



MINUTES OF THE GENERAL MEETING OF THE HINCHINBROOK SHIRE COUNCIL

HELD IN THE COUNCIL CHAMBERS
INGHAM ON TUESDAY
30 JANUARY 2018
AT 9.00 AM

ATTENDANCE

- Present were Councillors R Jayo, ME Brown, AJ Lancini, KS Milton, WG Skinner and MG Tack
- Also present was the Chief Executive Officer (DA McKinlay), Executive Manager Infrastructure Services Delivery (J Stewart), Executive Manager Development, Planning and Environmental Services (R Pennisi), Acting Chief Financial Officer (F Robertson) and Executive Assistant (BK Edwards)

APOLOGY

- An apology for non-attendance was received from Councillor DM Bosworth and it was resolved that leave of absence be granted

Media and Communications Officer, D Purnell was also present when the meeting commenced

PRAYER

- Councillor Skinner opened the meeting with prayer

1. MINUTES

- *Moved Councillor Lancini*
Seconded Councillor Brown

Resolved that the Minutes of the General Meeting held on 12 December 2017 be approved as a correct record of proceedings and be signed by the Mayor.

Carried

2. BUSINESS

2.1 CORPORATE SERVICES

2.1.1 CORPORATE SERVICES ACTIVITY REPORT

Consideration of monthly Corporate Services Activity Report as at 31 December 2017.

Moved Councillor Tack
Seconded Councillor Skinner

Council Resolution - That the Report be received and noted.

Carried – 300118-01

2.1.2 MONTHLY STATUS REPORT

Consideration of monthly Chief Financial Officer Status Report for January 2018.

Moved Councillor Tack
Seconded Councillor Milton

Council Resolution - That the Report be received and noted.

Carried – 300118-02

2.1.3 FINANCIALS

Consideration was given to a report of financial activities as at 31 December 2017.

Moved Councillor Tack
Seconded Councillor Brown

Council Resolution - That the Report be received and noted.

Carried – 300118-03

2.1.4 ADVERTISING OF RECORDS OFFICER POSITION

Consideration of Report to Council from Acting Chief Financial Officer dated 15 January 2018 seeking approval to merge two part time level 2 Records Officer positions into one full time position.

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution - That Council resolve to amend the Organisation Structure to merge two part time level 2 Records Officer positions into one full time position and that the full time Records Officer position be advertised for recruitment.

Carried – 300118-04

2.2 INFRASTRUCTURE SERVICES DELIVERY

2.2.1 INFRASTRUCTURE SERVICES DELIVERY ACTIVITY REPORT

Consideration of monthly Infrastructure Services Delivery Activity Report as at 31 December 2017.

Moved Councillor Skinner
Seconded Councillor Milton

Council Resolution - That the Report be received and noted.

Carried – 300118-05

2.2.2 MONTHLY STATUS REPORT

Consideration of monthly Executive Manager Infrastructure Services Delivery Status Report for January 2018.

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 300118-06

2.2.3 WATER AND SEWERAGE WORKS PROGRAM REPORT

Consideration was given to a report of water and sewerage operations for the month of December 2017.

Moved Councillor Lancini
Seconded Councillor Skinner

Council Resolution - That the Report be received and noted.

Carried – 300118-07

2.2.4 INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT

Consideration was given to a report of civil operations for the month of December 2017.

Moved Councillor Skinner
Seconded Councillor Milton

Council Resolution - That the Report be received and noted.

Carried – 300118-08

2.2.5 RECRUITMENT OF VACANT PERMANENT POSITION – WORKS SUPERVISOR

Consideration of Report to Council from Works Manager – Construction dated 11 January 2018 seeking approval to replace the position of Works Supervisor.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That Council approve to replace the Works Supervisor position.

Carried – 300118-09

The meeting adjourned at 10.20 am for morning tea and resumed at 10.40 am

2.2.6 DRAFT FORESHORE MANAGEMENT PLANS

Consideration of Report to Council from Works Engineer dated 12 January 2018 seeking adoption of the Draft Foreshore Management Plans for Lucinda and Forrest Beach.

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution - That Council adopt the Draft Foreshore Management Plans for Lucinda and Forrest Beach as presented. Carried – 300118-10

2.2.7 VINCE CORBETT PARK POWER BOX – CHANGE OF OWNERSHIP

Consideration of Report to Council from Works Maintenance Manager dated 10 January 2018 regarding request from Forrest Beach Lions Club for Council to take over ownership of the power box located in Vince Corbett Park, Forrest Beach.

Moved Councillor Brown
Seconded Councillor Skinner

Council Resolution - That Council applies to Ergon Energy for a transfer of the account for the Vince Corbett Park power box, currently held by the Forrest Beach Lions Club, to the Hinchinbrook Shire Council. Carried – 300118-11

2.3 DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES

2.3.1 DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES ACTIVITY REPORT

Consideration of monthly Development, Planning and Environmental Services Activity Report as at 31 December 2017.

Moved Councillor Lancini
Seconded Councillor Brown

Council Resolution - That the Report be received and noted. Carried – 300118-12

2.3.2 MONTHLY STATUS REPORT

Consideration of monthly Executive Manager Development, Planning and Environmental Services Status Report for January 2018.

Moved Councillor Skinner
Seconded Councillor Brown

Council Resolution - That the Report be received and noted. Carried – 300118-13

2.3.3 SUMMARY OF GRANT APPLICATIONS QUARTER ENDING 31 DECEMBER 2017

Consideration of Report to Council from Grants Officer dated 11 January 2018 providing a summary of funding applications submitted for the quarter ending 31 December 2017.

Moved Councillor Lancini
Seconded Councillor Brown

Council Resolution - That the Report be received and noted. Carried – 300118-14

2.3.4 LOCAL LAW – WASTE MANAGEMENT

Consideration of Report to Council from Environment and Waste Management Officer dated 15 January 2018 regarding the making of a Local Law to replace the waste management provisions contained within Chapter 5a of the *Environmental Protection Regulation 2008* and Section 7 of the *Waste Reduction and Recycling Regulation 2011* which expires on 1 July 2018. The new Local Law would replicate these provisions to ensure Council can contribute to adequately manage risks associated with the supply, storage, removal and treatment of waste in its local government area and allow Council to continue to have designated areas for waste and recycling collection within its local government area.

Moved Councillor Skinner
Seconded Councillor Brown

Council Resolution - That Council commence the local law making process to adopt a Local Law to replace the waste management provisions contained within Chapter 5a of the *Environmental Protection Regulation 2008* ("EPR") and Section 7 of the *Waste Reduction and Recycling Regulation 2011* ("WRRR") and which expire on 1 July 2018.

Carried – 300118-15

2.3.5 OVERGROWN AND UNSIGHTLY ALLOTMENTS POLICY

Consideration of Report to Council from Environment Local Laws Officer dated 12 January 2018 seeking adoption of Overgrown and Unsightly Allotments Policy made in line with Local Law No. 3 to determine overgrown and unsightly intervention level and enforcement actions.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That Council adopt the Overgrown and Unsightly Allotments Policy.

Carried – 300118-16

2.4 GOVERNANCE

2.4.1 OFFICE OF THE MAYOR AND CEO ACTIVITY REPORT

Consideration of monthly Corporate Governance Activity Report as at 31 December 2017.

Moved Councillor Milton
Seconded Councillor Brown

Council Resolution - That the Report be received and noted.

Carried – 300118-17

2.4.2 MONTHLY STATUS REPORT

Consideration of monthly Mayor and Chief Executive Officer Status Report for January 2018.

Moved Councillor Lancini
Seconded Councillor Skinner

Council Resolution - That the Report be received and noted.

Carried – 300118-18

2.4.3 LEAVE OF ABSENCE – COUNCILLOR MARIA BOSWORTH

Consideration of Report to Council from Chief Executive Officer dated 18 January 2018 regarding request for leave of absence from Council for the next two months by Councillor Maria Bosworth for family leave.

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution - That Council approve leave of absence to Councillor Maria Bosworth for the period 30 January 2018 to 31 March 2018.

Carried – 300118-19

2.4.4 COUNCILLOR ACTIVITY REPORT

Consideration of Councillor Activity Reports as at 31 December 2017 to ensure transparency and public scrutiny of Councillor workload.

Moved Councillor Skinner
Seconded Councillor Brown

Council Resolution - That the Report be received and noted.

Carried – 300118-20

CONFIDENTIAL ITEMS

Moved Mayor Jayo
Seconded Councillor Lancini

That pursuant to Division 3 Sections 275 (1) (e) of the *Local Government Regulation 2012*, Council resolve to go into Closed Meeting to discuss the following:

Items 2.5.1, 2.5.2, 2.5.3 and 2.5.4 as contracts are proposed to be made by them.

That pursuant to Division 3 Sections 275 (1) (a) of the *Local Government Regulation 2012*, Council resolve to go into Closed Meeting to discuss the following:

Items 2.5.5 and 2.6.8 are to be considered in Closed Session under Division 3 Section 275 (1) (a) of the Local Government Regulation 2012 as they are matters regarding the appointment of employees.

That pursuant to Division 3 Sections 275 (1) (h) of the *Local Government Regulation 2012*, Council resolve to go into Closed Meeting to discuss the following:

Item 2.6.1 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.

That pursuant to Division 3 Sections 275 (1) (g) of the *Local Government Regulation 2012*, Council resolve to go into Closed Meeting to discuss the following:

Items 2.6.2., 2.6.3, 2.6.4, 2.6.5, 2.6.6 and 2.6.7 as they are actions to be taken by Council under the Planning Act, including deciding applications made to it under that Act.

Carried

Discussions took place in Closed Session on the above referred to items.

During these discussions, Councillor AJ Lancini declared a Perceived Conflict of Interest in Items 2.5.1 and 2.5.2 (as defined in section 173 of the Local Government Act 2009) as his son is employed by SNG Romano and excluded himself from the closed session discussion pertaining to these items.

During these discussions, Councillor AJ Lancini declared a Perceived Conflict of Interest in Item 2.5.3 (as defined in section 173 of the Local Government Act 2009) as he is related to an employee employed by Jacobs Group and excluded himself from the closed session discussion pertaining to this item.

The meeting adjourned at 12.30 pm for lunch and resumed at 1.20 pm

Planning and Development Manager, G Visser entered the meeting at 1.40 pm

Moved Mayor Jayo
Seconded Councillor Lancini

That Council return to Open Meeting.

Carried

Councillor AJ Lancini declared a Perceived Conflict of Interest in Items 2.5.1 and 2.5.2 (as defined in section 173 of the Local Government Act 2009) as his son is employed by SNG Romano and excluded himself from the meeting while the matters were debated and the votes taken.

2.5 INFRASTRUCTURE SERVICES DELIVERY

2.5.1 RF001426 – SUPPLY AND DELIVERY OF ONE (1) 4WD TRACTOR AND SLASHER

Consideration of a Report to Council from Executive Manager Infrastructure Services Delivery dated 10 January 2018 regarding quotations received for RF001426 – Supply and Delivery of One (1) 4WD Tractor and Slasher.

Moved Councillor Skinner
Seconded Councillor Brown

Council Resolution - That Council accept the offer from SNG Machinery Sales for the supply and delivery of one (1) 4WD tractor, with trade of plant PA00059 and PA00070 for a net changeover of \$49,000 excluding GST.

That Council accept the offer from Honeycombes Ingham for the supply and delivery of one seven foot slasher for \$13,500 excluding GST.

Carried – 300118-21

2.5.2 RF001427 – SUPPLY AND DELIVERY OF ONE (1) 4WD TRACTOR

Consideration of a Report to Council from Executive Manager Infrastructure Services Delivery dated 22 January 2018 regarding quotations received for RF001427 – Supply and Delivery of One (1) 4WD Tractor.

Moved Councillor Milton

Seconded Councillor Brown

Council Resolution - That Council accept the offer from SNG Machinery Sales for the supply and delivery of one (1) 4WD tractor, with trade of plant PA00006 for a net changeover price of \$54,000 excluding GST. Carried – 300118-22

Councillor AJ Lancini returned to the meeting.

Councillor AJ Lancini declared a Perceived Conflict of Interest in Item 2.5.3 (as defined in section 173 of the Local Government Act 2009) as he is related to an employee employed by Jacobs Group and excluded himself from the meeting while the matter was debated and the vote taken.

