



## GENERAL MEETING MINUTES

TUESDAY  
25 JUNE 2019  
at 8.30AM

- PRESENT**
- R Jayo Mayor
  - ME Brown Deputy Mayor
  - AP Cripps Councillor
  - AJ Lancini Councillor
  - KS Milton Councillor
  - WG Skinner Councillor
  - MG Tack Councillor
- 
- A Rayment Chief Executive Officer (CEO)
  - M Cox Chief Financial Officer (CFO)
  - J Stewart Executive Manager Infrastructure Services Delivery (EMISD)
  - R Pennisi Executive Manager Development, Planning and Environmental Services (EMDPES)
  - B Edwards Executive Assistant (EA)

*D Griffiths, Media and Communications Officer (MCO) was also present when the meeting commenced*

- PRAYER** - Councillor KS Milton opened the meeting with prayer

*Councillor WG Skinner entered the meeting at 8.35am*

- PREVIOUS MINUTES** - *Moved Councillor Lancini*  
*Seconded Councillor Brown*

**Resolution - That the Minutes of the General Meeting held on 28 May 2019 be approved as a correct record of proceedings and the Minutes be authorised and signed by the Mayor.**

**Carried 7-0  
250619-00**

**BUSINESS**

**1. CORPORATE SERVICES**

**1.1 CORPORATE SERVICES ACTIVITY REPORT**

Consideration of Report to Council from Chief Financial Officer dated 7 June 2019 regarding summary of activities undertaken during the month ending 31 May 2019.

*Moved Councillor Tack*  
*Seconded Councillor Brown*

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

**Carried 7-0  
250619-01**

**1.2 MONTHLY STATUS REPORT**

Consideration of Report to Council from Chief Financial Officer dated 15 May 2019 regarding monthly Corporate Services Status Report for the month ending 31 May 2019.

*Moved Councillor Tack*  
*Seconded Councillor Milton*

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

**Carried 7-0  
250619-02**

**1.3 FINANCIALS**

Consideration of Report to Council from Chief Financial Officer dated 7 June 2019 regarding a report of financial activities for the month ending 31 May 2019.

*Moved Councillor Tack*  
*Seconded Councillor Lancini*

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

**Carried 7-0  
250619-03**

- 1.4 HSC 19/17 - SUPPLY and DELIVERY of 20KG BAGGED CEMENT and 20KG BAGGED RAPID SET  
Consideration of Report to Council from Management Accountant dated 17 June 2019 regarding tenders received for HSC 19/17 – Supply and Delivery of 20kg Bagged Cement and 20kg Bagged Rapid Set.

*Moved Councillor Tack*  
*Seconded Councillor Brown*

**Resolution** – That Council accept the offer by Ingham Agencies for HSC 19/17 - Supply and Delivery of 20kg Bagged Cement and 20kg Bagged Rapid Set for a period of two (2) years commencing 1 July 2019 and concluding 30 June 2021.

Carried 7-0  
250619-04

- 1.5 HSC 19/18 - SUPPLY and/or SUPPLY and DELIVERY of BITUMEN EMULSION  
Consideration of Report to Council from Management Accountant dated 17 June 2019 regarding tenders received for HSC 19/18 – Supply and/or Supply and Delivery of Bitumen Emulsion.

*Moved Councillor Tack*  
*Seconded Councillor Skinner*

**Resolution** – That Council award the contract HSC 19/18 – Supply and/or Supply and Delivery of Bitumen Emulsion to Boral Resources (QLD) Pty Limited for a period of two (2) years commencing 1 July 2019 and concluding 30 June 2021.

Carried 7-0  
250619-05

- 1.6 HSC 19/19 - SUPPLY and/or SUPPLY and DELIVERY of MANUFACTURED PREMIX  
Consideration of Report to Council from Management Accountant dated 17 June 2019 regarding tenders received for HSC 19/19 – Supply and/or Supply and Delivery of Manufactured Premix.

*Moved Councillor Tack*  
*Seconded Councillor Lancini*

**Resolution** – That Council accept the offer by Fulton Hogan Industries Pty Ltd for HSC 19/19 – Supply and/or Supply and Delivery of Manufactured Premix for a period of two (2) years commencing 1 July 2019 and concluding 30 June 2021.

Carried 7-0  
250619-06

## 2. INFRASTRUCTURE SERVICES DELIVERY

- 2.1 INFRASTRUCTURE SERVICES DELIVERY ACTIVITY REPORT  
Consideration of Report to Council from Executive Manager Infrastructure Services Delivery dated 10 June 2019 regarding summary of activities undertaken during the month ending 31 May 2019.

*Moved Councillor Skinner*  
*Seconded Councillor Milton*

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

Carried 7-0  
250619-07

- 2.2 MONTHLY STATUS REPORT  
Consideration of Report to Council from Executive Manager Infrastructure Services Delivery dated 10 June 2019 regarding monthly Infrastructure Services Delivery Status Report for the month ending 31 May 2019.

