BOAT RAMP CARPARK and RECREATION AREA REFURBISHMENT
Consideration of Report to Council from Chief Executive Officer dated 11 November 2019 seeking approval of funding application to be submitted under the Building Our Regions Funding Program - Round 5 for the extension of the existing Dungeness Boat Ramp Carpark and Recreation Area Refurbishment.
- 2.9 REGIONAL AIRPORTS PROGRAM – ROUND 1
INGHAM AERODROME COMMERCIAL PRECINCT EXTENSION
Consideration of Report to Council from Chief Executive Officer dated 11 November 2019 seeking approval of funding application to be submitted under the Regional Airports Funding Program - Round 1 for the Ingham Aerodrome Commercial Precinct Extension Project.
- 2.10 TIDS FUNDING PROGRAM 2020-2021 to 2023-2024
Consideration of Report to Council from Works Engineer dated 14 November 2019 seeking endorsement of the two year fixed/two-year indicative continuous works program for the Transport Infrastructure Development Scheme (TIDS) funding for the period between 2020-2021 to 2023-2024.
- 2.11 TREE MANAGEMENT on PUBLIC LAND POLICY
Consideration of Report to Council from Works Engineer dated 9 October 2019 seeking adoption of draft Tree Management on Public Land Policy which establishes Council's commitment and strategic direction for the protection, management, enhancement and maintenance of trees located on public land within the Hinchinbrook Shire under Council's direct responsibility.
3. DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES
- 3.1 DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT
Consideration of Report to Council from Chief Executive Officer dated 4 November 2019 regarding summary of activities undertaken during the month ending 31 October 2019.
- 3.2 MONTHLY STATUS REPORT
Consideration of Report to Council from Chief Executive Officer 7 November 2019 regarding monthly Development, Planning and Environmental Services Status Report for the month ending 31 October 2019.
- 3.3 PROPOSED MATERIAL CHANGE of USE
HOME BASED BUSINESS for LIFE COACHING, COUNSELLING, MEDIATION and THERAPY SERVICES
LYNCH STREET, INGHAM – LOT 30 on RP703690
Consideration of Report to Council from Planning Consultant dated 11 November 2019 in relation to a Development Application for Material Change of Use – Home Based Business at Lynch Street, Ingham over land described as Lot 30 on RP703690.

- 3.4 PROPOSED RECONFIGURING a LOT
ONE LOT into TWO LOTS and ACCESS EASEMENTS
HELENS HILL ROAD, HELENS HILL – LOT 16 on RP908282 and LOT 2 on SP218609
Consideration of Report to Council from Planning Consultant dated 11 November in relation to a Development Application for Reconfiguration of Land – Subdivision of One Lot into Two Lots at Helens Hill Road, Helens Hill over Lot 16 on RP908282 and an Access Easement over Lot 2 on SP218609.
- 3.5 PROPOSED RECONFIGURING a LOT
ONE LOT into TWO LOTS and OPERATIONAL WORK for SEWERAGE INFRASTRUCTURE RELOCATION
HEARD STREET, INGHAM – LOT 17 on RP703690
Consideration of Report to Council from Planning Consultant dated 11 November in relation to a Development Application for Reconfiguration of Land – Subdivision of One Lot into Two Lots at Heard Street, Ingham over Lot 17 on RP703690 and Operational Work for Sewerage Infrastructure Relocation.
- 3.6 REQUEST to EXTEND CURRENCY PERIOD – BOUNDARY REALIGNMENT
LUCINDA ROAD, HALIFAX – LOT 1 on RP727874 and LOT 2 on RP715816
Consideration of Report to Council from Planning Consultant dated 11 November 2019 regarding request for extension of the relevant currency period for reconfiguration of land for two years, over boundary realignment between Lot 1 on RP727874 and Lot 2 on RP 715816 at Lucinda Road, Halifax previously approved by Council on 29 October 2009.
- 3.7 RESIDENTIAL SITING ASSESSMENT
DENNEY STREET, DUNGENESS – LOT 24 on SP314854
Consideration of Report to Council from Planning Consultant dated 13 November 2019 in relation to request received for boundary dispensation at Lot 13-15 Denney Street, Dungeness for a proposed dwelling house (garage setback approximately 5m from front boundary and boat shed setback approximately 5.6m from side boundary).
- 3.8 RESIDENTIAL SITING ASSESSMENT
DENNEY STREET DUNGENESS – LOT 3 on SP279694
Consideration of Report to Council from Planning Consultant dated 11 November 2019 in relation to request received for boundary dispensation at Lot 3 Denney Street, Dungeness for a proposed dwelling house (garage roofline setback approximately .293m from northern side boundary, dwelling house setback 1.324m from northern side boundary and 1m from southern boundary and front porch setback approximately 4.5m from front boundary). Further request for dispensation of site coverage exceedance to approximately 50% which is greater than the designated building envelope.
- 3.9 LICENCE AGREEMENT with CROCMEDIA PTY LTD
MT MERCER, WARREN'S HILL – LOT 89 on CWL2997
Consideration of Report to Council from Planning Consultant dated 6 November 2019 seeking a Licence Agreement between Council and Crocmmedia Pty Ltd relating to telecommunication equipment and infrastructure for radio station 96.9FM recently purchased from Gumnut Nominees Pty Ltd located on Council Reserve at Mt Mercer, Warren's Hill. The proposal is to broadcast sports news and stories on this radio station.
- 3.10 LICENCE AGREEMENT with YURIKA PTY LTD over PARKING SPACES
JOHNSTONE STREET, INGHAM
Consideration of Report to Council from Planning Consultant dated 7 November 2019 seeking a Licence Agreement between Council and Yurika Pty Ltd relating to location and construction of an Electric Car Charging Station at Johnstone Street Carpark at no cost to Council which has the potential to increase opportunity for tourists to stop and take a break in the Ingham CBD.