2.5.3 RF002173 – GEOTECHNICAL INVESTIGATION FOR IDENTIFICATION OF DREDGE SPOIL COMPOSITION

Consideration of a Report to Council from Infrastructure Engineer dated 18 January 2018 regarding quotations received for RF002173 – Geotechnical Investigation for Identification of Dredge Spoil Composition.

Moved Councillor Milton

Seconded Councillor Skinner

Council Resolution - That Council award the contract for RF002173 – Geotechnical Investigation for Identification of Dredge Spoil Composition to Jacobs Group for the revised offer of \$82,898 excluding GST. Carried – 300118-23

Councillor AJ Lancini returned to the meeting.

2.5.4 TENDER HSC 17/26 – DESIGN AND CONSTRUCT MULTIPURPOSE HORSE SPORTS ARENA

Consideration of a Report to Council from Executive Manager Infrastructure Services Delivery dated 22 January 2018 regarding tenders received for HSC 17/26 – Design and Construct Multipurpose Horse Sports Arena.

Moved Councillor Tack

Seconded Councillor Milton

Council Resolution - That Council award the contract to Blueprint Engineering Sheds for the Design and Construction Multipurpose Sports Arena for a Lump Sum of \$940,170 excluding GST.

That Council authorise the CEO to review the project scope in consideration of the total budget to include alterations to existing water and sewerage points associated with Show activities, completing preliminary wiring of the roof trusses (if applicable) for the installation of lighting at a later date, and the installation or provision for side sheeting (for rain protection driven by prevailing winds). Carried – 300118-24

2.5.5 CHANGE TO ORGANISATIONAL STRUCTURE – PROPOSED GIS TECHNICAL ASSISTANT

Consideration of Report to Council from Infrastructure Engineer dated 11 January 2018 seeking approval to employ a permanent full time GIS Technical Assistant to replace the existing GIS Trainee position due for completion in June 2018.

Moved Councillor Brown

Seconded Councillor Lancini

Council Resolution - That Council approve for the Infrastructure Services Delivery Assets and Infrastructure Organisational Chart to be updated to change the existing GIS Trainee role to a permanent full-time GIS Technical Assistant Role, and approve for the new role to be advertised externally. Carried – 300118-25

2.6 DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES

2.6.1 APPLICATION FOR A PERMIT TO ERECT MONUMENT – MARION LYNN

Consideration of Report to Council from Executive Manager Development and Planning and Environmental Services dated 11 January 2018 regarding application received for Permit to Erect a Monument (natural rock instead of granite headstone) in the Beam Division at the New Ingham Cemetery.

Moved Councillor Skinner
Seconded Councillor Lancini

Council Resolution - That Council approve the application for a Permit to Erect a Monument.
Carried – 300118-26

2.6.2 MATERIAL CHANGE OF USE – RESIDENTIAL (DUPLEX UNITS) – U & I TOWN PLAN FOR HINCHINBROOK ABORIGINAL & ISLANDER HOUSING CO-OPERATIVE SOCIETY – 7 RUTLEDGE STREET, INGHAM – LOT 4 ON RP713801, PARISH OF TREBONNE

Consideration of Report to Council from Planning and Development Manager dated 11 January 2018 in relation to an application made by U & I Town Plan for Hinchinbrook Aboriginal & Islander Housing Co-Operative Society, seeking a Development Permit for Material Change of Use – Residential (Duplex Units) (MCU17\0009).

Moved Councillor Lancini
Seconded Councillor Brown

Council Resolution - That Council resolve to issue a Development Permit for Material Change of Use – Duplex Units (2 x 2 Bedroom) on Lot 4 on RP713801, Parish of Trebonne at 7 Rutledge Street, Ingham, subject to the following conditions:

Administration

1. The developer is responsible to carry out the approved development in accordance with:
 - a. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within any technical reports; and
 - b. The development must unless otherwise stated, be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards
 - c. The conditions of approval and the requirements of Council's Planning Scheme and best practice engineering.
 - d. The conditions of the Infrastructure Charges Notice (if applicable).
 - e. The conditions of the Referral Authority (if applicable).

Approved Drawings

2. The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit:

Plan / Document Name	Number	Date
Various Housing Rutledge Street	17HA101	08.11.17

3. Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.
4. Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council prior to the submission of a Development Application for Operational Works

Timing of Effect

5. Conditions of the Development Permit must be satisfied prior to the use being commenced, except where specified otherwise in these conditions of approval.

Lawful Point of Discharge

6. All stormwater from the property must be directed to a lawful point of discharge such that it does not adversely affect surrounding properties or properties downstream from the development, all to the requirements and satisfaction of the Chief Executive Officer.

Access

7. The existing crossover access to Lot 4 RP713801 must be removed with the kerb and channel reinstated.
8. The new access to the eastern side of the property is to be constructed in accordance with Council's standard engineering specifications and must be constructed to a minimum concrete standard from the kerb and channel to the property boundary.
9. Rutledge Street to the kerb and channel is to be constructed to a sealed standard e.g. spray seal or asphalt. A Private Works in Road Reserve Permit must be obtained prior to commencing works.

Water & Sewer Services

10. Provide a single internal sewer connection to each unit which must be clear of any building or structures;
11. Provide each individual tenancy or dwelling unit with separate system for the metering of water consumption;
12. Water supply sub-metering must be designed and installed in accordance with The Plumbing and Drainage Act 2002 and the Water Act 2000 (applies to developments which will be reconfigured by Building Format Plan);
13. No building or structure is to be built over a sewer manhole and if required the sewer manhole is to be raised to the surface.

Plumbing & Drainage

14. All plumbing and sanitary drainage works must be in accordance with regulated work under the Plumbing and Drainage Act and Council Plumbing and Drainage Policies and must be completely separate for each dwelling unit

Damage to Infrastructure

15. In the event that any part of Council's infrastructure is damaged as a result of work associated with the development, Council must be notified immediately of the affected infrastructure and have it repaired or replaced by Council, at no cost to Council. All works must be completed prior to the issue of a Compliance Certificate for the Plan of Survey.

Existing Services

16. Written confirmation of the location of existing electrical and telecommunication services for the land must be provided by either the applicant or a licensed surveyor. In any instance where existing services are contained within another lot, relocate the services to be contained within the respective lot or to within a reciprocal services easements.

Building

17. A demolition / removal / building permit need to be obtained prior to any removal of the existing structure on the site or construction of the new structures.

18. The Applicant is to seek and comply with all relevant building approvals to be issued by a qualified Building Certifier.
19. Any lighting devices associated with the development, such as sensory lighting, must be positioned on the site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed, constructed and operated in accordance with Australian Standard AS4282 "Control of the obtrusive effects of outdoor lighting".

Landscaping

20. A landscaping plan must be submitted for approval
21. Any landscaped areas must be subject to an ongoing maintenance.

On-Site Parking

22. Sufficient on-site car parking for a single parking space per duplex unit, in accordance with the provisions of MP 1.3, must be provided.

Reason(s) for Approval

The proposed development is considered to be consistent with the relevant overall outcomes of the current planning scheme and the draft planning scheme, in particular:

- Assessment of the development against the relevant zone purpose, planning scheme codes and planning scheme policies demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity.
- The proposed development is residential in scale and will not detract from the streetscape or amenity of the surrounding locality.
- The proposed development is of a scale and nature that aligns with the land use intent for the site in the context of the zone designation.
- The proposal for a Material Change of Use for a Duplex does not compromise the character and amenity of the surrounding area.
- The proposed development does not compromise relevant State Planning Policy.

Carried – 300118-27

2.6.3 REQUEST FOR EXTENSION OF THE CURRENCY PERIOD – JOHN FRACCHIA FOR G.G. FRACCHIA AND CO. – RECONFIGURING A LOT – REARRANGEMENT OF BOUNDARIES – LOT 3 ON RP838285 AND LOT 11 ON SP200245, PARISH OF CORDELIA – FRACCHIA'S ROAD AND FORESTHOME ROAD, FORESTHOME

Consideration of Report to Council from Planning and Development Manager dated 10 January 2018 in relation to request for extension of the currency period for Reconfiguring a Lot – Rearrangement of Boundaries at Fracchia's Road and Foresthome Road, Foresthome originally approved by Council on 17 July 2008.

Moved Councillor Lancini
Seconded Councillor Brown

Council Resolution - That Council approve the request to extend the Development Approval Reconfiguration of a Lot (Rearrangement of Boundaries), Lot 3 on RP838285 and Lot 11 on SP200245, Parish of Cordelia, currency period for a period of two (2) years subject to the following conditions:

Conditions of Development The conditions of development for this development permit are as follows:	Time at which compliance with condition is required
Site Access (a) The Applicant constructing property access to both lots to Council's standard (or demonstrating suitable constructions exist); and	Prior to the Local Government endorsement of the Survey Plan
Utility Services (b) The Applicant demonstrating that all utility services (electricity, water, telephone & Septic) to the two (2) lots are separate and wholly contained within the particular lot being served.	Prior to the Local Government endorsement of the Survey Plan

And that further, the applicant be advised that in view of the period of time that has now elapsed since the original approval no further extensions will be approved.

Reason(s) for Approval

The requested extension of the Development Approval is considered to be consistent with the relevant overall outcomes of the planning scheme and fair practice in particular:

- the development has not changed and with a new application will most probably be supported;
- the development conditions are still valid and applicable.

Carried – 300118-28

2.6.4 SITING RELAXATION APPLICATION – GVD BUILDING DESIGN ON BEHALF OF SAINT PATRICKS PARISH AND ROMAN CATHOLIC TRUST CORPORATION (DIOCESE OF TOWNSVILLE) – 18 ABBOTT STREET, INGHAM – LOT 1 ON RP738932, PARISH OF CORDELIA

Consideration of Report to Council from Planning and Development Manager dated 15 January 2018 in relation to a Siting Relaxation Application by GVD Building Design on behalf of Saint Patricks Parish and Roman Catholic Trust Corporation (Diocese of Townsville) for a proposed porte cochère and covered walkway to be sited 0.02m from the street boundary at 18 Abbott Street, Ingham.

Moved Councillor Skinner
Seconded Councillor Brown

Council Resolution - That Council defer consideration of this matter pending further advice regarding the appropriateness of the new driveway having regard to the location of same on a corner and immediately adjacent to Abbott / Hopkins Street intersection.

Carried – 300118-29

2.6.5 SITING RELAXATION APPLICATION – TERESIO RAPETTI – 95 MCILWRAITH STREET, INGHAM – LOT 1 ON RP721880, PARISH OF TREBONNE

Consideration of Report to Council from Planning and Development Manager dated 15 January 2018 in relation to a Siting Relaxation Application by Teresio Rapetti for a proposed open carport to be sited 0.02m from the street boundary at 95 Mcllwraith Street, Ingham.

Moved Councillor Lancini
Seconded Councillor Milton

Council Resolution - That Council approve the front boundary siting relaxation from the permissible 6.0m to 0.02m for the construction of a proposed open carport on Lot 1 on RP721880, Parish of Trebonne and located at 95 Mcllwraith Street, Ingham subject to the following conditions:

Approved Plans

1. Carry out the approved development in accordance with the approved drawings and in accordance with:

- a. The specifications, facts and circumstances as set out in the application submitted to Council; and
- b. The following conditions of approval and the requirements of Hinchinbrook Shire Planning Scheme.

Stormwater & Drainage

2. All stormwater from the property must be directed to a lawful point of discharge such that it does not adversely affect surrounding properties or properties downstream from the development, all to the requirements and satisfaction of the Chief Executive Officer.

Building

3. The class 10a (Open Carport) structures requires a development permit for building works.

The Applicant is to seek and comply with all relevant building approvals to be issued by a qualified Building Certifier.

4. The carport is to remain open on three sides at all times and may not be enclosed.
5. The area between the structure and the street boundary line is provided with a hardened surface.
6. The class 10a (Open Carport) structures requires compliance to relevant Fire Safety regulations as reflected in S.3.7.1.6 of the Building Code of Australia (Volume Two).

Infrastructure

7. Access provision must be constructed in accordance with Council's standard engineering specifications and to the satisfaction of the Chief Executive Office or demonstrate that such is already in existence.
8. Work to be undertaken in the Councils road Reserve requires a Private Works in Road Reserve Permit to construct the access with the road reserve. The Applicant is to seek and comply with all relevant approvals and permits prior to undertaking any work in the road reserve.