*Moved Councillor Milton*  
*Seconded Councillor Lancini*

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

Carried 7-0  
250619-08

2.3 WATER and SEWERAGE WORKS PROGRAM REPORT

Consideration of Report to Council from Water and Sewerage Manager dated 10 June 2019 regarding a report of water and sewerage operations for the month ending 31 May 2019.

*Moved Councillor Skinner*  
*Seconded Councillor Milton*

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

**Carried 7-0  
250619-09**

2.4 INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT

Consideration of Report to Council from Works Engineer dated 5 June 2019 regarding a report of civil construction and maintenance operations for the month ending 31 May 2019.

*Moved Councillor Skinner*  
*Seconded Councillor Milton*

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

**Carried 7-0  
250619-10**

2.5 HSC 19/02 - SUPPLY of DRAINAGE PIPES, BOX CULVERTS and HEADWALLS

Consideration of Report to Council from Works Engineer dated 23 May 2019 regarding tenders received for HSC 19/02 – Supply of Drainage Pipes, Box Culverts and Headwalls.

*Moved Councillor Brown*  
*Seconded Councillor Milton*

**Resolution** – That Council accept the tendered offer from Holcim (Australia) Pty Ltd T/A Humes, and add the Offerer to the panel of suppliers for HSC 19/02 - Supply of Drainage Pipes, Box Culverts and Headwalls for a period of two (2) years commencing 1 July 2019 and concluding 30 June 2021.

**Carried 7-0  
250619-11**

2.6 HSC 19/05 - SUPPLY and DELIVERY of SAND for PIPE BEDDING and GENERAL USE

Consideration of Report to Council from Works Engineer dated 23 May 2019 regarding offers received for HSC 19/05 – Supply and Delivery of Sand for Pipe Bedding and General Use.

*Moved Councillor Skinner*  
*Seconded Councillor Milton*

**Resolution** – That Council accept all standing offers for HSC 19/05 - Supply and Delivery of Sand for Pipe Bedding and General Use for a period of two (2) years commencing 1 July 2019 and concluding 30 June 2021, with supply to be based on site required, availability, quality, type of material and availability of the Gairloch Pit.

**Carried 7-0  
250619-12**

2.7 HSC 19/06 - SUPPLY and SPRAYING of BITUMINOUS PRODUCTS

Consideration of Report to Council from Works Engineer dated 23 May 2019 regarding tenders received for HSC 19/06 – Supply and Spraying of Bituminous Products.

*Moved Councillor Milton*  
*Seconded Councillor Brown*

**Resolution** – That Council award the contract HSC 19/06 - Supply and Spraying of Bituminous Products to Stabilised Pavements of Australia for a period of two (2) years commencing 1 July 2019 and concluding 30 June 2021.

**Carried 7-0  
250619-13**

- 2.8 HSC 19/07 - SUPPLY and DELIVERY of READY MIXED CONCRETE  
Consideration of Report to Council from Works Engineer dated 19 June 2019 regarding offers received for HSC 19/06 – Supply and Spraying of Bituminous Products.

*Moved Councillor Skinner*  
*Seconded Councillor Lancini*

**Resolution** – That Council accept the pre-qualified offers submitted by Holcim (Australia) Pty Ltd and Icon Pty Ltd, and add the Offerers to the panel of suppliers for HSC 19/07 - Supply and Delivery of Ready Mixed Concrete, for a period of two (2) years commencing 1 July 2019 and concluding 30 June 2021. Carried 7-0  
250619-14

- 2.9 HSC 19/08 - SUPPLY of QUARRY PRODUCTS  
Consideration of Report to Council from Works Engineer dated 23 May 2019 regarding tenders received for HSC 19/08 – Supply of Quarry Products.

*Moved Councillor Tack*  
*Seconded Councillor Brown*

**Resolution** – That Council accept the offers submitted and add applicants to Council's Standing Offer Arrangement Register for HSC 19/08 - Supply of Quarry Products, for a period of eighteen (18) months commencing 1 January 2020 and concluding 30 June 2021. Carried 7-0  
250619-15

*The Chair adjourned the meeting at 10.08am for a presentation to retiring employee Mr Bill Flemming after 20 years of service to Council and morning tea.*

*D Griffiths, Media and Communications Officer left the meeting.*

*The meeting resumed at 10.45am.*

- 2.10 HSC 19/09 - DE-NUTTING of COCONUT PALMS  
Consideration of Report to Council from Works Engineer dated 23 May 2019 regarding tenders received for HSC 19/09 – De-Nutting of Coconut Palms.