- 3.11 LICENCE AGREEMENT with HONEYCOMBES SALES and SERVICE
POVERTY HILL LOCATION
Consideration of Report to Council from Planning Consultant dated 20 November 2019 seeking a Licence Agreement between Council and Honeycombes Sales and Service for the use of Council's infrastructure at Poverty Hill for the installation of a John Deere Greenstar 450MHZ GPS System. The land is owned by the State, leased to Wilmar, and Council has a Licence Agreement with Wilmar for the use of the land for the installation and maintenance of radio communications infrastructure. Wilmar are expanding their network and require the space presently utilised by Honeycombes and have offered no objection to Council accommodating Honeycombes on Council infrastructure.
- 3.12 LICENCE AGREEMENT
HALIFAX ROAD, INGHAM – LOT 362 on SP214657
Consideration of Report to Council from Planning Consultant dated 4 November 2019 regarding expiry of current Licence Agreement 31 December 2019 over Lot 362 SP214657 for farming purposes.
- 3.13 CONVERSION to FREEHOLD – LOT 3 on CROWN PLAN WG274
Consideration of Report to Council from Planning Consultant dated 6 November 2019 regarding Department of Natural Resources, Mines and Energy seeking Council's views or requirements in relation to an application for Conversion to Freehold Land described as Lot 3 on Crown Plan WG274. This lot has been under a Lease in Perpetuity for farming purposes and has been farmed as a Grazing Homestead.
- 3.14 UPGRADE of OPTUS MOBILE PTY LTD AREA within LEASE AREA
9 HAIG STREET, INGHAM
Consideration of Report to Council from Planning Consultant dated 7 November 2019 in relation to a request from Optus Mobile to increase their lease area over the Ingham Water Tower to provide a backup power supply for the Optus infrastructure and ensure continuity of their network coverage in extreme weather events.
- 3.15 RENEWAL of LEASE with HERBERT RIVER AMATEUR SWIMMING CLUB
LOT 20 on SP169627
Consideration of Report to Council from Planning Consultant dated 6 November 2019 in relation to a request from Herbert River Amateur Swimming Club to renew their lease within Lot 20 on SP169627 at McIlwraith Street, Ingham for a further ten years.
- 3.16 2019-2020 FINANCIAL YEAR COMMUNITY ACTIVITY GRANT SPONSORSHIP - QUARTER THREE
Consideration of Report to Council from Acting Manager Economic and Community Development dated 12 September 2019 seeking Council consideration of Community Activity Grant applications for the third quarter period of the 2019-2020 financial year.
- 3.17 TYTO RESTAURANT/CAFÉ TEMPORARY HIRE
Consideration of Report to Council from Acting Manager Economic and Community Development dated 18 November 2019 seeking Council approval to consider hire of the TYTO Restaurant space as a venue for various functions, business startup ideas and other activities. This hire would encourage potential business development and community events until such time that a suitable permanent lease arrangement can be made.
- 3.18 INGHAM AUTOFEST 2020 PROPOSAL
Consideration of Report to Council from Acting Manager Economic and Community Development dated 18 November 2019 seeking direction from Council regarding consideration of proposed agreement from Spring Car Nationals Pty Ltd to host the Ingham Autofest within Sportsman Parade, Ingham and associated sporting grounds adjacent to Fairford Road.
- 3.19 RE-ALLOCATION of CAPITAL BUDGET for LANDFILL CELL THREE
Consideration of Report to Council from Waste and Environment Project Officer dated 13 November 2019 seeking approval to reallocate capital funds to commence design and approval stages of Cell Three at the Warrens Hill Waste Facility to meet demand for landfill airspace into the future, due to the active Landfill Cell Two filling at a rate 20 percent faster than the original estimates.

