



GENERAL MEETING MINUTES

TUESDAY
26 NOVEMBER 2019
at 8.30AM

- PRESENT** - R Jayo Mayor (Chair)
ME Brown Deputy Mayor
AP Cripps Councillor
AJ Lancini Councillor
WG Skinner Councillor
- A Rayment Chief Executive Officer (CEO)
G Hunt Acting Chief Financial Officer (ACFO)
J Stewart Executive Manager Infrastructure Services Delivery (EMISD)
N McGrath Acting Manager Community and Economic Development (AMCED)
B Edwards Executive Assistant (EA)

Mayor R Jayo opened the meeting at 8.40am

- APOLOGY** - An apology for non-attendance was received from Councillor KS Milton due to a personal matter.

An apology for non-attendance was received from Councillor MG Tack due to leave of absence previously approved.

- PRAYER** - Councillor WG Skinner began the meeting with prayer

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

Resolution - That the Minutes of the General Meeting held on 29 October 2019 and Minutes of the Special Meeting held on 14 November 2019 be approved as a correct record of proceedings and the Minutes be authorised and signed by the Mayor.

**Carried 5-0
261119-00**

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.

Moved Councillor Cripps
Seconded Councillor Brown

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

**Carried 5-0
261119-01**

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.

Moved Councillor Cripps
Seconded Councillor Lancini

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

**Carried 5-0
261119-02**

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.

Moved *Councillor Brown*
Seconded *Councillor Cripps*

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

**Carried 5-0
261119-03**

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.

Moved *Councillor Cripps*
Seconded *Councillor Brown*

Resolution – That Council:

- A. Receive the proposed Internal Audit Work Plan prepared by Council Audit Committee; and
- B. Approve the Internal Audit Work Plan items with the planned financial year audit identified.

**Carried 5-0
261119-04**

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.

Moved *Councillor Cripps*
Seconded *Councillor Lancini*

Resolution – That Council:

- A. Adopt the amended Audit Committee Charter; and
- B. Adopt the amended Internal Audit Charter.

**Carried 5-0
261119-05**

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.

Moved *Councillor Cripps*
Seconded *Councillor Skinner*

Resolution – That Council:

- A. Receive and note the proposed Terms of Reference prepared by Council; and
- B. Approve the Terms of Reference for the Showgrounds User Advisory Management Committee.

**Carried 5-0
261119-06**

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.

Moved Councillor Skinner
Seconded Councillor Lancini

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

**Carried 5-0
261119-07**

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.

Moved Councillor Skinner
Seconded Councillor Cripps

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

**Carried 5-0
261119-08**

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.

Moved Councillor Skinner
Seconded Councillor Brown

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

**Carried 5-0
261119-09**

In accordance with section 175D of the Local Government Act 2009, Councillor ME Brown declared a Perceived Conflict of Interest in Item 2.4.

In accordance with sections 175E and 175J of the Local Government Act 2009, Councillor ME Brown declared that she is related as Aunt to one of the offerers.

Councillor ME Brown excluded herself from the meeting at 9.45am while the matter was debated and the vote taken.

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.

Moved Councillor Lancini
Seconded Councillor Skinner

Resolution – That Council accept the offer from Russo & Vella Machinery for the supply and delivery of one tractor with flail mower attachment, with trade of Unit PA00132 for a net changeover price of \$151,363.63 (excl. GST).

**Carried 4-0
261119-10**

Councillor ME Brown returned to the meeting at 10.06 am

The meeting adjourned for morning tea at 10.06 am

During the break, Council recognised long serving employee Russell Shaw for his 31 years of service to Council and passed on their best wishes for his retirement

The meeting reconvened at 10.35am

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.

Moved Councillor Lancini
Seconded Councillor Skinner

Resolution – That Council:

- A. Award the tender HSC 19/32 - First Bridge Replacement to Keita Services for the “Alternative 3” offer for the value of \$188,198.00 (excl. GST); and
- B. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract.

Carried 5-0
261119-11

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.

Moved Councillor Cripps
Seconded Councillor Brown

Resolution – That Council:

- A. Approve a total Council contribution amount of \$19,250 (excl. GST) for the installation of new footpath and kerb and channel in accordance with Council’s CBD Masterplan; and
- B. Fund the required budget allocation of \$30,000 in the 2019-2020 capital budget from savings made in the 2019-2020 Capital Works Program.