*Moved Councillor Brown*  
*Seconded Councillor Skinner*

**Resolution** – That Council award the tender HSC 19/09 - De-Nutting of Coconut Palms to W&T Garden Bails for services to be undertaken over a two (2) year period commencing 1 July 2019 and concluding 30 June 2021. Carried 7-0  
250619-16

**2.11 COCONUT PALM COST COMPARISON/RISK ASSESSMENT**

Consideration of Report to Council from Works Engineer dated 5 June 2019 seeking Council endorsement of findings from investigation into a Coconut Palm Cost Comparison and Risk Assessment, in order to understand and communicate the scale of additional costs to de-nut additional palms and to document an appropriate risk assessment framework. The review was undertaken on coconut palms across the Shire to ensure a holistic approach.

*Moved Councillor Lancini*  
*Seconded Councillor Brown*

**Resolution** – That Council:

- A. Endorse this report on the findings of cost comparison and risk management approach to coconut palms within the Shire and the approach of only de-nutting in frequent occupancy locations being nominated park areas, and 5-6 metres either side of designated walkways within streets and reserves;
- B. Communicate the costs associated with de-nutting additional coconut palms across the shire to the progress associations;
- C. Remove the coconut trees identified in the report as being currently de-nutted in Ingham for efficiency, noting that coconut trees in Ingham not being de-nutted will remain;
- D. Remove all coconut trees identified in the report in Halifax and Trebonne for efficiency; and
- E. All coconut trees not currently de-nutted in named Parks in the foreshore areas of Lucinda, Taylors Beach and Forrest Beach to be added to the de-nutting regime.

Carried 7-0  
250619-17

**2.12 HSC 19/16 - SUPPLY of TRUCKS for HIRE and CARTAGE of ROAD MAKING MATERIALS**

Consideration of Report to Council from Works Engineer dated 23 May 2019 regarding tenders received for HSC 19/16 – Supply of Trucks for Hire and Cartage of Road Making Materials.

*Moved Councillor Brown*  
*Seconded Councillor Skinner*

**Resolution** – That Council accept all tendered offers for contract HSC 19/16 - Supply of Trucks for Hire and Cartage of Roadmaking Materials, and add all offered trucks and trailers to the panel of suppliers for a period of twelve (12) months commencing 1 July 2019 and concluding 30 June 2020.

Carried 7-0  
250619-18

**2.13 HSC 19/20 – GIS PROFESSIONAL SERVICE PROVIDER**

Consideration of Report to Council from GIS Coordinator dated 6 June 2019 regarding tenders received for HSC 19/20 – GIS Professional Service Provider.

*Moved Councillor Lancini*  
*Seconded Councillor Milton*

**Resolution** – That Council:

- A. Award the tender HSC 19/20 - GIS Professional Service Provider to GP One Consulting Pty Ltd for a period of three (3) years effective from the date of signing; and
- B. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract.

Carried 7-0  
250619-19

2.14 HSC 19/21 – DRFA PROGRAM 19-01PK01 – BARBAGALLOS ROAD BETTERMENT WORKS

Consideration of Report to Council from Infrastructure Engineer dated 13 June 2019 regarding tenders received for HSC 19/21 – DRFA Program 19-01PK01 – Barbagallos Road.

*Moved Councillor Lancini*  
*Seconded Councillor Milton*

Resolution – That Council:

- A. Award the tender HSC 19/21 - DRFA Program 19-01PK01 – Barbagallos Road to Timrith Transport for the value of \$17,140.00 (excl. GST);
- B. Approve the submission of a funding application to the Queensland Reconstruction Authority Betterment Funding and confirm a contribution amount of 20% (\$14,341.20) which will be funded from the 2019-2020 Gravel Road Resheeting/Stabilisation Program;
- C. Confirm that Council will nominate the betterment contribution amount estimated at \$71,706 (excl. GST) from the 2019-2020 Gravel Road Resheeting/Stabilisation Program if the funding application under the betterment program is unsuccessful; and
- D. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract.

Carried 7-0  
250619-20

2.15 HSC 19/22 – DRFA PROGRAM 19-01PK02 – MAP 1 RESTORATION WORKS

Consideration of Report to Council from Infrastructure Engineer dated 11 June 2019 regarding tenders received for HSC 19/22 – DRFA Program 19-01PK02 – Map 1 Restoration Works.

*Moved Councillor Lancini*  
*Seconded Councillor Milton*

Resolution – That Council:

- A. Award the tender HSC - 19/22 DRFA Program 19-01PK02 – Map 1 Restoration Works to Timrith Transport for the value of \$659,739.99 (excl. GST) and proceed with the betterment option for Abergowrie Road estimated at \$30,522.03 (excl. GST);
- B. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to award the betterment option for Atkinson Pocket Road valued at \$37,180 (excl. GST) if the Resilience Funding application is successful.
- C. Approve the submission of a funding application to the Queensland Reconstruction Authority Betterment Funding for Abergowrie Road and confirm a contribution amount of 20% (\$6,104.41) which will be funded from the 2019-2020 Gravel Road Resheeting/Stabilisation Program;
- D. Confirm that Council will nominate the betterment contribution amount estimated at \$30,522.03 (excl. GST) for Abergowrie Road from the 2019-2020 Gravel Road Resheeting/Stabilisation Program if the funding application under the betterment program is unsuccessful; and
- E. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract.