Reason(s) for Approval

- The proposed structures (carport), is to be used ancillary to the proposed future residence, will not obstruct daylight and ventilation to habitable rooms on the adjoining properties and will not impede on the privacy of neighbouring residences;
- The proposed structure is not for habitable purposes and will not impede on the privacy of neighbouring residences, and
- The respective neighbours have consented to the proposed encroachment.

Carried – 300118-30

2.6.6 REFERRAL FROM DEPARTMENT OF NATURAL RESOURCES AND MINES – RENEWAL OF LEASE DESCRIBED AS LOT 191 ON SP112468 – BEING FOR SHOWGROUND AND RECREATION PURPOSES

Consideration of Report to Council from Planning and Development Manager dated 8 January 2018 in relation to request from the Department of Natural Resources and Mines seeking Council's views and / or requirements regarding a renewal of Lease described as Lot 191 on SP112468, located at rifle Range Road, Halifax over part of Reserve 134, being for Showground and Recreation purposes.

Moved Councillor Tack
Seconded Councillor Lancini

Council Resolution - That Council advise the Department of Natural Resources and Mines that:

- Lot 191 on SP112468 is still needed by Council as a Reserve for Showgrounds and Recreation purposes;
- Council is agreeable to taking on a Trustee Lease/Permit process for the land parcel;
- Council support the renewal of the land by way of Trustee Lease with Council as the Trustee Lessor over Lot 191 on SP112468, Parish of Cordelia for gazetted purposes.

Reason(s) for Decision

- The lessee have held the current Trustee Lease with Council since 7 November 2014;
- The lessee have complied with the conditions of the lease;
- Lease A on Lot 191 SP112468 is not currently needed for community purposes.

Carried – 300118-31

2.6.7 LOWER HERBERT COMMUNITY KINDERGARTEN BUILDING – 15 ARGÆT STREET, HALIFAX – LOT 334 ON CWL2115, PARISH OF CORDELIA

Consideration of Report to Council from Planning and Development Manager dated 8 January 2018 regarding advice received from Queensland Blue Light Association in relation to being approached by the Lower Herbert Kindergarten Committee to take over the Blue Light Association building and lease at 15 Argæt Street, Halifax. The Association is very keen to take over the Term Lease and continue a Term Lease with the Department of Natural Resources and Mines for the use of the building for future events and general storage for supplies. Trustees of the Reserve are the Kindergarten and Crèche Association.

Moved Councillor Lancini
Seconded Councillor Milton

Council Resolution - That Council advise the Queensland Blue Light Association that Council support their application for a Trustee Lease with Council over the property described at 15 Argæt Street, Halifax – Lot 334 on CWL2115 conditional upon:

- the Department of Natural Resources and Mines agreeing to the change the tenure of the land from "Kindergarten & Crèche" purposes to "Community Use or Recreation" purposes; and
- the Department of Natural Resources and Mines granting the trusteeship of the reserve described as Lot 191 on SP112468 to the Hinchinbrook Shire Council.

Reasons for the Decision are:

- the land is to be used for community purposes which is in line with the zoning of Public Purposes.

Carried – 300118-32

2.6.8 ADVERTISING OF ENVIRONMENTAL SERVICES ADMINISTRATION ASSISTANT FULL TIME POSITION

Consideration of Report to Council from Executive Manager Environmental Services dated 9 January 2018 seeking approval to advertise the vacant Environmental Services Administration Assistant full time position.

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution - That Council resolve to advertise the Environmental Services Administration Assistant position.

Carried – 300118-33

3. LATE BUSINESS

3.1 COUNCILLOR KS MILTON - CHAMBER OF COMMERCE

Consideration of Councillor KS Milton stepping down as Council's representative for the Hinchinbrook Chamber of Commerce Tourism and Industry and Councillor ME Brown take her place.

Moved *Councillor Milton*
Seconded *Councillor Lancini*

That Council amend the Councillor Organisation / Committee Responsibilities List to reflect Councillor ME Brown as Council's representative for the Hinchinbrook Chamber of Commerce Tourism and Industry. Carried – 300118-34

4. CONCLUSION – This concluded the business of the meeting which closed at 2.45 pm

APPROVED and adopted on 27 February 2018

MAYOR

REPORT TO COUNCIL

CORPORATE SERVICES ACTIVITY REPORT FOR PERIOD ENDED 31 DECEMBER 2017

Executive Summary

This Report is presented for the information of Council and includes an activity update for the six months ended 31 December 2017.

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment

1. Financial Health and Budget Summary

- See Financial Reports
- Financial Performance on 'operational matters' shows that Council is, generally, operating consistent with Budget and prior year

2. Financial Direction

- No reasons are currently known that would jeopardise Council's Long Term Financial Forecast, as included in its 2017/2018 Budget

3. Facilities

- Several Projects being managed – see Section 5

4. Community Assets – Uses

Month	Halifax Hall	Showgrounds	Shire Hall	Hinchinbrook Meeting Place	Park use	Ingham Picture Theatre
December	3	2	2	0	3	2954
November 01 - 27 Nov	2	2	2	0	2	1319
October	6	6	0	0	3	963
September	12	10	2	1	0	2240
August	15	7	3	0	0	1120
July	13	6	2	0	7	2519
June	13	6	2	0	7	2519
May	13	10	3	0	3	1160
April	7	4	2	11	2	2893
March	13	21	0	2	2	N/A
February	12	17	1	0	1	N/A
January	3	3	2	2	0	N/A

Halifax Hall

Operation Fit

Herbert River Quilters

Chris Gofton

Twice a week

Once

Private event

Park Use

Progress Park x1 day

Rotary Park Markets x 1 day

Borello Park x 1 day

Ingham Showground

Gold Card Gym

Terra Firma Fitness

Daily, Mon - Fri

Once

Shire Hall

Santa Photos

Seniors Christmas Lunch

AQUATIC CENTRE

Month	Junior Squad	Senior Squad	Adult Squad	Learn to Swim	School Swimming	Physio Rehab	Public Swimmers
December	20 regulars x 4 times a week for the first week	10 regulars x 7 sessions per week for the first week	8 regulars twice a week	Nil	Nil	8-10 clients once a week	1575
	<i>*Numbers reduced for Junior and Senior squad after the first week due to school holidays</i>						
November	20 regulars x 4 sessions per week	10 regulars x 7 sessions per week	10-14 regulars twice a week	Approx. 350 children	11 schools undertake swimming programs	8-10 clients once a week	1155
October	10-20 regulars x 4 sessions per week	10 regulars x 5 sessions per week	8-10 regulars x 3 sessions per week	Approx. 350 children	11 schools undertake swimming programs	8-10 clients once a week	895
September	8-10 regulars x 3 sessions per week	10 regulars x 5 sessions per week	8-10 regulars x 2 sessions per week	Nil	Nil	6-8 clients once a week	1050
August	8-10 regulars x 3 sessions per week	10-12 regulars across 5 sessions per week	8-10 regulars across 3 sessions a week	Nil	Nil	6-8 clients once a week	382
July	8-10 regulars x 3 sessions per week	10 regulars across 5 sessions per week	8-10 regulars across 3 sessions a week	Nil	Nil	4-6 clients once a week	370
June	8-10 regulars x 3 sessions per week	10-12 regulars across 5 sessions per week	8-10 regulars across 3 sessions a week	Nil	Nil	4-6 clients once a week	355

Month	Junior Squad	Senior Squad	Adult Squad	Learn to Swim	School Swimming	Physio Rehab	Public Swimmers
May	12-15 regulars x 3 sessions a week	8-10 regulars up to 8 times per week	10-12 regulars	Nil	14 Ingham State High using 25m pool	6-10 clients once a week	548
April		10-15 regulars x 2-3 times a week	10-12 regulars x 2-3 times per week	Morning and afternoon sessions progressing well finishing prior to Easter	5 schools attended across the school term	6-8 clients once a week	985
March	No information provided						
February	Approximately 30	12-15 regulars	10-12 regulars x 3 sessions per week	Morning and afternoon sessions progressing well	4 primary & 2 secondary school carnivals	6-8 regular clients once a week	1105
January	22 at regular sessions	N/A	10-12 regulars x 3 sessions a week	Lower than expected, numbers not provided	Nil	6 regular clients once a week	1087

5. Works Currently in Progress

Corporate Services Capital Progress Report:

WHOLE OF PROJECT FIGURES (may include more than one financial years)					
Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion
Showgrounds Horse Arena (Note this is a corrected budget to be formalised at the next budget review). Tender selection in progress	\$1,234,000	\$2,000	\$1,232,000	\$1,234,000	June 2018
W4Q Netball Courts Amenities Upgrade Project complete	\$50,000	\$32,000	\$0	\$32,000	Project Complete
W4Q Aquatic Centre Wading Pool Upgrade Project Complete	\$498,000	\$502,000	\$0	\$502,000	Project Complete
Kelly Theatre Lighting Project complete: 2016/17 Budget was \$40k and Expenditure was \$50k	\$10,000	\$1,000	\$0	\$1,000	Project Complete
W4Q2 Toilet Block Location Survey complete (3 room facility: Male (with urinal, wheelchair friendly, Female (wheelchair friendly) & Family Room (with toilet). .	\$300,000	\$0	\$300,000	\$300,000	2018/19

WHOLE OF PROJECT FIGURES (may include more than one financial years)

Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion
W4Q2 Shade Mercer Lane/Johnstone St Tender to be prepared by mid-February.	\$85,000	\$0	\$85,000	\$85,000	Nov 2018
Xmas decorations Included in operational expenditure.	\$15,000	\$17,000	\$0	\$17,000	Dec 2017
Solar on office building Solar scoping report in progress.	\$100,000	\$0	\$100,000	\$100,000	June 2018
Replace photocopiers 1 photocopier to be deferred to next financial year the other RFQ to be issued this month	\$15,000	\$0	\$15,000	\$15,000	March 2018
Replace Servers Server replacement complete with \$8k remaining at this stage to be used for backup solution if approved.	\$30,000	\$22,000	\$0	\$22,000	Nov 2017
Upgrade IT storage Schedule for third quarter of the year	\$30,000	\$0	\$30,000	\$30,000	Mar 2018

WHOLE OF PROJECT FIGURES (may include more than one financial years)					
Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion
BDR site equipment	\$20,000	\$18,000	\$2,000	\$20,000	Nov 2017
Work planned for this round of budget is complete.					
Stores equipment and facilities (seal floor)	\$20,000	\$0	\$20,000	\$20,000	Mar 2018
Chambers Air Con	\$25,000	\$0	\$25,000	\$25,000	Mar 2018
Tender let.					
Aquatic Centre: Shade Over Waterpark	\$40,000	\$0	\$40,000	\$40,000	Mar 2018
RFQ to be released end of January.					
Depot works (roof at bowser etc) (seal floor)	\$82,000	\$82,000	\$0	\$82,000	Project Complete
Project Completed					
Aquatic Centre: Disability Pool Lift	\$59,000	\$58,000	\$0	\$58,000	Project Complete
Project complete					

WHOLE OF PROJECT FIGURES (may include more than one financial years)

Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion
Halifax Transfer Station – New Green Waste Slab Project Complete	\$60,000	\$60,000	\$0	\$60,000	Project Complete
Shire Hall renovations Ongoing	\$33,000	\$16,000	\$17,000	\$33,000	June 2018
Shire Hall Lift Replacement Installation to commence end of January.	\$158,000	\$97,000	\$61,000	\$158,000	Apr 2018
Dungeness Carpark CCTV Complete	\$35,000	\$0	\$35,000	\$35,000	Nov/Dec 2017

CHIEF FINANCIAL OFFICER MONTHLY STATUS REPORT – JANUARY 2018

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number – 121217-19 – Debtors

That the Report be received and noted.

Status:

January 2018 Update – Completed.

Matter Closed

Resolution Number – 311017-22 – Advertising of Facility Officer Position

That Council advertise the Facility Officer position.

Status:

January 2018 Update – Position filled.

Matter Closed

December 2017 Update – To be advertised late November / early December.

November 2017 Update – New Position Description being finalised.

Resolution Number – 260917-19 – Restructure of Records and Front Counter Manager Position

That Council resolve to amend the organisation structure by replacing the following positions:

- Level 4 Records and Front Counter Manager; and
- Level 2 Customer Service Officer

with the following positions:

- Level 3 Records Supervisor; and
- Level 3 Front Counter Supervisor.

That Council further resolve to internally advertise the two Level 3 roles.

Status:

January 2018 Update – Both positions filled.

Matter Closed

December 2017 Update – To be advertised late November/early December.

November 2017 Update – New Position Descriptions still being finalised.