Carried 5-0
261119-12

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.

Moved Councillor Cripps
Seconded Councillor Lancini

Resolution – That Council:

- A. Receive and note the Dungeness Enterprise Channel Modelling and Coastal Processes Study by Water Technology; and
- B. Approve of and authorise the Chief Executive Officer to proceed with submission of a Development Application for the construction of a rock wall and dredging of Dungeness Channel.

Carried 5-0
261119-13

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.

Moved Councillor Cripps
Seconded Councillor Brown

Resolution – That Council:

- A. Support the application for funding under the Building Our Regions – Round 5 for the Dungeness Boat Ramp Carpark and Recreation Area Refurbishment;
- B. Confirm its capability and capacity to provide a co-contribution amount of 50 percent of the total eligible project costs;
- C. Provide a financial allocation in the 2020-2021 Budget of \$735,906.60; and
- D. Authorise the Chief Executive Officer to finalise and lodge the application and ancillary documents and execute any and all matters associated with or in relation to the matter.

Carried 5-0
261119-14

In accordance with section 175D of the Local Government Act 2009, Councillor ME Brown declared a Perceived Conflict of Interest in Item 2.9.

In accordance with sections 175E and 175J of the Local Government Act 2009, Councillor ME Brown declared that she owns a business in the Aerodrome Precinct.

Councillor ME Brown excluded herself from the meeting at 10.56am while the matter was debated and the vote taken.

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.

Moved Councillor Cripps
Seconded Councillor Lancini

Resolution – That Council:

- A. Support the application for funding under the Regional Airports Funding Program – Round 1 for the Ingham Aerodrome Commercial Precinct Extension Project;
- B. Confirm its capability and capacity to provide a co-contribution amount of 50 percent of the total eligible project costs;
- C. Provide a financial allocation in the 2020-2021 Budget of \$1,133,758.96; and
- D. Authorise the Chief Executive Officer to finalise and lodge the application and ancillary documents and execute any and all matters associated with or in relation to the matter.

Carried 4-0
261119-15

Councillor ME Brown returned to the meeting at 11.04am

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.

Moved Councillor Skinner
Seconded Councillor Lancini

Resolution – That Council endorse the two-year fixed/two-year indicative continuous works program for the Transport Infrastructure Development Scheme funding for the period between 2020-2021 and 2023-2024 as per table presented and subsequently amended in terms of Patterson Parade priority.

**Carried 5-0
261119-16**

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.

Moved Councillor Cripps
Seconded Councillor Skinner

Resolution – That Council adopt the Tree Management on Public Land Policy as presented, subject to the insertion of the following wording in Item 5.3:

- “Any other reason that Council deems is in the public interest.”

**Carried 5-0
261119-17**

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.

Moved Councillor Brown
Seconded Councillor Lancini

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

**Carried 5-0
261119-18**

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.

Moved Councillor Lancini
Seconded Councillor Brown

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

**Carried 5-0
261119-19**

Town Planning Consultant, G Milford entered the meeting at 11.50am

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.

Moved Councillor Brown
Seconded Councillor Skinner

Resolution – That Council approve the proposed Material Change of Use – Home Based Business for Life Coaching, Counselling, Mediation and Therapy Services on land situated at Lot 30 on RP703690 Lynch Street, Ingham, subject to reasonable and relevant conditions, as set out in Attachment A, noting modification to condition 8.2 to reflect two unsealed car parks.

Carried 5-0
261119-20

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.

Moved Councillor Lancini
Seconded Councillor Skinner

Resolution – That Council approve the proposed Reconfiguration of Land – One Lot into Two Lots and Access Easement on land situated at Lot 16 on RP908282 and Lot 2 on SP218609 Helens Hill Road, Helens Hill, subject to reasonable and relevant conditions, as set out in Attachment A.

Carried 5-0
261119-21

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.

Moved Councillor Brown
Seconded Councillor Lancini

Resolution – That Council approve the proposed Reconfiguring a Lot – One Lot into Two Lots and Operational Work - Sewerage Infrastructure Relocation on land situated at 16 Heard Street, Ingham and formally described as Lot 17 on RP703690, subject to conditions, set out in Attachment A.