Carried 7-0  
250619-21

- 2.16 HSC 19/23 – DRFA PROGRAM 19-01PK03 – NEBBIAS ROAD RESTORATION and BETTERMENT WORKS  
Consideration of Report to Council from Infrastructure Engineer dated 13 June 2019 regarding tenders received for HSC 19/23 – DRFA Program 19-01PK03 – Nebbias Road Restoration and Betterment Works.

*Moved*        *Councillor Lancini*  
*Seconded*   *Councillor Skinner*

**Resolution** – That Council:

- A. Award the tender HSC - 19/23 DRFA Program 19-01PK03 – Nebbias Road Restoration Works to Cheshire Contractors for the value of \$420,236.68 (excl. GST) which is based on a like for like replacement;
- B. Not to proceed with betterment as it does not represent good value for money; and
- C. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract.

Carried 7-0  
250619-22

- 2.17 2019-2020 REGIONAL BITUMEN RESEAL  
Consideration of Report to Council from Works Engineer dated 5 June 2019 regarding submissions received for the 2019-2020 Regional Bitumen Reseal Program being for provision of bitumen and asphalt services received through the Far North Queensland Regional Organisation of Councils (FNQROC) Register of Prequalified Suppliers which Council is a part of the collective procurement arrangement with neighbouring Councils in the region.

*Moved*        *Councillor Milton*  
*Seconded*   *Councillor Cripps*

**Resolution** – That Council:

- A. Award the 2019-2020 Regional Bitumen Reseal Program to FGF Bitumen Pty Ltd., based on the proposed 2019-2020 reseal program; and
- B. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract subject to Council's procurement practices and policies.

Carried 7-0  
250619-23



2.18 2018-2019 TIDS FUNDING TRANSFER

Consideration of Report to Council from Works Engineer dated 9 June 2019 seeking Council endorsement of transfer of Road Transport Alliance Transport Infrastructure Development Scheme funding of \$80,000 from Council to Charters Towers Regional Council in 2018-2019 with Charters Towers Regional Council returning funding to Hinchinbrook Shire Council in 2019-2020.

*Moved Councillor Cripps*  
*Seconded Councillor Milton*

**Resolution** – That Council:

- A. Endorse the transfer of Road Transport Alliance Transport Infrastructure Development Scheme funding of \$80,000 to Charters Towers Regional Council in 2018-2019 subject to:
- i. Charters Towers Regional Council returning this funding to Hinchinbrook Shire Council in 2019-2020; and
  - ii. Regional Roads and Transport Group approval of this arrangement.
- B. Authorise Council Infrastructure Services Delivery Management staff via the Chief Executive Officer to manage the final amendments to the Transport Infrastructure Development Scheme funding for 2018-2019 to ensure full funding acquittal for the respective financial year.

Carried 7-0  
250619-24

2.19 PROPOSED CHANGES TO ROAD REGISTER

Consideration of Report to Council from Infrastructure Engineer dated 3 June 2019 requesting Council to consider updated Road Register which includes a number of amendments identified, together with the formal recognition of adding service roads constructed under the Toobanna Project.

*Moved Councillor Skinner*  
*Seconded Councillor Brown*

**Resolution** – That Council amend the Road Register with the changes as presented in Table 1 – List of Proposed Changes to Road Register.

Carried 7-0  
250619-25

2.20 PRINCIPLE CYCLE NETWORK PLAN – UPDATE TO PRIORITY ROUTE MAPS

Consideration of Report to Council from Executive Manager Infrastructure Services Delivery dated 10 June 2019 seeking Council endorsement of proposed changes to the Department of Transport and Main Roads Principle Cycle Network Plan for the Hinchinbrook Shire to define the PCNP corridors and funding available to Council through the Cycle Network Local Government Grants Program.

*Moved Councillor Brown*  
*Seconded Councillor Lancini*

**Resolution** – That Council endorse the Department of Transport and Main Roads Principle Cycle Network Plan for the Hinchinbrook Shire and support making the following changes:

- Marina Parade, Ingham is added to priority Routes – Classification of Priority is Very High;
- Eleanor Street, Ingham is added to priority Routes – Classification of Priority is Very High;
- Miles Street, Ingham is added to priority Routes – Classification of Priority is High;
- A Principle Cycle Network Plan is created for Halifax;
- Scott Street, Halifax is added to priority Routes – Classification of Priority is High;
- Musgrave Street, Halifax is added to priority Routes – Classification of Priority is High; and
- Lucinda to Dungeness is added to priority Routes – Classification of Priority is High.

Carried 7-0  
250619-26

2.21 DEPARTMENT of TRANSPORT and MAIN ROADS – DRAFT QUEENSLAND TRANSPORT STRATEGY

Consideration of Report to Council from Executive Manager Infrastructure Services Delivery dated 10 June 2019 regarding advice from Department of Transport and Main Roads of 16 May 2019 announcing the Draft Queensland Transport Strategy is open for consultation and seeking submissions if necessary.