October 2017 Update – New Position Descriptions being developed to enable the positions to be advertised.

Resolution Number – 260917-01 – Corporate Services Activity Report

That the Report be received and noted and that the indigenous art work proposed to be painted upon the new Aquatic Centre filter shed be first referred to the local NAIDOC Committee for confirmation prior to works proceeding.

Status:

January 2018 Update – Numerous attempts have been made to get in contact with NAIDOC Committee with no success. Facility Coordinator will continue to try and get in contact.

December 2017 Update – NAIDOC Committee held a meeting week 20 November and are yet to respond. Facility Officer followed up 24/11, however, NAIDOC representative unavailable.

November 2017 Update – Waiting for response from NAIDOC.

October 2017 Update – Contact with relevant community members being instigated during October.

Resolution Number – 280317-31 – Recruitment of Vacant Position – Manager of Information Technology

That Council approve to replace the Manager of Information Technology position.

Status:

January 2018 Update – Temporary arrangement continues. Former CFO spoke to applicant on 21 December 2017 who advised that she is planning a family visit here towards the end of January 2018 and will keep in touch with CEO.

December 2017 Update – Applicant will provide 'start date' update during December. In the mean time temporary arrangement in place.

November 2017 Update – Applicant determining possible 'start date'.

October 2017 Update – One application received; discussions being held with applicant.

September 2017 Update – Position advertised during September.

August 2017 Update – Current temporary arrangements extended to 30 September 2017. Position to be reviewed.

July 2017 Update – Current temporary arrangements extended to 30 September 2017.

June 2017 Update – Interviews conducted; recommendation being finalised.

May 2017 Update – Position has been advertised.

April 2017 Update – No progress due to staff leave.

Resolution Number – 210513-41 – Council's Banking and Corporate Card Facilities

That Council resolve to renew the contract with the Commonwealth Bank of Australia for every day transactional banking facilities.

Further that Council transfer its corporate card facilities to the Commonwealth Bank of Australia.

Status:

January 2018 Update – No further update.

December 2017 Update – No further update.

November 2017 Update – No further update.

October 2017 Update – No further update.

September 2017 Update – No further update.

August 2017 Update – No further update.

July 2017 Update – No further update.

June 2017 Update – No further update.

May 2017 Update - No further update.

April 2017 Update – No further update.

March 2017 Update – No further update.

February 2017 Update – No further update.

January 2017 Update – No further update.

December 2016 Update - No further update.

November Update – Banking arrangements with Commonwealth Bank have been finalised. The transfer of credit card facilities is to be reviewed and re-assessed when time permits.

October Update – No further update.

September Update – No further update.

August Update – Separate new Recommendation is for State Government's arrangements for Banking services to be utilised.

July Update – No further update.

June Update – No further update.

May Update – No further update.

March / April 2016 Update – No further update.

February 2016 Update – No further update.

January 2016 Update – No further update.

December 2015 Update – No further update

November 2015 Update – No further update.

October 2015 Update – No further update.

September 2015 Update – No further update.

August 2015 Update – No further update – financial year end activities are higher priority at the moment

July 2015 Update – No further update.

June 2015 Update – No further update.

May 2015 Update – No further update – CSI is taking up all the time of Finance Staff. Current arrangements are continuing to work effectively.

April 2015 Update – No further update – CSI is taking up all the time of Finance Staff. Current arrangements are continuing to work effectively.

March 2015 Update – No further update – CSI is taking up all the time of Finance Staff. Current arrangements are continuing to work effectively.

February 2015 Update – No further update – CSI is taking up all the time of Finance Staff. Current arrangements are continuing to work effectively.

January 2015 Update – No further update.

December 2014 Update – No further update.

November 2014 Update – No further update.

October 2014 Update – No further update.

September 2014 Update – No further update.

August 2014 Update – No further update.

July 2014 Update – The review will occur once the year end asset valuations, statutory accounts, new budget and installation of the new finance system have been addressed.

June 2014 Update – The finalisation of new Purchasing Card Policy and Procedures will occur once the year end asset valuations, statutory accounts, new budget and installation of the new finance system have been addressed.

May 2014 Update – Disruptions caused by Cyclone Ita resulted in no further progress on this matter.

April 2014 Update – The finalisation of new Purchasing Card Policy and Procedures now expected to occur in April 2014.

March 2014 Update – Expect to finalise Purchasing Card Policy and Procedures before end of this quarter.

February 2014 Update – Expect to finalise Purchasing Card Policy and Procedures before end of this quarter.

January 2014 Update – Purchasing Card Policy AND Procedures have been drafted and will be discussed with Council staff before being finalised. Once these are approved we can identify which Purchasing Cards we wish to transfer to the new arrangement. Then we can close down the ANZ Cards.

December 2013 Update – Review to take place early 2014.

November 2013 Update – A review of the current holders of Corporate Cards needs to take place prior to transferring from ANZ to Commonwealth Bank.

October 2013 Update – Contract signed with commencement date 1 October 2013. Corporate Cards will transfer in due course.

September 2013 Update – Contract document received and under final review before signing and returning.

August 2013 Update – Phone conference call was held with Commonwealth Bank on 25 July 2013 to discuss some of the options available. Further information received from Commonwealth Bank on 1 August 2013 which was reviewed and response sent with the final details for the contract returned 7 August, 2013. Only awaiting finalisation of document for signing.

July 2013 Update – Verbal advice has been given to Commonwealth Bank. No further action to date.

June 2013 Update – No action taken due to budget preparation.

CORPORATE SERVICES FINANCE SUMMARY FOR PERIOD ENDING 31 DECEMBER 2017

Executive Summary

This Report is presented for the information of Council and includes the Finance Summary for the six months ended 31 December 2017.

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment**1. Overview**

- After six months, Financial Performance Statement shows that Council's operating revenues and expenditures are, generally, consistent with the budget and the prior year. The current short fall in private works revenue will be rectified on issue of an outstanding first half year invoice in January and rate revenue differs due to the new timing for water consumption charges in Jan/Feb 2018.
- Income is predicted to be slightly more than Budget due mainly to new grants being received for Apprentices (\$30k), significantly higher metered water usage fees (\$50k - Highway enhancements) and budgeted interest income looking it may be exceeded (\$30k).
- Large increase in YTD Other Costs compared to 2016/17 is due to various timing differences including 2017/18 Audit Fees (\$99k), Landfill Provision (\$100k) and DNRM valuation fees (\$65k) being accrued now rather than at end of financial year.

2. Capital Expenditure

Audit Committee (April 2017) requested that a YTD Capital Expenditure Summary be included in the Council Report:

	Budget	YTD Spend
	\$000	\$000
Infrastructure	18,250	5,513
Development, Planning & Env Serv	1,217	81
CEO	749	14
Corporate Services	3,022	978
TOTAL	23,238	6,586

HSC Financial Performance : Dec 2017

Operational Activities

Excluding NDRRA			Forecast as % of budget		Last Year YTD	Core Activities				
Actual 2016/17	Budget 2017/18	2017/18 Full Year Forecast				TOTAL	Office of Mayor and CEO	Corporate Services	Development, Planning and Environmental Services	Infrastructure Services Delivery
24,306	24,639		na	Operating Income	12,169	11,674	-	8,133	1,168	2,372
1,344	1,059		na	Rates	694	655	0	44	526	85
951	940		na	Fees and charges	418	118	-	-	3	115
3,258	1,199		na	Private Works	1,112	685	10	542	69	63
995	891		na	Grants	390	412	0	355	51	6
				Other						
30,854	28,728	-	0%	OPERATING INCOME	14,783	13,544	11	9,074	1,817	2,642
14,115	14,469		na	Operating expenses	6,831	6,835	764	1,202	1,731	3,138
7,803	9,053	-	0%	Employee Related costs	3,626	3,933	208	923	1,627	1,175
				Non Employee Related costs						
				Comprising:						
				Materials	305	426	1	22	92	312
				Contracts	224	393	2	66	15	310
				Contractors	702	797	0	129	475	192
				Fleet	304	324	1	0	2	321
				Property (electricity etc)	508	477	1	100	47	329
				Insurance	397	402	10	285	4	102
				Contributions/sponsorship	288	227	1	8	171	47
				Consultants	149	214	15	(2)	103	98
				Internal loan interest	(0)	-	-	-	129	(129)
				Internal recharges	(359)	(812)	12	(214)	227	(837)
				Other	1,094	1,475	165	519	362	430
				Finance Costs	15	12	-	11	1	-
21,918	23,522	na	na	OPERATING COSTS	10,457	10,768	972	2,125	3,358	4,313
8,936	5,206			SURPLUS / (DEFICIT)	4,326	2,776	(961)	6,949	(1,541)	(1,672)
3,521	4,875			Capital Income	352	3,649	-	508	369	2,771

Operational Activities

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Corporate Services Financial Performance : Dec 2017

Operational Activities

Excluding NDRRA			Forecast as % of budget		Last Year YTD	Core Activities							
Actual 2016/17	Budget 2017/18	2017/18 Full Year Forecast				TOTAL	Stores	Finance	Management Accounts	IT services	Records and Front Counter	Director	Facilities
16,405	16,296		na	Operating Income	8,204	8,133	-	8,133	-	-	-	-	-
153	93		na	Rates	106	44	-	28	-	0	3	-	13
11	-		na	Fees and charges	1	-	-	-	-	-	-	-	-
3,011	981		na	Private Works	1,011	542	13	13	-	-	13	484	21
873	714		na	Grants	377	355	-	62	2	-	-	290	(0)
20,453	18,083	-	0%	Other									
				OPERATING INCOME	9,698	9,074	13	8,236	2	0	15	774	35
				Operating expenses									
2,263	2,772		na	Employee Related costs	1,148	1,202	86	254	209	145	207	98	203
1,563	2,175	-	0%	Non Employee Related costs	868	923	(49)	117	0	282	48	50	474
				Comprising:									
				Materials	35	22	6	-	-	0	-	(25)	41
				Contracts	42	66	-	-	-	-	2	-	64
				Contractors	106	129	8	-	-	9	-	-	111
				Fleet	1	0	0	-	-	-	-	-	0
				Property (electricity etc)	105	100	-	-	-	-	-	-	100
				Insurance	284	285	-	-	-	10	-	164	111
				Contributions/sponsorship	7	8	-	-	-	-	-	-	8
				Consultants	12	(2)	-	-	-	-	-	(2)	-
				Internal loan interest	-	-	-	-	-	-	-	-	-
				Internal recharges	(115)	(214)	(67)	-	-	-	-	(164)	18
				Other	377	519	4	106	0	263	46	77	21
				Finance Costs	14	11	-	11	0	-	-	-	-
3,825	4,947	na	na	OPERATING COSTS	2,016	2,125	37	371	209	427	255	148	677
16,628	13,136			SURPLUS / (DEFICIT)	7,682	6,949	(25)	7,865	(207)	(427)	(240)	626	(643)
387	1,280			Capital Income	-	508	-	-	-	-	-	-	508

Development, Planning and Environmental Services Financial Performance : Dec 2017
Operational Activities