Carried 5-0
261119-22

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.

Moved *Councillor Lancini*
Seconded *Councillor Brown*

Resolution – That Council extend the currency period of the Development Permit for Reconfiguring a Lot over Lot 1 on RP727874 and Lot 2 on RP715816 at Lucinda Road, Halifax by two years until 26 November 2021.

**Carried 5-0
261119-23**

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).

Moved *Councillor Cripps*
Seconded *Councillor Lancini*

Resolution – That Council approve the proposed siting of the dwelling house located at 13-15 Denney Street, Dungeness on Lot 24 on SP314854, subject to reasonable and relevant conditions, as set out in Attachment A, which are to be included in the Building Approval Decision Notice.

**Carried 5-0
261119-24**

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.

Moved *Councillor Lancini*
Seconded *Councillor Skinner*

Resolution – That Council approve the proposed siting of the dwelling house on Lot 3 on SP279694 and located at Denney Street, Dungeness, subject to reasonable and relevant conditions, as set out in Attachment A, which are to be included in the Building Approval Decision Notice.

**Carried 5-0
261119-25**

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 Crocmedia 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.

Moved Councillor Cripps
Seconded Councillor Brown

Resolution – That Council:

- A. Approve a Licence Agreement for a five (5) year term commencing 1 December 2019 to 30 November 2024 between Council and Crocmedia Pty over an area at Warrens Hill Landfill described as Lot 89 on CWL2997, subject to reasonable and relevant conditions, as set out in Attachment A as modified with the inclusion of a further condition to the effect that Council shall not be responsible for any further or better access to the subject site;
- B. Apply an annual Licence fee of \$14,100 (excl. GST) paid annually; and
- C. 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 Licence Agreement.

Carried 5-0
261119-26

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.

Moved Councillor Skinner
Seconded Councillor Lancini

Resolution – That Council:

- A. Approve a Licence Agreement with Yurika Pty Ltd for a five (5) year term commencing 1 December 2019 to 30 November 2024 for three (3) parking bays in Johnstone Street Carpark for an Electric Car Charging Station;
- B. Apply a licence fee of \$10.00 (excl. GST) to be paid annually, subject to it remaining a free service to the community; and
- C. Reserves the right to review the fee in the event that the licence holder no longer remains a not-for-profit entity or introduces a cost for services delivered.

Carried 5-0
261119-27

3.11 LICENCE AGREEMENT with HONEYCOMBES SALES & 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 & 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.

Moved Councillor Skinner
Seconded Councillor Lancini

Resolution – That Council:

- A. Seek consent from Wilmar to enter into the proposed Licence Agreement with Council;
- B. Enter into a Licence Agreement with Honeycombes Sales & Service, should Wilmar agree to provide its consent, for a three year term commencing 1 December 2019 to 30 November 2022, subject to the following conditions:
 - a. An annual Licence fee of \$200 (excl. GST) be applied for the term of the Agreement;
 - b. Ensure the Agreement does not expose Council to any additional cost or risk, and make provision for the recovery of any legal fees that may be necessary to settle the Licence Agreement capped at \$750 (excl. GST); and
- C. 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 Licence Agreement.

Carried 5-0
261119-28

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.

Moved Councillor Lancini
Seconded Councillor Brown

Resolution – That Council renew the current Licence Agreement for a further 12 months from 1 January 2020 to 31 December 2020, at the current rental agreement price of \$200 (excl. GST).

Carried 5-0
261119-29

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.

Moved Councillor Brown
Seconded Councillor Cripps

Resolution – That Council respond to the State:

- A. Advising that there are no known issues with the use of the land that would warrant any objection to the State about any dealings with the site; and
- B. Offering no objection to the conversion to Freehold Land, provided that it occurs at no cost to Council, subject to terms that are generally consistent with those of the Hinchinbrook Shire Council Planning Scheme.

Carried 5-0
261119-30

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.

Moved Councillor Cripps
Seconded Councillor Brown

Resolution – That Council:

- A. Increase the extent of the Optus Mobile Leases by an area of approximately 11.4m² to accommodate the back-up power supply; and
- B. Authorise the Chief Executive Officer to resolve and execute the new lease terms with Optus Mobile in a manner that are in Council's interest.