*Moved Councillor Skinner*  
*Seconded Councillor Lancini*

**Resolution – That Council:**

- A. Receive the Draft Queensland Transport Strategy compiled by the Department of Transport and Main Roads; and
- B. Authorise the Chief Executive Officer to compile a submission of feedback to the Department of Transport Main Roads.

**Carried 7-0  
250619-27**

2.22 GRIDS AND GATES POLICY REVIEW

Consideration of Report to Council from Infrastructure Engineer dated 30 May 2019 seeking adoption of revised Gates and Grids Policy setting out Council's legal framework to control the existence of gates and grids upon public roads under its control. The Policy establishes guidelines for the construction and maintenance of cattle grids or gates within the Shire which are assets owned by the adjacent landowner but are located within a Council controlled Road Reserve.

*Moved Councillor Milton*  
*Seconded Councillor Skinner*

**Resolution – That Council resolves to adopt the revised Grids and Gates Policy reference ISD-PO-002 Version 02 as presented.**

**Carried 7-0  
250619-28**

2.23 ORIENT ROAD WATER MAIN INVESTIGATIONS

Consideration of Report to Council from Acting Manager Water and Sewerage dated 5 June 2019 regarding Petition received from residents of Orient Road requesting the area be connected to the reticulated water system. While initial investigations have determined that construction of a new water main along Orient Road is possible, carrying out further investigations into the feasibility of constructing this new main is necessary.

**Recommendation – That Council:**

- A. Receive and note the information in the report; and
- B. Investigate the feasibility and construction of a new water main system extension, and ancillary aspects along Orient Road that enables properties to connect to a low pressure water main.

*Moved Councillor Lancini*  
*Seconded Councillor Tack*

**Resolution – That Council:**

- A. Receive and note the information in the report; and
- B. Investigate the feasibility and construction of a new water main system extension, and ancillary aspects along Orient Road noting a comparison assessment between a low pressure and a full flow main system.

**Carried 7-0  
250619-29**

3. DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES

3.1 DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT

Consideration of Report to Council from Executive Manager Development, Planning and Environmental Services dated 28 May 2019 regarding summary of activities undertaken during the month ending 31 May 2019.

*Moved*        *Councillor Cripps*  
*Seconded*    *Councillor Brown*

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

**Carried 7-0  
250619-30**

*The meeting adjourned at 12.50pm for lunch and resumed at 1.50pm*

3.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Executive Manager Development, Planning and Environmental Services dated 10 June regarding monthly Development, Planning and Environmental Services Status Report for the month ending 31 May 2019.

*Moved*        *Councillor Lancini*  
*Seconded*    *Councillor Brown*

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

**Carried 7-0  
250619-31**

3.3 MATERIAL CHANGE of USE – NATURE BASED TOURISM (BOUTIQUE TOURIST LODGE) – LOT 22 on CWL806711 – PELORUS ISLAND

Consideration of Report to Council from Executive Manager Development Planning and Environmental Services via Milford Planning Consultants Pty Ltd dated 10 June 2019 regarding request for Development Permit for a Material Change of Use – Nature Based Tourism (Boutique Tourist Lodge) over Lot 22 on CWL806711 at Pelorus Island.

*Moved*        *Councillor Brown*  
*Seconded*    *Councillor Milton*

**Resolution** – That Council approve the development application and issue a Development Permit for a Material Change of Use – Nature-Based Tourism (Boutique Tourist Lodge) on Lot 22 on CWL806711, subject to reasonable and relevant conditions as set out in Attachment A.

**Carried 7-0  
250619-32**

3.4 CHANGE of TRUSTEE for FISHING HUT located within LOT 545 on CWL666 - BRONTE

Consideration of Report to Council from Executive Manager Development Planning and Environmental Services dated 4 June 2019 regarding Trustee Permit Application received to take over a Fishing Hut Permit located at Lot 545 on CWL666 at Bronte which has been occupied under a Trustee Permit since 1996.

*Moved*        *Councillor Cripps*  
*Seconded*    *Councillor Skinner*

**Resolution** – That Council approve a Trustee Permit between Hinchinbrook Shire Council and Aaron Cavatti and Clint Currington over fishing hut 24 located in Lot E of Lot 545 on CWL666 at Bronte for a three (3) year term from 1 July 2019 to 30 June 2022.

**Carried 7-0  
250619-33**

3.5 RENEWAL of JETTY LICENCE over YANKS JETTY located within ORPHEUS ISLAND

Consideration of Report to Council from Executive Manager Development Planning and Environmental Services dated 5 June 2019 regarding renewal of Jetty Licence over Yanks Jetty with Sealink Queensland from a twelve (12) month term to a three (3) year term licence over the commercial use of Yanks Jetty for annual review.