Excluding NDRRA			Forecast as % of budget		Last Year YTD	Core Activities													
Actual 2016/17	Budget 2017/18	2017/18 Full Year Forecast				TOTAL	Economic Development	Festival and Events	Town Planning	TYTO Precinct	Building Services Reg	Building Certification	Local Laws, Cemeteries, Animals	Community Services	Director Office	Waste Management	Pest Management	Environment Health	Land Dealings
1,991	2,320		na	Operating Income	992	1,168	-	-	-	-	-	-	-	-	-	1,168	-	-	-
1,034	897		na	Rates	523	526	9	-	14	93	26	59	111	0	-	167	3	26	18
11	23		na	Fees and charges	2	3	-	-	-	1	-	-	0	-	-	2	-	-	-
125	72		na	Private Works	46	69	5	-	17	33	-	-	-	-	-	-	15	-	-
126	136		na	Grants	15	51	(1)	-	2	1	-	-	(1)	-	-	20	30	-	-
126	136		na	Other															
3,287	3,448	-	0%	OPERATING INCOME	1,579	1,817	14	-	33	127	26	59	110	0	-	1,357	48	26	18
3,937	3,625		na	Operating expenses	1,861	1,731	185	-	112	482	72	49	129	0	172	194	246	52	36
3,310	3,704	-	0%	Employee Related costs	1,519	1,627	77	162	89	313	12	-	35	1	7	731	121	74	5
				Non Employee Related costs															
				Comprising:															
				Materials	63	92	0	-	-	12	-	-	3	-	0	8	22	47	-
				Contracts	15	15	1	-	-	4	-	-	1	-	-	1	2	6	-
				Contractors	537	475	1	-	-	33	1	-	8	-	-	424	8	0	-
				Fleet	1	2	-	-	-	-	-	-	0	-	1	1	0	-	-
				Property (electricity etc)	45	47	-	-	-	33	-	-	(1)	0	-	1	12	2	-
				Insurance	5	4	-	-	-	3	-	-	-	-	-	1	0	-	-
				Contributions/sponsorship	235	171	7	162	-	0	-	-	0	0	-	0	1	-	-
				Consultants	29	103	13	-	79	1	2	-	-	-	-	-	7	-	0
				Internal loan interest	137	129	-	-	-	129	-	-	-	-	-	-	-	-	-
				Internal recharges	265	227	-	-	-	13	5	-	20	-	4	105	62	18	-
				Other	185	362	56	-	10	85	3	-	4	0	2	189	8	1	4
				Finance Costs	1	1	-	-	-	0	-	-	-	-	-	0	-	-	-
7,248	7,329	na	na	OPERATING COSTS	3,380	3,358	263	162	202	795	84	49	165	1	180	925	367	126	40
(3,961)	(3,881)			SURPLUS / (DEFICIT)	(1,801)	(1,541)	(249)	(162)	(169)	(668)	(57)	9	(55)	(1)	(180)	432	(319)	(100)	(22)
78	358			Capital Income	(6)	369	160	-	22	1	-	-	-	-	-	36	-	150	-

Infrastructure Services Delivery Financial Performance : Dec 2017

Operational Activities

Excluding NDRRA			Forecast as % of budget		Last Year YTD	Core Activities										
Actual 2016/17	Budget 2017/18	2017/18 Full Year Forecast				TOTAL	Workshop & Fleet	Roads & Stormwater	Water	Sewerage	Asset Management	Survey	Design	Engineering Management	RMPC	Open Spaces
5,910	6,023		na	Operating Income	2,973	2,372	-	-	1,127	1,245	-	-	-	-	-	-
157	69		na	Rates	65	85	1	1	63	6	4	-	1	0	-	8
929	917		na	Fees and charges	415	115	-	-	-	-	-	-	-	12	102	0
95	119		na	Private Works	41	63	32	(8)	-	-	-	-	-	39	-	-
(4)	41		na	Grants	(1)	6	-	3	3	7	-	-	-	(0)	(0)	(6)
7,088	7,169	-	0%	OPERATING INCOME	3,493	2,642	33	(4)	1,194	1,258	4	-	1	52	102	2
6,353	6,471		na	Operating expenses	3,087	3,138	345	613	339	286	322	113	97	531	88	403
2,570	2,735	-	0%	Employee Related costs	1,005	1,175	(880)	996	253	226	117	16	2	65	114	265
				Non Employee Related costs												
				Comprising:												
				Materials	204	312	10	157	44	35	8	4	-	10	27	18
				Contracts	166	310	28	179	21	15	5	-	-	4	6	53
				Contractors	58	192	4	90	34	10	15	-	-	7	-	31
				Fleet	302	321	312	7	0	0	0	-	-	0	0	1
				Property (electricity etc)	357	329	1	127	125	39	0	-	-	11	14	11
				Insurance	99	102	32	-	26	11	32	0	-	-	-	1
				Contributions/sponsorship	46	47	-	2	1	0	0	-	-	41	-	2
				Consultants	58	98	-	15	9	14	19	-	-	40	-	-
				Internal loan interest	(137)	(129)	-	-	(129)	-	-	-	-	-	-	-
				Internal recharges	(524)	(837)	(1,283)	413	90	61	18	9	-	(342)	52	146
				Other	377	430	17	5	32	41	20	3	2	294	16	1
8,924	9,206	na	na	OPERATING COSTS	4,092	4,313	(535)	1,609	592	512	440	129	100	597	202	668
(1,835)	(2,037)			SURPLUS / (DEFICIT)	(599)	(1,672)	568	(1,614)	602	746	(435)	(129)	(99)	(545)	(100)	(666)
3,056	3,237			Capital Income	358	2,771	-	1,615	1,006	-	25	-	-	-	-	-

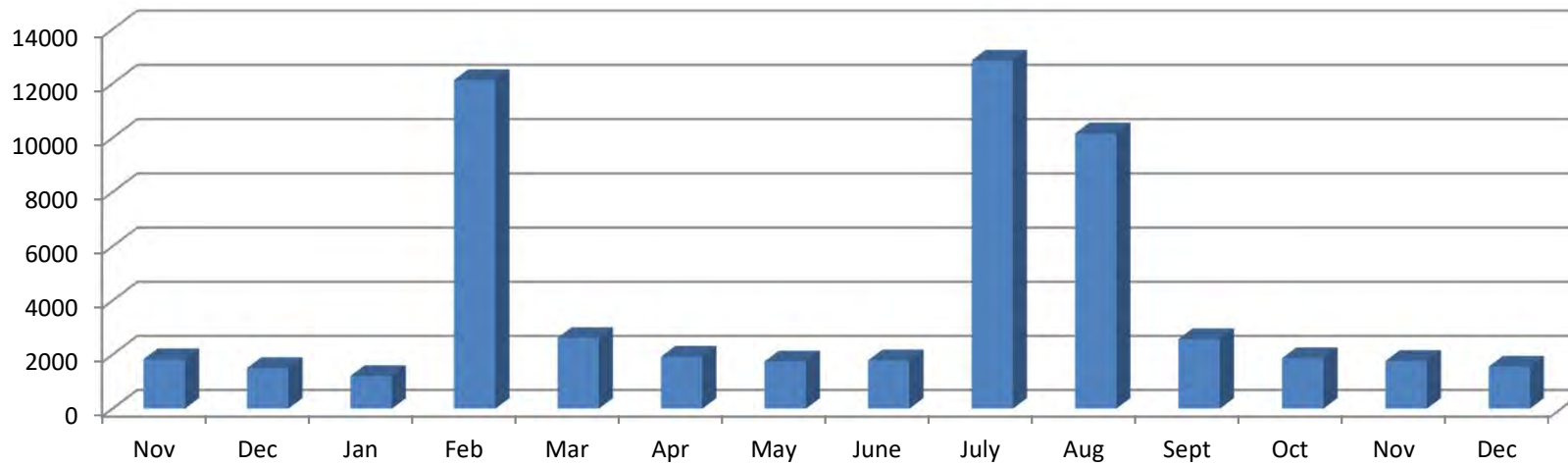
Hinchinbrook Shire Council Historic Bank Summary

\$m	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Non Staff costs	NDRRA	Closing Bal
May	31.0	1.2	0.0	(1.0)	(0.8)	0.0	30.4
Jun	30.4	2.8	0.0	(1.8)	(2.3)	0.0	29.1
Jul	29.1	0.8	0.0	(0.8)	(2.6)	0.0	26.5
Aug	26.5	4.4	0.0	(1.2)	(1.9)	0.0	27.8
Sept	27.8	8.8	0.0	(1.0)	(1.9)	0.0	33.7
Oct	33.7	1.8	0.0	(1.1)	(2.8)	0.0	31.6
Nov	31.6	2.0	0.0	(1.4)	(2.5)	0.0	29.7
Dec	29.7	2.2	0.0	(1.1)	(2.0)	0.0	28.8

Hinchinbrook Shire Council Forecast Bank Balances

\$m	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Non Staff costs	NDRRA	Closing Bal
Jan	28.8	1.2	0.0	(1.4)	(2.0)	0.0	26.6
Feb	26.6	1.8	0.0	(1.2)	(2.0)	0.0	25.2
Mar	25.2	8.1	0.0	(1.2)	(2.0)	0.0	30.1
Apr	30.1	0.9	0.0	(1.2)	(2.8)	0.0	27.0
May	27.0	1.6	0.0	(1.6)	(2.8)	0.0	24.2
June	24.2	0.0	0.0	(1.0)	(2.5)	0.0	20.7

HSC Rates and Levies Debtors as at 31 December 2017



figures in \$000s

all figures in \$'000

	YTD actual at 31/12/2017	17/18 revised budget	16/17 audited	15/16 audited	14/15 audited	13/14 audited
Income						
Recurrent revenue						
Rates, levies & charges	11,673	24,639	24,390	24,140	22,929	22,377
NDRRA	10	10	50	7,212	17,008	20,636
Other	1,862	4,066	6,480	5,384	5,369	4,676
	<u>13,545</u>	<u>28,715</u>	<u>30,920</u>	<u>36,736</u>	<u>45,306</u>	<u>47,689</u>
Capital revenue	<u>3,644</u>	<u>4,875</u>	<u>3,497</u>	<u>7,580</u>	<u>3,113</u>	<u>5,385</u>
Total Income	17,189	33,590	34,417	44,316	48,419	53,074
Expenses						
Recurrent expenses						
Employee benefits	(6,835)	(14,461)	(14,111)	(13,342)	(13,424)	(13,036)
Materials and Services	(3,921)	(8,907)	(7,864)	(9,321)	(21,535)	(29,339)
Finance costs	(12)	(40)	(28)	(54)	(536)	(46)
Depreciation and Amortisation (reported at half full year budget)	<u>(4,225)</u>	<u>(8,450)</u>	<u>(8,374)</u>	<u>(9,284)</u>	<u>(8,644)</u>	<u>(9,382)</u>
	<u>(14,993)</u>	<u>(31,858)</u>	<u>(30,377)</u>	<u>(32,001)</u>	<u>(44,139)</u>	<u>(51,803)</u>
Capital expenses	<u>(125)</u>	<u>(100)</u>	<u>(230)</u>	<u>(2,746)</u>	<u>(3,247)</u>	<u>(11,033)</u>
Total expenses	(15,118)	(31,958)	(30,607)	(34,747)	(47,386)	(62,836)
Net result	2,071	1,632	3,810	9,569	1,033	(9,762)
Operating Surplus ratio	-11%	-11%	2%	13%	3%	-9%

Notes:

- 1 Operating Surplus ratio is based on Recurrent Revenue and Recurrent Expenses (heavily influenced by the accounting depreciation figure)
- 2 2014/15 Finance Costs includes the 'book entry' of writing off \$472k of 'prepaid lease' in relation to terminating the TAFE lease
- 3 2017/18 Capital Expenses is largely a notional figure (represent mainly loss on disposal of fixed assets)
- 4 \$1m of 2017/18 FAGS Grant was received in June 2017

ADVERTISING OF RECORDS OFFICER POSITION

Executive Summary

At the Ordinary Meeting of 28 June 2016 Council resolved that the replacement of a permanent position requires the prior approval of Council.

Council's Organisation Chart includes two permanent part time level 2 Records Officer positions. The 2 part time level 2 positions equate in hours to 1 full time position. This report is recommending that the two part time records positions be merged into one full time position. This was detailed to Council in the Report to Council on 26 September 2017 from which Council approved two level 3 positions to replace a level 4 position and a level 2 full time customer service position.

Officers consider this position to be critical to the ongoing operation of the Records department and approval is sought to recruit this position as a full time level 2 position.

For Council Decision – Recommendation

That Council resolve to amend the Organisation Structure to merge 2 part time level 2 Records Officer positions into one full time position and that the full time Records Officer position be advertised for recruitment.

Background

The Organisation chart adopted on 28 June 2017 provides for 2 part time level 2 positions equivalent in hours to 1 full time level 2 position.

A full time level 2 Records Officer position will ensure:

- there is enough coverage for Customer Service;
- there is enough coverage for staff taking RDOs;
- there is enough coverage for staff taking leave;
- the new trainee will have necessary supervision.

Officers consider this position is vital to the running of the Records Department and would now like to find a permanent occupant for this position.

Advertising the Records Officer position role in a timely manner is recommended to ensure minimal operational disruption within Records.

Attachments

Extract from Organisation Chart
Position Description

Statutory Environment

Nil

Policy Implications

Council has resolved to approve the filling of vacant positions.

Consulted

Records Manager
CEO

Financial and Resource Implications

The full cost of this position is included in the Budget. At the 26 September 2017 council approved replacing a full-time level 4 position and a full time level 2 position with 2 full time level 3 positions and it was demonstrated that the new structure would result in a small saving to Council.

Risk Management Implications

Not replacing the position would have significant negative impact on the capability of the Records department to deliver its required professional, governance and operational responsibilities.