3.20 KERBSIDE COLLECTION CONTRACT EXTENSION

Consideration of Report to Council from Waste and Environment Project Officer dated 13 November 2019 regarding extension of the current kerbside collection contract with MAMS Group due to expire on 30 June 2020 to allow sufficient time for the tender and procurement process to be undertaken in a reasonable timeframe.

4. GOVERNANCE

4.1 OFFICE of the MAYOR and CHIEF EXECUTIVE OFFICER ACTIVITY REPORT

Consideration of Report to Council from Chief Executive Officer dated 4 November 2019 regarding summary of activities undertaken in the Office of the Mayor and Chief Executive Officer during the month ending 31 October 2019.

4.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Chief Executive Officer dated 7 November 2019 regarding monthly Office of the Mayor and Chief Executive Officer Status Report for the month ending 31 October 2019.

4.3 CORPORATE PLAN – 2014-2019

Consideration of Report to Council from Chief Executive Officer dated 15 November 2019 requesting Council consideration of extending the current 2014-2019 Corporate Plan until a date after the swearing in of the new Council in 2020. This extension would allow the new Council to formally consult with the community and prepare and adopt a new 2021-2025 Corporate Plan after being elected in March/April 2020 through until 31 December 2020.

4.4 2020 COUNCIL MEETING SCHEDULE

Consideration of Report to Council from Chief Executive Officer dated 13 November 2019 regarding adoption of the 2020 Council General Meeting Schedule.

4.5 DRAFT DISPOSAL AUTHORISATIONS and GUIDANCE on CREATING RECORDS RELATING to the PROACTIVE PROTECTION of VULNERABLE PERSONS

Consideration of Report to Council from Chief Executive Officer dated 15 November 2019 regarding the Queensland State Archives final round of consultation on the draft disposal authorisations and guidance on creating records relating to the safety and wellbeing of children which was released for consultation earlier this year. The draft guideline and disposal authorisations have been broadened to include coverage for ALL vulnerable persons in anticipation of any recommendations from the *Royal Commission into Aged Care Quality and Safety* and the *Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability*. The draft disposal authorisation and guideline will apply to all Queensland Public Authorities and a formal response is due by 6 December 2019.

4.6 LOCAL GOVERNMENT ASSOCIATION of QUEENSLAND – 2018-2019 ANNUAL REPORT

Consideration of Report to Council from Chief Executive Officer dated 15 November 2018 regarding presentation of LGAQ's audited financial statements for 2018-2019 provided to Council as one of its members under the *Industrial Relations Act 2016*, prior to the Association's Presentation Meeting on 29 November 2019.

4.7 COUNCILLOR ACTIVITY REPORT as at 31 OCTOBER 2019

Consideration of Report to Council from Chief Executive Officer dated 7 November 2019 providing Councillor Activity Reports for the month ending 31 October 2019 to ensure transparency and public scrutiny.

CONFIDENTIAL ITEMS

5. INFRASTRUCTURE SERVICES DELIVERY

Item 5.1 is to be considered in Closed Session under Division 3 Section 275 (1) (e) of the Local Government Regulation 2012 as a contract is proposed to be made by it.

Item 5.2 is to be considered in Closed Session under Division 3 Section 275 (1) (d) of the Local Government Regulation 2012 as it is a rating concession matter.

5.1 DRFA PROGRAM MANAGEMENT SERVICES CONTRACT EXTENSION

Consideration of Report to Council from Infrastructure Engineer dated 7 November 2019 seeking Council approval to extend the engagement of program management and inspector resources as required from Lonergan Project Services to manage the Emergent and Reconstruction of Essential Public Assets phases, including the administration of making the funding submissions and acquittals of expenditure on behalf of Council.

5.2 APPLICATION to WAIVE WATER CHARGES – HERBERT RIVER JOCKEY CLUB

Consideration of Report to Council from Manager Water and Sewerage dated 12 November 2019 seeking consideration of request from Herbert River Jockey Club for Council to waive their water charges due to its high amount caused by an undetectable leaking pipe underneath the concrete floor of a toilet block leading from the 32mm water meter.

6. DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES

Item 6.1 is to be considered in Closed Session under Division 3 Section 275 (1) (h) of the Local Government Regulation 2012 as it is other business 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.

6.1 MARKET ASSESSMENT – 69 and 77-87 McILWRAITH STREET, INGHAM

Consideration of Report to Council from Chief Executive Officer dated 15 November 2019 providing Council with the outcome of a Market Assessment - Roadside Valuation carried out by Felix Reitano Real Estate as instructed by Council following receipt of an offer to Council to purchase land at 69 and 77-87 McIlwraith Street, Ingham.

LATE BUSINESS

Matters referred to Council following close of agenda

Alan Rayment
CHIEF EXECUTIVE OFFICER