Carried 5-0
261119-31

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.

Moved Councillor Cripps
Seconded Councillor Lancini

Resolution – That Council:

- A. Approve the Renewal of Lease over Lot 20 on SP169627 to Herbert River Amateur Swimming Club for an additional ten (10) year term, subject to Council standard Lease conditions and special conditions, as set out in Attachment A; and
- B. Apply an annual lease fee of \$20 (excl. GST) per annum subject to CPI increase as per Council's Commercial Charges, Regulatory Fees and Other Charges Schedule.

Carried 5-0
261119-32

Town Planning Consultant, G Milford left the meeting at 1.00pm

The meeting adjourned at 1.01pm for lunch and resumed at 1.44pm with all in attendance except for Executive Manager Infrastructure Services Delivery, J Stewart

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.

Moved Councillor Cripps
Seconded Councillor Brown

Resolution – That Council approve funding applications reviewed by the Community Activity Grant Panel totalling \$4,200 (excl. GST) as follows:

- A. The Hinchinbrook Sportfishing Club Community Activity Grant application for the 2020 North Queensland Sportfishing Championships and Club Community Activities to the value of \$4,200 (excl. GST).

That Council ratify the following applications pre-approved by Community Activity Grant Panel in accordance with the respective policy:

- B. Herbert River District Band Inc. Community Activity Grant application for the Christmas Hoy to the value of \$500 (excl. GST); and
C. Ingham Ladies Bowls Club Inc. Community Activity Grant application for the Ingham Allamanda Four's to the value of \$500 (excl. GST).

Carried 5-0
261119-33

Executive Manager Infrastructure Services Delivery, J Stewart re-entered the meeting at 1.50pm

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.

Moved Councillor Brown
Seconded Councillor Lancini

Resolution – That Council:

- A. Approve the temporary inclusion of the TYTO Restaurant/Café in the hire of the TYTO Piazza area, on a short term basis; and
B. Authorise the Chief Executive Officer via relevant officers to continue to investigate long term options for the future of the TYTO Restaurant area.

Carried 5-0
261119-34

Waste and Environment Project Officer, V Hammer entered the meeting at 2.00pm

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.

Moved Councillor Cripps
Seconded Councillor Lancini

Resolution – That Council:

- A. Decline the proposed Agreement from Spring Car Nationals Pty Ltd;
- B. Continue to progress the Ingham Motorplex project as a potential alternative site;
- C. Continue to work with Spring Car Nationals Pty Ltd to support the continuation of the Ingham Autofest event; and
- D. Invite the Herbert River Gun Club to liaise with Spring Car Nationals Pty Ltd to develop an alternative proposal for Council consideration.

Carried 5-0
261119-35

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.

Moved Councillor Lancini
Seconded Councillor Cripps

Resolution – That Council re-allocate \$100,000 of 2019-2020 Capital Budget from existing capital project “Landfill Remediation Warrens Hill” to new capital project “Landfill Cell Three” to commence the design and approval stages only.

Carried 5-0
261119-36

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.

Moved Councillor Lancini
Seconded Councillor Brown

Resolution – That Council:

- A. Approve a twelve month extension to the current kerbside collection contract with MAMS Group to 30 June 2021; and
- B. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to negotiate contract extension terms with the service provider, and finalise and execute any and all matters associated with or in relation to this contract.

Carried 5-0
261119-37

Waste and Environment Project Officer, V Hammer left the meeting at 2.35pm

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.

Moved *Councillor Brown*
Seconded *Councillor Skinner*

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

**Carried 5-0
261119-38**

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.

Moved *Councillor Skinner*
Seconded *Councillor Lancini*

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

**Carried 5-0
261119-39**

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.

Moved *Councillor Cripps*
Seconded *Councillor Brown*

Resolution – That Council amend the current 2014-2019 Corporate Plan under Section 165(3) of the Local Government Regulation to extend its period of coverage and any other necessary consequential amendments of a minor nature from 31 December 2019 to 31 December 2020.

**Carried 5-0
261119-40**

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.