Strategic Considerations

Filling this position 'on a permanent basis' provides a more stable and effective structure.

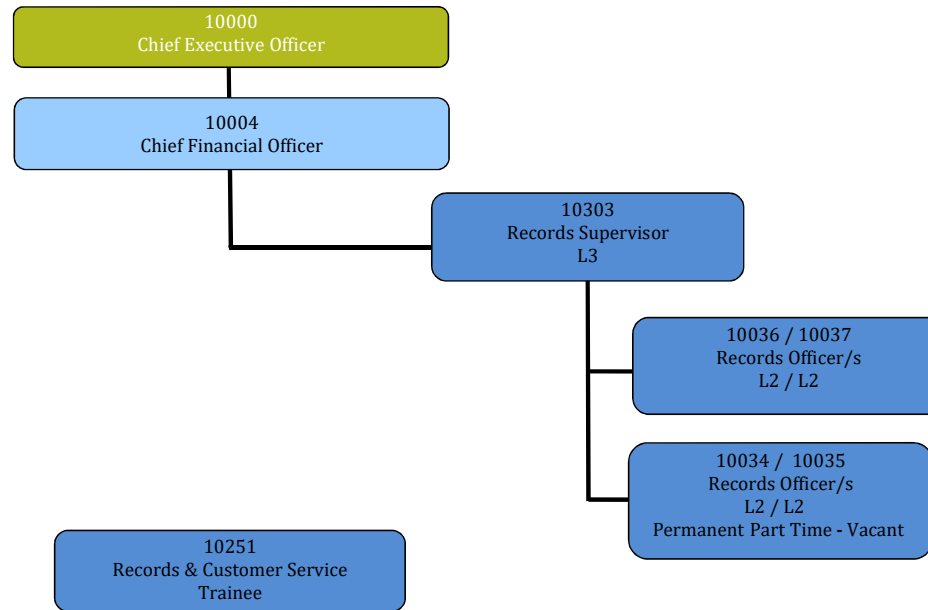
Officers Comment

Nil required



Records Department Organisational Structure

CONFIDENTIAL



EMPLOYEE POSITION DESCRIPTION

Position Identification

Position Title:	Records Officer	Position Number:	10221
Status:	Permanent Full-time	Hours:	72.5 per fortnight
Award:	Qld Local Government Officers Award 1998	Stream:	Administrative Services
Classification:	Level 2		
Agreement:	The current Hinchinbrook Shire Council Certified Agreement		
Department:	Corporate Services	Division:	Records and Customer Service

About Hinchinbrook Shire Council - Our Mission

Our Council mission is to shape a positive future for the Hinchinbrook community by understanding community needs and wants, building on our inherent strengths, recognising and maximising opportunities and facing our challenges head on. To do this Council will wisely prioritise the use of our resources and deliver meaningful services. We will celebrate small town living and continue to be inspired by our natural environment. We will value our heritage and embrace the future as a can do, inclusive and resilient community. Our Council will be an active participant in shaping a prosperous future for Hinchinbrook.

Council will work together with our community groups, organisations, individuals and other levels of government to deliver a flourishing community that is an exemplar of modern Northern Australian tropical living.

Our Vision

Hinchinbrook Shire – Small Town Northern Australia – Tropical Living at its Best. Our vision for Hinchinbrook Shire is to position our community as offering the best whole of life, birth to active aged living, small town, Northern Australian, tropical lifestyle experience. We want Hinchinbrook to be known for offering a wonderful lifestyle, in one convenient, culturally diverse, prosperous and incredibly beautiful location.

Position Summary

Under the regular direction of the Records Supervisor and within clearly established guidelines and legislative directives, this position assists in the provision of an efficient and effective records management service for the Hinchinbrook Shire Council.

Position - Organisational Relationships

Reports to:	Records Supervisor
Directly Supervises:	Nil
Key Internal Relationships:	All staff involved with Council's facilities
Key External Relationships:	The public
Community Culture:	Our Culture is one that is based on Values and Respect for our community.

Position Support

Intranet - <https://www.hinchinbrook.qld.gov.au/employee/> **Website** - www.hinchinbrook.qld.gov.au

Grapevine Newsletter -

The Grapevine is Hinchinbrook Shire Council's staff newsletter, a place to share important information that is happening within Council.

Key Responsibilities

Records Management	<ul style="list-style-type: none"> • Maintain electronic and physical filing systems in accordance with training provided in Enterprise Content Management (ECM) and Records Management System; • Input data into the corporate recordkeeping system; • New Subject Topics, New Folder Location Requests; • Sentencing and archiving documents and files; • Assist with implementation of IS40 within Council; • Provide basic recordkeeping advice, guidance and training to other staff members on record keeping requirements; • Comply with statutory legislation/standards such as: <ul style="list-style-type: none"> - Queensland Public Records Act 2002 - Information Standard 40: Recordkeeping - Information Standard 31: Disposal and Retention of Public Records
Administration	<ul style="list-style-type: none"> • Open and distribute inwards correspondence, and capture these in the ECM system if required in accordance with training provided; • Assist with management of corporate emails and facsimiles; • Assist with bulk mail outs when required.
Confidentiality of Information	<ul style="list-style-type: none"> • This position is charged with maintaining the security and the utmost confidentiality of information in accordance with the employee's contract of employment.
Multi-skilling	<ul style="list-style-type: none"> • As a member of a small team required to deliver customer service to Council, this position will be required to provide relief to other positions within the team including switchboard and executive support, in accordance with training provided as required.

Council Core Competencies

Teamwork

- Participate in team-based activities and suggest improvements to team activities
- Respect, encourage, and support other team members
- Contribute willingly to team activities
- Accept decisions, even those with which you disagree

Customer Service

- Treat both internal and external customers with courtesy and respect
- Work according to agreed customer service standards within Council
- Contribute towards setting customer service standards within your team

Communication

- Clearly and politely express opinions, ideas, and information to Supervisors & colleagues
- Speak in a manner that suits the audience
- Actively listen

Quality

- Work according to agreed quality standards within Council and your team
- Contribute towards setting quality standards within your team
- Monitor your work and identify opportunities for improving quality
- Suggest improvements through the customer request system and/or relevant Committees

Electronic version current. Uncontrolled Copy current only at time of printing

Date Approved: 19 January 2018

Review: Annually with Individual Performance Appraisals or as required.

Approved By: Human Resources [T:\11. Position Descriptions](#)

File Location: Signed Documents are to be filed on Personnel Files. Electronic filed by Position# , Title & Date reviewed/changed.

- Monitor implementation of strategies for improving quality and take necessary corrective action.

Environment

- Work according to agreed environmental standards within your team
- Contribute towards setting environmental standards within your team
- Monitor your work for opportunities to reduce adverse impacts on the environment
- Report incidents and suggest improvements through the customer request system
- Implement strategies for reducing adverse impacts on the environment.
- Monitor implementation of strategies for reducing adverse impacts on the environment and take necessary corrective action.

Workplace Health and Safety

Responsible for working safely at all times to protect own WHS and that of any other person in the workplace. This will include:

- Strict adherence to Personal Protective Equipment (PPE) requirements as per the WHS Induction and/or Council requirements.
- Abiding by Council WHS Policies, procedures and training at all times.
- Complying with instructions given for WHS
- Reporting any personal injury, third party or vehicle incidents or damage to the Ganger/Supervisor immediately.
- Never operating machinery, equipment or vehicles under the influence of alcohol and/or drugs.
- Not wilfully or recklessly interfering with or misusing anything provided for WHS
- Not wilfully or recklessly placing at risk the WHS of himself/herself or others
- Reporting any WHS concerns and hazards to your direct Supervisor immediately.

Efficiency

- Undertake tasks in an efficient and timely manner
- Suggest improvements through the customer request system and/or relevant committees such as Business Improvement Team.
- Analyse and improve efficiency in the workplace
- Monitor implementation of strategies for improving quality and take necessary corrective action.

Privacy Statement

Council will take all reasonable and appropriate steps to protect the privacy of individuals as required by the *Information Privacy Act 2009* and the Information Privacy Principles contained in that Act.

For more information Visit <https://www.hinchinbrook.qld.gov.au/privacy-and-security/>

General Conditions

- It is the practice of this Council to examine employees' Position Descriptions and to update them to ensure that they relate to the job as they are being performed, or to incorporate whatever changes are being proposed. Therefore you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
- In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing. Council does not change positions for the purpose of "de-skilling".
- In the event of a flood or any other emergency or disaster event, subject to the personal safety of employees and their families, employees may be required to assist Council in fulfilling its disaster management function and activities at a required level.



- All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system. Training is provided for ECM.
- All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels. As part of Council's Induction Program, employees must provide and maintain any licences or certificate, which is a condition of your employment.
- All permanent employees are to actively participate in the Employee Performance Appraisals Program.
- All employees must work in accordance with the standards contained within Council's Code of Conduct.
- All employees are encouraged to be a contributing member to the Hinchinbrook community.
- All employees, contractors and volunteers must comply with the requirements of Hinchinbrook Shire Council's Code of Conduct and all workplace policies and procedures which are located on the intranet, as amended from time to time. Employees, contractors and volunteers must comply with reasonable and lawful directives given in the workplace and must undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role. These can be found on <https://www.hinchinbrook.qld.gov.au/employee/>

Selection Criteria

Knowledge, Skills & Abilities Required

Essential:

1. High levels of speed and accuracy as a keyboard operator;
2. Competent in the use of the MS Office Suite;
3. Sound written and oral communication, organisational and interpersonal skills to relate to and work with other employees and the public;
4. Good time-management skills;
5. Demonstrated ability to adapt quickly to new hardware and software applications;
6. Demonstrated ability to quickly gain knowledge of an organisation's structure and functions of each section for direction of calls and public enquiries;
7. Demonstrated ability in maintaining confidentiality of information.
8. Physically fit to perform archiving activities such as lifting and shelving boxes and files.

Desirable:

1. Knowledge of Records Management and legal document filing procedures;
2. Ability to quickly acquire necessary skills to access Corporate Databases;
3. Experience in a similar role.

Skill Prerequisites -

Please provide all Licenses, Qualification and Certificates to Human Resources. It is the employee responsibility to ensure all Prerequisites are provided and maintained.

Essential:

1. Current 'C' class drivers licence.

Desirable:

2. Minimum education to Year 10 or equivalent education;
3. Certificate II or III in Business Administration or equivalent Commercial Office Studies.

Position Key Performance Indicators (KPI)

- Knowledge of Work - Knowledge and understanding of all phases of Records Management;
- Communication – Effectiveness in listening to others, expressing ideas both orally and in writing and providing relevant and timely information to co-workers;
- Teamwork – Work co-operatively with others within a team environment;
- Time Management – Undertake duties in a timely manner;
- Skills – Work effectively in the ECM environment and able to assist other officers with Records related issues;
- Customer Service – Communicate effectively responding courteously to internal and external customers;
- Dependability – Follows instructions, completes work in prescribed timeframes and is punctual;
- Confidentiality – Maintain confidentiality in all aspects of the role;
- Safety - Perform duties safely and consider the safety of others according to Council's Workplace Health and Safety Policy

Employment & Department Legislation

- *Equal Employment Act 1992*
- *Anti Discrimination Act 1991 (QLD)*
- *Local Government Act 2009*
- *Privacy Act 1988*
- *Industrial Relations Act 2016*
- *Work Health and Safety 2011 (QLD)*
- *Work Health and Act 2011 (QLD)*
- *Nature Conservation Act 1992*

Working conditions & Physical Requirements

Physical Requirements:

Document storage and retrieval may require lifting boxes of documents, carrying documents and files from one place to another and storing boxes on shelves.

Work Environment:

Indoor

Hours:

72.5 per fortnight

Acknowledgements

Position Descriptions cannot provide a definitive list of duties and responsibilities and as such these will vary from time to time. On an annual basis the employee and Manager should review the Position Description for currency.

Council expects employees to accept minor variations to the work value of their position. Managers may initiate changes through consultation and agreement with the position holder.

To be signed by the successful applicant upon acceptance

I hereby acknowledge that I have read, understood and agree to be bound by the duties, responsibilities and requirements of my position as outlined in this document.

Occupant Name:		Date:	
Occupant Signature:			

To be signed by the Direct Supervisor/Manager

I hereby acknowledge that I have reviewed and accurately recorded the primary roles, responsibilities and qualification requirements within this Position Description.