*Moved Councillor Brown*  
*Seconded Councillor Lancini*

**Resolution** – That Council approve a Jetty Licence with Sealink Queensland for the Commercial use of Yanks Jetty, subject to the following conditions:

- A. The Licensee must pay an annual fee as stated in Council’s Commercial Charges, Regulatory Fees & Other Charges schedule;
- B. The Jetty licence period be of a three (3) year term from 1 July 2019 to 30 June 2022, reviewed annually under delegation to Chief Executive Officer; and
- C. The Licensee must provide to Council the auditable passenger numbers by the end of July each year.

Carried 7-0  
250619-34

3.6 FUNDING for HINCHINBROOK CHAMBER of COMMERCE, INDUSTRY and TOURISM

Consideration of Report to Council from Manager Economic and Community Development dated 10 June 2019 regarding payment of Council’s 2018-2019 funding allocation to Hinchinbrook Chamber of Commerce, Industry and Tourism to be paid in two installments upon finalisation of the Service Level Agreement which outlines the purpose for which funds are provided by Council, funding conditions, and reporting and accountability arrangements.

Recommendation – That Council:

- A. Not provide the financial support of \$15,000 (incl. GST) requested by Hinchinbrook Chamber of Commerce, Industry and Tourism for the 2018-2019 financial year as the Service Level Agreement has not been finalised; and
- B. Provide financial support to Hinchinbrook Chamber of Commerce, Industry and Tourism in the sum of \$3,750 (incl. GST) for activities undertaken in the 2018-2019 financial year, that support Council’s economic development initiatives.

Pursuant to section 273 of the *Local Government Act 2009*, discussion took place that suggested that on this occasion there was a need to increase the amount of financial support for the 2018-2019 financial year in support of activities carried out by the Chamber and to utilise funds for economic development activities.

*Moved Councillor Brown*  
*Seconded Councillor Lancini*

**Resolution** – That Council:

- A. Not provide the financial support of \$15,000 (incl. GST) requested by Hinchinbrook Chamber of Commerce, Industry and Tourism for the 2018-2019 financial year as the Service Level Agreement has not been finalised;
- B. Provide financial support to Hinchinbrook Chamber of Commerce, Industry and Tourism in the sum of \$5,000 (incl. GST) for activities undertaken in 2018-2019 financial year; and
- C. Retain the balance of funds (\$10,000) for disbursement on economic development projects as may be approved by Council.

Carried 7-0  
250619-35

3.7 REIMBURSEMENT of BUILDING and PLUMBING APPLICATION FEES

Consideration of Report to Council from Executive Manager Development Planning and Environmental Services dated 6 June 2019 regarding request from Herbert River Men's Shed for reimbursement of Building and Plumbing application fees to construct a new shed located on Council Reserve at 16-24 Challands Street, Ingham. The Herbert River Men's Shed currently hold a Trustee Lease over the location with Council until 30 November 2035.

Recommendation – That Council approve reimbursement of \$1,554 (excl. GST) to the Herbert River Men's Shed, being for Building and Plumbing application fees and water connection for construction of a shed located at Lot 148 on CWL3700.

*Moved Councillor Tack*  
*Seconded Councillor Lancini*

**Resolution** – That Council provide financial assistance in the sum of \$1,500 (excl. GST) to the Herbert River Men's Shed to assist with development of the site located at Lot 148 on CWL3700. **Carried 7-0  
250619-36**

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 June 2019 regarding summary of activities undertaken in the Office of the Mayor and Chief Executive Officer during the month ending 31 May 2019.

*Moved Councillor Lancini*  
*Seconded Councillor Milton*

**Resolution** – That Council receive and note the information in the Report. **Carried 7-0  
250619-37**

4.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Chief Executive Officer dated 10 June 2019 regarding monthly Office of the Mayor and Chief Executive Officer Status Report for the month ending 31 May 2019.

*Moved Councillor Skinner*  
*Seconded Councillor Milton*

**Resolution** – That Council receive and note the information in the Report. **Carried 7-0  
250619-38**

4.3 COUNCILLOR OPPORTUNITIES – ATTENDANCE at DESTINATIONQ 2019 EVENTS CONFERENCE

Consideration of Report to Council from Chief Executive officer dated 10 June 2019 seeking Councillor attendance at the DestinationQ 2019 Events Conference to be held in Cloncurry on Tuesday 6 August 2019.

*Moved Councillor Lancini*  
*Seconded Councillor Milton*

**Resolution** – That Council register Councillor Mary Brown's interest to represent Council and attend the 2019 DestinationQ Events Conference in Cloncurry on Tuesday 6 August 2019. **Carried 7-0  
250619-39**

4.4 COUNCILLOR REMUNERATION GENERAL POLICY

Consideration of a Report to Council from Chief Executive Officer dated 10 June 2019 seeking Council's adoption of Councillor Remuneration General Policy updated in line with Council's Identity Manual.