Moved *Councillor Skinner*
Seconded *Councillor Cripps*

Resolution – That Council

- A. Approve the following General Ordinary Meeting dates for Hinchinbrook Shire Council for 2020 located at Council's main office, 25 Lannercost Street, Ingham to commence at 8.30am:
- Tuesday 28 January;
 - Tuesday 25 February;
 - Tuesday 24 March;
 - Tuesday 28 April;
 - Tuesday 26 May;
 - Tuesday 30 June;
 - Tuesday 28 July;
 - Tuesday 25 August;
 - Tuesday 29 September;
 - Tuesday 27 October;
 - Tuesday 24 November; and
 - Tuesday 15 December.
- B. Schedule public "Shed" Meetings for the Lower Herbert, Mt Fox and Abergowrie areas throughout August to November 2020.

**Carried 5-0
261119-41**

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 disposal authorisation and guideline will apply to all Queensland Public Authorities and a formal response is due by 6 December 2019 should Council wish to do so.

Moved *Councillor Lancini*
Seconded *Councillor Cripps*

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

**Carried 5-0
261119-42**

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.

Moved *Councillor Skinner*
Seconded *Councillor Lancini*

Resolution – That Council receive and note correspondence received from Local Government Association of Queensland.

Carried 5-0
261119-43

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.

Moved *Councillor Cripps*
Seconded *Councillor Brown*

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

Carried 5-0
261119-44

Moved *Councillor Lancini*
Seconded *Councillor Cripps*

That Council close the meeting to the public and move into Closed Session at 2.40pm under Sections 275(1)(e), (d) and (h) respectively of the *Local Government Regulation 2012*, to discuss the following items:

Item 5.1– DRFA Program Management Services Contract Extension as a contract is proposed to be made by it.

Item 5.2 – Application to Waive Water Charges – Herbert River Jockey Club as it is a rating concession matter.

Item 6.1– Market Assessment – 69 and 77-87 McIlwraith Street, Ingham 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 5-0

Moved *Mayor Jayo*
Seconded *Councillor Lancini*

That Council move out of the Closed Meeting at 3.15 pm

Carried 5-0

5. INFRASTRUCTURE SERVICES DELIVERY

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.

Moved Councillor Brown
Seconded Councillor Lancini

Resolution – That Council:

- A. Approve to extend the engagement of program management and inspector resources as required from Lonergan Project Services on an hourly rate basis in accordance with their tender submission rates for March 2018 events, for the period commencing 31 January 2020 and concluding on 18 December 2020 for an amount of \$1,103,080.00 (excl. GST);
- B. Approve to extend the engagement in accordance with the Local Buy Contract BUS 254-1215 Project Management Consultancy (Construction);
- C. Note that the engagement is for the sole purpose of managing all current activations for natural disaster emergent works and reconstruction programs up to and including the North & Far North Queensland Monsoon Trough; and
- D. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract.

Carried 5-0
261119-45

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.

Recommendation – That Council:

- A. Receive and note the information in this Report;
- B. In accordance with current policy, not approve the write-off of the excess water consumption; and
- C. Authorise a payment arrangement in accordance with Council's Rate Recovery Policy.

Pursuant to section 273 of the Local Government Regulation 2012, the meeting decided to defer consideration of part of Item 5.2 in order to further investigate the matter concerning payment of arrears owing.

Moved Councillor Skinner
Seconded Councillor Cripps

Resolution – That Council:

- A. Authorise a \$500 write-off in accordance with the Water Leak Relief Policy; and
- B. Defer consideration of the payment of arrears owing pending receipt of the Herbert River Jockey Club's most recent audited financial statements.

Carried 5-0
261119-46

6. DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES

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 following receipt of an offer to purchase land at 69 and 77-87 McIlwraith Street, Ingham.

Moved Councillor Skinner
Seconded Councillor Cripps

Resolution – That Council:

- A. Receive and note the information in the Report; and
- B. Take no further action regarding purchase of land situated at 69 and 77-87 McIlwraith Street, Ingham at this stage.

Carried 5-0
261119-47

CONCLUSION – This concluded the business of the meeting which closed at 3.20 pm

APPROVED, CONFIRMED and ADOPTED on 17 December 2019

Councillor R Jayo - MAYOR