Supervisor Name:		Date:	
Supervisor Signature:			



HINCHINBROOK
SHIRE COUNCIL

EMPLOYEE POSITION DESCRIPTION

Office Use Only:

Position changes made in TechOne: Date:..... Actioned by:.....

Position changes made in Org chart: Date:..... Actioned by:.....

Updates Occupants Training Records: Date:..... Actioned by:.....

Employment Contract and Position Description entered into ECM: Document number#.....

Electronic version current. Uncontrolled Copy current only at time of printing

Date Approved: 19 January 2018

Review: Annually with Individual Performance Appraisals or as required.

Approved By: Human Resources [T:\11. Position Descriptions](#)

File Location: Signed Documents are to be filed on Personnel Files. Electronic filed by Position# , Title & Date reviewed/changed.



REPORT TO COUNCIL

INFRASTRUCTURE SERVICES DELIVERY ACTIVITY REPORT FOR MONTH ENDING 31 DECEMBER 2017

Executive Summary

This report is presented for the information of Council and includes an activity update for the month ending 31 December 2017.

For Council Decision – Recommendation

That the report be received and noted.

Officers Comment

Nil.

WORKSHOP AND FLEET MANAGEMENT

- Prestart safety talks each morning
- Monthly Take 5's

Main Activities of the month

- Work Orders: 32 complete
- 12 Services – 0 Light vehicles, 2 Truck, 5 Heavy Plant, 5 small plant.
- Tyres and Alignments:
 - o Light vehicle – 10
 - o Truck – 2
 - o Heavy Fleet – 0
 - o Light Fleet - 4
 - o Alignments – 2
 - o Puncture Repairs - 1
 - o Windscreen – 0
 - o Window repairs – 0

Plant Replacement 17/18

Please refer to the Works Program Report

WORKS

Capital Projects underway this month – Refer Works Program Report.

Other activities this month:

- 17/18 Kerb and Channel Rehabilitation Program Hawkins Street – Work is complete.
- 17/18 Footpath and Kerb and Channel Rehabilitation Program Cartwright Street – Work is complete.
- 17/18 Reseal Program – Sealing dates are scheduled for end of February due to delays caused by wet weather.
- TIDS Furber Road Upgrade – This project is approximately 95% completed. A small amount of drainage works has been scheduled when crews commence work on the Mount Fox TIDS project.
- W4Q - Gort and Fanning Street major works completed. Final tasks to be completed by Thursday, 21 December.

File: 005/0007

Author: James Stewart

Position: Executive Manager Infrastructure Services Delivery

Date: 15/01/18

- 17F2 – BOR footpath progressing and 40% complete.
- 17/18 Kerb Entry Rehabilitation Program – Construction of the MacDonald Street site is completed and work will commence on the remaining two sites Lannercost Street and Abbott Street in the New Year.
- 18LG – The communication procedure and the Request for Quotation for the purchase of Vandal Proof Sand Bags has commenced for this project.

DESIGN

- Public consultation held for Jourama Road and Jourama Falls Road upgrade works.
- Post Construction Meeting was held for Renouf Street Drainage Upgrade.
- Updated the project estimate and 'For Construction' Drawings for the Dungeness Carpark Extension Funding Application.
- Plans finalised and signed for the Menzies Street Intersection Upgrade. Project documentation being developed.
- Plan finalised and signed for the Hawkins Creek Road Pavement Repairs. Project documentation being developed.
- Preliminary review of 8.0m formation for Covell Street. Potential issues with subgrade, services and dollars for pavement.
- Post Construction Meeting held for the Hawkins Street K&C Rehabilitation Project.
- As Constructed Plans finalised and signed for the Pettits Road Drainage Concern.
- Risk Assessment completed for the Catastis Road Table drain Concern.
- Redeveloped HSC standard drawings for Kerb Ramps and Concrete Footpaths. Preliminaries are currently being reviewed.
- Locality maps and project documentation completed for the Wallaman Falls TIDS Project. Two reseal locations nominated.
- Lucinda Directional Signage within Halifax has been reviewed and a file note completed. Awaiting quotation and proof from Artcraft.
- Commenced preliminary plans for the 2017/2018 In-situ stabilisation of Class 5 Roads, Moores Road.
- Review of chevron marking along Menzies Street. Proposal completed to tie line marking into the existing access and roundabout.

PARKS AND OPEN SPACES

- Clearing of non-native vegetation has continued along the foreshore at Lucinda. This has opened up the area to allow the breeze to filter through to residents.
- There has also been some cleaning up of dead vegetation near Vass Street Lucinda. The many dead wattles were removed and new growth will be segregated from the slasher to allow them to grow to maturity.
- The Lucinda Swimming Enclosure has been installed as a night time project due to the tides being lower than during the daytime.

SURVEY

Projects Underway this month:

- Martin Street Water Plan – Detail survey for proposed plant expansion. Field survey complete. Reductions and editing in progress.
- Palm Creek Conveyance – Land acquisition survey field work complete. Survey plan preparation in progress.
- Covell Street – Detail survey for kerb rehabilitation completed and passed on to Design.
- Cemetery Road – Detail survey of Des Jardines Crossing bridge completed and passed on to Infrastructure Engineer.
- Cazzulino Road – Detail survey of Stone River Road intersection commenced.
- Bogottos Road – Draft sketch plan and letter to DNRM requesting partial opening of Temporarily Closed Road.
- BOR Pathways – Preservation of survey marks on McIlwraith Street (Townsville Road to Tully Street, south side), Borello Street and Perkins Street to Lannercost Street.
- Warrens Hill Landfill - Monitoring bore levels forwarded to consultants.
- Jourama Road – Road License details searched for Works Engineer.
- Computer server room floor levels at Lannercost Street office and Martin Street Depot searched for comparison to 100 year ARI flood level.

ASSETS AND INFRASTRUCTURE

Projects underway this month include:

- Dungeness Floating Walkway – Tenders have been requested for the design and construction of the floating walkway at the Dungeness Boat Launching Facility. A tender briefing is scheduled to be held on Tuesday, 16 January 2018.
- Baillies Bridge – Cardno have been awarded the detailed design for Baillies Bridge. An RFQ is to be prepared in January to undertake the geotechnical investigation.
- Yanks Jetty Annual Maintenance was undertaken by Rhino Dive Pty Ltd.
- Preliminary meeting held with GP One Consulting regarding the online Flood and Planning Portal.
- Palm Creek Conveyance Project:
 - Construction is now complete including funding acquittals.
 - The material change of use application and handover of the land to Council is still in progress.

Other activities this month:

- Number of Flood Certificates = 0
- Number of Storm Surge Certificates = 0
- Number of GIS Map Requests = 2
- Number of Works in Road Corridor Permits = 2

WATER AND SEWERAGE

Please see the Water and Sewerage Works Program Report.

EXTERNAL MEETINGS

- Lucinda Progress Association Management Committee Meeting – Monday, 4 December 2017

EXECUTIVE MANAGER INFRASTRUCTURE SERVICES DELIVERY MONTHLY STATUS REPORT – JANUARY 2018

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number - 121217-24 – RF002006 – Supply and Delivery of One (1) 4WD Dual Cab Utility

That Council accepts the offer from Ingham Toyota for the supply and delivery of one (1) Hilux Workmate 4WD dual cab utility with trade of plant PA00107 for a net changeover of \$19,267.76 (excl. GST).

Status:

January 2018 Update – Successful and unsuccessful offerers notified and purchase order issued.

Matter Closed

Resolution Number - 121217-23 – RF002005 – Supply and Delivery of One (1) 2WD Dual Cab Utility

That Council accept the offer from Devietti Holden for the supply and delivery of one (1) Colorado "LS" Crew Cab 4x2 utility with trade of plant PA00105 for a net changeover of \$27,852.02 (excl. GST).

Status:

January 2018 Update – Successful and unsuccessful offerers notified and purchase order issued.

Matter Closed

Resolution Number - 121217-22 – RF002004 – Supply and Delivery of One (1) 4WD Extra / Space Cab Utility

That Council accept the offer from Devietti Holden for the supply and delivery of one (1) 4WD extra/space cab utility, with trade of plant PA00079 for a net changeover of \$26,309.83 (excl. GST).

Status:

January 2018 Update – Successful and unsuccessful offerers notified and purchase order issued.

Matter Closed

Resolution Number - 121217-21 – RF002003 – Supply and Delivery of One (1) 4WD Extra / Space Cab Utility

That Council accept the offer from Devietti Holden for the supply and delivery of one (1) 4WD extra/space cab utility, with trade of plant PA00079 for a net changeover of \$26,309.83 (excl. GST).

Status:

January 2018 Update – Successful and unsuccessful offerers notified and purchase order issued.

Matter Closed

Resolution Number - 121217-20 – RF002002 – Supply and Delivery of One (1) Commercial Van

That Council accept the offer from Pickerings Auto Group for the supply and delivery of one (1) Hyundai iLoad TQ3 van for the purchase price of \$37,936.31 (excl. GST), and for unit PA00076 to be offered for disposal through the Procurement Panel - Plant & Equipment Disposal.

Status:

January 2018 Update – Successful and unsuccessful offerers notified and purchase order issued. Matter Closed

Resolution Number - 281117-08 – Request for approval to install tables and chairs in Neilsen Park
That Council defer the matter until the next General Meeting pending receipt of further information.

Status:

January 2018 Update – On hold.

December 2017 Update – On hold.

Resolution Number - 290817-13 – Inkind Support for the Herbert River Museum and Gallery

Council to undertake rectification works to the estimated value of \$1,300 to the drainage located on Council controlled land adjacent to the Halifax Museum and Gallery.

Status:

January 2018 Update – Work is complete.

December 2017 Update – Works are scheduled to be undertaken during December 2017, weather permitting.

November 2017 Update – Works Supervisor has notified HR Museum and Gallery that work will be programmed when time permits.

October 2017 Update – Work to be programmed.

September 2017 Update – Correspondence sent 11/09/17 (ECM # 2217988) advising of resolution. Work to be programmed.

Matter Closed

Resolution Number - 290817-11 – Proposed Change to Road Register – Helens Hill Road

That Council approve for the Infrastructure Services Delivery Design Department to undertake a detailed survey and design in order to provide a budgetary figure for Council's consideration to undertake capital works to take on the maintenance of an additional 1,275 metres of Helens Hill Road (Assessment Area 1).

That Council does not take on the maintenance of Assessment Area 2 as it does not meet the benchmark of 20 vehicles per day as resolved by Council in January 2015.

To address the safety and liability issue, Council allocate \$10,000 to reinstate the concrete pipes identified as a safety and liability hazard to a safe condition.

Status:

January 2018 Update – Survey has been programmed in coming months to allow design to be undertaken.

December 2017 Update – Survey has been programmed in coming months to allow design to be undertaken.

November 2017 Update – Survey has been programmed in coming months to allow design to be undertaken.

October 2017 Update – Survey has been programmed in coming months to allow design to be undertaken.

September 2017 Update – Correspondence sent to land holder 06/09/17 (ECM # 2217480). Forwarded to Design and Works for action.

Resolution Number - 270617-09 – Lighting Upgrade – Jack Bonning Park – Pangola Street

That Council defer consideration of this Report for the purpose of consulting with the Forrest Beach Progress Association regarding the proposal to utilise solar as against mainstream power. In the interim, Council also investigate alternative designs and costings for solar installation for mitigating against vandalism i.e. pole type structures.

Status:

January 2018 Update – On site meeting is on hold pending direction from Council.

December 2017 Update – On site meeting is on hold pending direction from Council.

November 2017 Update – On site meeting is on hold pending direction from Council.

October 2017 Update – On site meeting is on hold pending direction from Council.

September 2017 Update – Onsite consultation meeting to be scheduled with Councillors and stakeholders.

August 2017 Update – Quotations received, waiting on further direction from Council.

July 2017 Update – RFQ closing 25/07/17 has been issued for solar lighting option.

Resolution Number - 280217-09 – Proposed Change to Road Register

That Council:

- add 2,660m on Allendale Road to the maintained roads listed in the Road Register;
- add 2,950m on Milton Road to the maintained roads listed in the Road Register;
- allocate \$210,000 of the 2016/2017 Supplementary Road Rehabilitation to upgrading these roads;
- increase the 2016/2017 Annual Gravel Re-sheeting program by \$8,000;
- increase the 2016/2017 Roads Operational budget by \$59,000.

Status:

January 2018 Update – Assets to be created following completion of capital works.