*Moved Councillor Brown*  
*Seconded Councillor Milton*

**Resolution** – That Council adopt the Councillor Remuneration General Policy as presented effective from 1 July 2019.  
Carried 7-0  
250619-40

4.5 2019-2020 COUNCILLOR MEETING ATTENDANCE

Consideration of a Report to Council from Chief Executive Officer dated 10 June 2019 seeking adoption of nominated meetings that Councillors are required to attend and participate in, to receive the meeting attendance component of their remuneration for each financial year.

*Moved Councillor Brown*  
*Seconded Councillor Skinner*

**Resolution** – That Council nominate the following meetings and workshops as those that a Councillor will need to attend in the 2019-2020 financial year to meet the requirements of Section 6.1 – Meeting Attendance Fees of the Councillor Remuneration General Policy:

- A. All monthly General Meetings unless absence otherwise approved in accordance with the Policy;
- B. Budget workshops to formulate the next financial year Budget;
- C. The Special Budget Meeting where the Budget is adopted;
- D. For each calendar month, at least two of the regular monthly Portfolio meetings such as but not limited to Portfolio Meeting and Councillor Connect / Briefing Session.

Carried 7-0  
250619-41

4.6 2019 CHRISTMAS CLOSE DOWN

Consideration of Report to Council from Chief Executive Officer dated 10 June 2018 regarding Council's intended closure times of its facilities over the 2019 Christmas period in order to provide advice to staff and the general public of Council's intention within the required timeframe.

*Moved Councillor Milton*  
*Seconded Councillor Tack*

**Resolution** – That Council approve the following closure times for the 2019 Christmas Close Down:

- A. Close the Lannercost Street Office from 3.00pm Friday 20 December 2019 and re-open at 8.30am on Thursday 2 January 2020;
- B. Close the Council Depot at 3.00pm on Friday 20 December 2019 and re-open at 7.00am on Tuesday 7 January 2020 excluding for those employees rostered on duty to undertake essential services during the shutdown period;
- C. Close the Water and Sewerage Depot at 3.00pm on Friday 20 December 2019 and re-open at 7.00am on Monday 6 January 2020 excluding for those employees rostered on duty to undertake essential services during the shutdown period;
- D. Close the Hinchinbrook Shire Library and TYTO Regional Art Gallery from 3.00pm Friday 20 December 2019 and re-open at 10.00am on Thursday 2 January 2020;
- E. Close the Halifax Library Sub-Branch from 3.00pm Friday 20 December 2019 and re-open at 9.00am on Friday 3 January 2020;
- F. Close the Hinchinbrook Visitor Information Lounge on Christmas Day and Boxing Day – Wednesday 25 December 2019 and Thursday 26 December 2019 only; and
- G. Close the Warrens Hill Waste Management Facility on Christmas Day and Boxing Day – Wednesday 25 December 2019 and Thursday 26 December 2019 only.

Carried 7-0

4.7 CORRESPONDENCE – 2019-21 round of WORKS for QUEENSLAND (W4Q) FUNDING

Consideration of Report to Council from Chief Executive Officer dated 10 June 2019 regarding correspondence received from Department of Local Government, Racing and Multicultural Affairs dated 16 May 2019 congratulating Council on its identification of key projects under the 2019-21 Works for Queensland (W4Q) Program which will support jobs where they are most needed in rural and regional Queensland. Further advising that the Honourable Stirling Hinchliffe MP, Minister for Local Government, Minister for Racing and Minister for Multicultural Affairs endorsed Council's allocated projects in the sum of \$2,400,000.

*Moved Councillor Milton*  
*Seconded Councillor Lancini*

**Resolution – That Council:**

- A. Receive and note the following endorsed projects totalling the sum of \$2,400,000 as advised by the Department of Local Government, Racing and Multicultural Affairs under the 2019-21 Works for Queensland (W4Q) Program:

Unique Identifier Number	Project Title	W4Q Project Budget (excl. GST)
HSC.W4Q3.01	Hinchinbrook Shire Regional Park and Foreshore Development and Enhancement Project	\$2,000,000
HSC.W4Q3.02	Trebonne – Community Upgrade and Access Improvement Project	\$100,000
HSC.W4Q3.03	Kelly Theatre Building Upgrade Project	\$100,000
HSC.W4Q3.04	Computerised Hyper Converged Solution Project	\$100,000
HSC.W4Q3.05	Halifax – Community Upgrade and Access Improvement Project	\$100,000
	<b>Council's Total 2019-21 Allocation</b>	<b>\$2,400,000</b>

- B. Authorise the Chief Executive Officer via relevant staff to commence preliminary design works and communication with stakeholders in order to progress projects.

**Carried 7-0  
250619-43**

4.8 CORRESPONDENCE – HALIFAX BAY RECREATIONAL BEACH HUTS

Consideration of Report to Council from Chief Executive Officer dated 10 June 2019 regarding correspondence received from Department of Natural Resources, Mines and Energy on 21 May 2019 in response to Mayor Jayo's correspondence dated 1 May 2019 acknowledging the strong historical and cultural association with recreational beach huts at Halifax Bay and noting Council's views on the proposed cancellation of the permits to occupy and subsequent removal of the beach huts. Advising that Council's correspondence has been referred to the Department of Environment and Science for its information regarding Council's statements surrounding the protected area estate.

*Moved Councillor Skinner*  
*Seconded Councillor Cripps*

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

**Carried 7-0  
250619-44**

4.9 COUNCILLOR ATTENDANCE at PEST ANIMAL and WEED SYMPOSIUM (PAWS) 2019

Consideration of Report to Council from Chief Executive Officer dated 10 June 2019 regarding update from Councillor Kate Milton in relation to her recent Council representation at the Pest Animal and Weed Symposium (PAWS) 2019.

*Moved Councillor Milton*  
*Seconded Councillor Lancini*

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

**Carried 7-0  
250619-45**

4.10 COUNCILLOR ACTIVITY REPORT as at 31 MAY 2019

Consideration of Report to Council from Chief Executive Officer dated 10 June 2019 providing Councillor Activity Reports for the month ending 31 May 2019 to ensure transparency and public scrutiny.

*Moved Councillor Skinner*  
*Seconded Councillor Brown*

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

**Carried 7-0  
250619-46**

**LATE BUSINESS**

*Moved Councillor Brown*  
*Seconded Councillor Lancini*

**Resolution** - That Council accept the late business item for consideration concerning Annual Valuation Effective 30 June 2020.

**Carried 7-0  
250619-47**

**7. CORPORATE SERVICES**

7.1 ANNUAL VALUATION EFFECTIVE 30 JUNE 2020

Consideration of Report to Council from Chief Financial Officer dated 21 June 2019 regarding request from Department of Natural Resources, Mines and Energy seeking Council's opinion on whether an annual valuation of our local government should be undertaken to be effective 30 June 2020.

*Moved Councillor Cripps*  
*Seconded Councillor Tack*

**Resolution** - That Council advise the Department of Natural Resources, Mines and Energy that it supports a revaluation of the Shire effective on 30 June 2020.

**Carried 7-0  
250619-48**



*Moved*                      *Mayor Jayo*  
*Seconded*                *Councillor Lancini*

That Council close the meeting to the public and move into Closed Session at 3.04pm under Section 275(1)(h) of the *Local Government Regulation 2012*, to discuss the following items:

Item 5.1- Parravicinis Road – Request to Purchase Reserve Associated with DA066/0204 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.

Item 6.1 – RF003039 – Wallaman Falls and Broadwater Ecotourism Master Plan 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.

Carried 7-0

*Moved*                      *Councillor Lancini*  
*Seconded*                *Councillor Tack*

That Council move out of the Closed Meeting at 3.33pm

Carried 7-0

## CONFIDENTIAL ITEMS

### 5. INFRASTRUCTURE SERVICES DELIVERY

#### 5.1 PARRAVACINIS ROAD – REQUEST TO PURCHASE RESERVE ASSOCIATED WITH DA066/0204

Consideration of Report to Council from Executive Manager Infrastructure Services Delivery dated 10 June 2019 regarding request received to purchase Reserve associated with Development Application covering Parravicinis Road formation.

*Moved*                      *Councillor Skinner*  
*Seconded*                *Councillor Milton*

Resolution – That Council defer the matter pending receipt of further information.

Carried 7-0  
250619-49

6. DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES

6.1 RF003039 – WALLAMAN FALLS and BROADWATER ECOTOURISM MASTER PLAN

Consideration of Report to Council from Manager Economic and Community Development dated 10 June 2019 regarding tenders received for RF003039 – Wallaman Falls and Broadwater Ecotourism Master Plan.

Recommendation – That Council:

- A. Award the contract for RF003039 - Wallaman Falls and Broadwater Ecotourism Master Plan to AEC Group Pty Ltd for the value of \$241,080 (excl. GST); and
- B. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract.

Pursuant to section 273 of the *Local Government Act 2009*, discussion took place that suggested that on this occasion Council decided to award the contract to Milford Planning for the following reasons:

1. Milford Planning's tendered offer is affordable. Council is not in a position within its current budgeted allocation to spend in excess of \$241,000 on this project;
2. Milford Planning has a vast amount of local knowledge of the district; and
3. Milford Planning's timeline was also more suitable.

*Moved Councillor Lancini  
Seconded Councillor Cripps*

Resolution – That Council:

- A. Award the contract for RF003039 - Wallaman Falls and Broadwater Ecotourism Master Plan to Milford Planning for the value of \$106,677.27 (excl. GST); and
- B. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract.

Carried 7-0  
250619-50

*The Mayor left the meeting at 3.35pm and Deputy Mayor, Councillor M Brown assumed the Chair.*

CONCLUSION – This concluded the business of the meeting which closed at 3.40 pm

**APPROVED, CONFIRMED and ADOPTED on 30 July 2019**

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**Councillor R Jayo – MAYOR**