December 2017 Update – Assets to be created following completion of capital works.

November 2017 Update – Assets to be created following completion of capital works.

October 2017 Update - Assets to be created following completion of capital works.

September 2017 Update – Assets to be created following completion of capital works.

August 2017 Update – Assets to be created following completion of capital works.

July 2017 Update – Assets to be created following completion of capital works.

June 2017 Update – Assets to be created following completion of capital works.

May 2017 Update – Assets to be created following completion of capital works.

April 2017 Update – Survey and design currently being undertaken. Works to be programmed.

March 2017 Update – Survey and design currently being undertaken. Works to be programmed.

Resolution Number – 290915-43 – Ingham Showgrounds Covered Horse Sports Arena

That Council approve lodgement of a funding application by Council through the Department of National Parks, Sports and Racing – Get in the Game, Get Playing Plus funding stream for the construction of an open sided, covered horse sports arena approximately 46m wide x 85m long at a total cost of \$850,000.

That Council approve reallocation of \$290,000 of capital cost to fund Council's share of 34% over the 2015 / 2016 and 2016 / 2017 financial years as follows:

2015 / 2016 financial year

• Unisex toilet at Hinchinbrook Aquatic Centre	\$ 15,000
• Projects reallocated to 2016 / 2017 financial year	\$ 55,000
• Halifax roof replacement	<u>\$ 30,000</u>
	\$100,000

2016 / 2017 financial year

- Capital to be allocated as part of the 2016 / 2017 budget

\$190,000

TOTAL COUNCIL CAPITAL ALLOCATION

\$290,000

Status:

January 2018 Update – Evaluation complete and report with recommendation going to January 2018 Council Meeting to award contract. Original resolution has been addressed, completed.

December 2017 Update – Tender HSC 17/26 closed 29/11/17. Evaluation of submissions in progress.

November 2017 Update – Tender HSC 17/26 issued 21 October, closing 2.00pm Wednesday, 29 November 2017.

October 2017 Update – Stakeholder meeting completed. Design and construct tender to be released to market for a shed only project scope.

September 2017 Update – Quotations presented to Briefing Session, due to budget limitations none can be accepted. Stakeholder meeting scheduled for 27 September to finalise scope for reissue to the open market.

August 2017 Update – Quotations for best and final pricing closed 7 August 2017. Report to be presented to August Council Meeting.

July 2017 Update – Transferred to Infrastructure Services Delivery Status Report. Tender evaluation briefing to Council completed 11/07/17. EMISD seeking best and final pricing from offerers.

June 2017 Update – Tender advertised. Tenders close 2pm on Tuesday, 20 June 2017.

May 2017 Update – Tender being prepared for roof, substructure and drainage.

April 2017 Update – UDP preparing the final design for tender.

March 2017 Update – Continuing discussions with UDP to determine and lock in all required specifications.

February 2017 Update – UDP briefing with Council and ISMAC.

January 2017 Update – Following a selection process, UDP was appointed for design and contract administration services.

December 2016 Update – In progress.

November 2016 Update – Responsibility for project management passed to HSC engineering – James Stewart – in procurement process.

October 2016 Update – Awaiting Development Application approval for changed location. Project Manager for construction identified.

September 2016 Update – ISMAC meeting held Council Chambers 5.15pm 7 September 2016 to finalise location of arena in light / consideration of all user groups requirements and considering DA approval requirements / limitations.

August 2016 Update – Meeting held on-site in order to determine the suitable location for the proposed Covered Multi-Purpose Sport Arena (the structure). Funding was achieved by submitting a broad use arena for horse and human sports - as a wet weather option. To maintain usability of the entire facility, Council wishes to maintain an area to accommodate a sport playing field – known as 2nd oval (required 100 x 50m) in the vicinity of the Cooper Street entrance area. Full details available from ISMAC minutes presented to August General Council Meeting. EMES, James Stewart shall be project manager managing the project.

July 2016 Update – Department of National Parks, Sports and Racing has approved Council with funding of \$560,000 towards the construction of Horse Sports Arena within Ingham Showgrounds. Project to be completed within construction period of 1 July 2016 to 30 June 2018.

June 2016 Update – Ongoing.

May 2016 Update – Funding application lodged and acknowledged by DNPSR as received 27 April 2016. Expect result late June 2016.

March / April 2016 Update – Due date for application lodgement extended to 29 April 2016. Draft in progress with early lodgement planned.

February 2016 Update – In progress.

January 2016 Update – In progress.

December 2015 Update – In progress.

November 2015 Update – Expression of interest accepted and meeting with Sport and Recreation Officer planned to progress the funding application. Project proposals open 3 February 2016 and close 1 April 2016.

October 2015 Update – Expression of interest lodged with DNPSR.

Matter Closed

Resolution Number – 250815-23 – Dungeness Park – Naming Request

That Council rename the Dungeness Park the Bill Bursill Park.

That Council design and install a historical sign at Bill Bursill Park.

Status:

January 2018 Update – Sign has been installed, completed.

December 2017 Update – Expected delivery and install in December.

November 2017 Update – Expected delivery and install in December.

October 2017 Update – Final wording now confirmed and sign writer proceeding. Expected delivery and install in December.

September 2017 Update – Lucinda Progress Association requested to provide final wording for sign by 4 August. No response received to date.

August 2017 Update – Lucinda Progress Association requested to provide final wording for sign by 4 August. No response received to date.

July 2017 Update – Transferred to Infrastructure Services Delivery Status Report. No progress.

June 2017 Update – Council provided direction at June briefing session.

May 2017 Update – Awaiting Council direction.

April 2017 Update – In discussion with Councillors at the 12 April Briefing Session.

March 2017 Update – Update to be provided at the meeting.

February 2017 Update – In progress.

January 2017 Update – Wording approved by family and Council awaiting template design from Senior Economic Development and Tourism Officer.

December 2016 Update – Awaiting approval from the family.

November 2016 Update – No further update.

October 2016 Update – Ongoing.

September 2016 Update - History on Bursill family being sought as with approval from the family.

August 2016 Update – Waiting for confirmation from the Bursill family for approval of wording on new park sign.

July 2016 Update – No further update.

June 2016 Update – No further update.

May 2016 Update – Waiting for the new media and webmaster to be employed to assist with the designing of the sign to be approved by the Bursill family. In progress.

March / April 2016 Update – Council waiting on final draft to be drawn up.

February 2016 Update – In progress.

January 2016 Update – In progress. Historical details collected and narrative drafted. Review of parks signage underway with a view to installing signage consistent in contents and design.

December 2015 Update – In progress.

November 2015 Update – In progress.

October 2015 Update – In progress.

September 2015 Update – In progress.

Matter Closed

General Meeting 29/01/2010 – Foreshore Management Plans

That Council review its current foreshore management plans with a view to instituting measures designed to prevent a reoccurrence of events such as the Lucinda foreshore damage.

Status:

January 2018 Update – Draft plans to be presented to January 2018 Council Meeting for adoption.

December 2017 Update – Foreshore clearing activities are ongoing.

November 2017 Update – Onsite inspection of Lucinda foreshore with Councillors on Tuesday, 7 November 2017. Activities to be carried out are as follows:

- *Restricted zone - tidy up of low growth, removal of dead trees and trimming of native trees etc;*
- *Finalisation of non-native species identification for removal;*
- *Front area - mow and remove dead fronds, coconuts, non-natives where appropriate etc.;*
- *Development application to be actioned as required.*

October 2017 Update – A draft of the amended plan has been received 13/10/17, currently under review.

September 2017 Update – Instructions have been given to GHD to proceed with the final plan.

August 2017 Update – Teleconference held with GHD. GHD seeking a variation to amend the plans in accordance with the feedback provided by Council following the Lucinda site visit.

July 2017 Update – Transferred to Infrastructure Services Delivery Status Report. EMISD currently reviewing draft plan.

June 2017 Update – Councillors visited Lucinda on 13 June 2017 still in progress.

May 2017 Update – Draft plan to be completed by 19 May 2017.

April 2017 Update – Ongoing.

March 2017 Update - Meetings have been arranged with key people and an onsite visit of the foreshore was conducted Thursday 9 March. Consultation occurring through various media and public invited to complete a survey in relation to the plans.

February 2017 Update – Development of plan well underway. Once draft plan received, Briefing with Council to occur prior to public consultation.

January 2017 Update – Tasks have been assigned for commencement in February as it was deemed impossible to advance this over the shutdown and holiday period.

December 2016 Update – In progress.

November 2016 Update – Successful applicant GHD has been notified and contract plans due to commence.

October 2016 Update – Ongoing.

September 2016 Update – Quote requests being sent to consultants.

August 2016 Update – Ongoing.

July 2016 Update – In progress.

June 2016 Update – In progress.

May 2016 Update – A request for interested residents of Lucinda to form a Foreshore Advisory committee is being drawn up and will be placed in the media when approved.

March / April 2016 Update – A "Terms of Reference" document has been drawn up and will be advertised with a cover letter seeking interested persons from Lucinda to form a committee that will meet to discuss the best possible action towards foreshore management.

February 2016 Update – Terrain to be contacted mid February regarding proposed changes to Plan.

January 2016 Update – Terrain contacted regarding responses they were seeking to put into the proposed plan. Advised of the difficulty in the time line and endeavouring to have information for them in February 2016.

December 2015 Update – In progress.

November 2015 Update – Meeting held with Terrain on 5 November to discuss scope of works and timeline for the foreshore management plans.

October 2015 Update – No further update.

September 2015 Update – Formal request sent to Terrain.

August 2015 Update – No further update.

July 2015 Update – In regards to review of the foreshore management plans. Terrain are available late July / August to assist with facilitating community engagement activities relating to review of the plan. There is as yet no formal agreement between council and Terrain to write the plan. Negotiations underway.

June 2015 Update – No further update.

May 2015 Update – No further update.

April 2015 Update – Terrain NRM to commence review in July 2015.

March 2015 Update – Terrain NRM are reviewing the matter.

February 2015 Update – Contact made with Terrain NRM seeking assistance with the review. They have agreed to do so.

January 2015 Update – No action by EMDP as yet.

December 2014 Update – No action by EMDP as yet.

November 2014 Update – No action by EMDP as yet.

October 2014 Update – No action by EMDP as yet.

September 2014 Update – No action by EMDP as yet.

August 2014 Update – No action by EMDP as yet.

July 2014 Update – No action by EMDP as yet.

June 2014 Update – To be moved to Economic Development and Planning.

May 2014 Update – Public Open Space Management Plan to be drafted (Health and Community Services).

April 2014 Update – Acting EMES understands that the only plans extant at the moment are for Lucinda (one reserve only) and Forrest Beach. The State Sponsored Regional Coastal Management Plans were prepared some years ago by Terrain but a Final Version has never been seen. Some research is required to track these down and determine if there are any conflicts and it is doubtful that DNRM will approve any plan that proposes any hardening of the protection works at Lucinda or Forrest Beach and further protection works at Taylors Beach would be subject to further environmental permit as previous works were carried out under an emergent works permit.

March 2014 Update – I understand that the only plans extant at the moment are for Lucinda (one reserve only) and Forrest Beach. The State Sponsored Regional Coastal Management Plans were prepared some years ago by Terrain but I have never seen a Final Version. Some research is required to track these down and determine if there are any conflicts.

February 2014 Update – This issue will be referred to the Acting Infrastructure Engineer as most of the investigation is complete but State Government have indicated that State Legislation / Regulations may change shortly in this area of operations.

January 2014 Update – Some investigation of the legal position has been carried out. Council cannot draft local laws in relation to areas that are currently causing most concern, specifically the actual beaches which are entirely under state control.

December 2013 Update – Draft plans will need to be distributed in the New Year. The impact of changes to the Coastal Management has not yet been finalised.

November 2013 Update – Due for annual review. Possible changes to be worked through. Note that amendments have been made to Coastal Management Plan which may impact current foreshore plan.

October 2013 Update – Due for annual review. Possible changes to be worked through. Note that amendments have been made to coastal management plan which may impact current foreshore plan.

September 2013 Update – Review meeting for Lucinda complete. Meeting direction being collated for Council consideration.

August 2013 Update – Review meeting for Lucinda complete. Meeting direction being collated for Council consideration.

July 2013 Update – Review meeting for Lucinda complete. Meeting direction being collated for Council consideration.

June 2013 Update – Review meeting for Lucinda complete. Meeting direction being collated for Council consideration.

May 2013 Update – Review meeting for Lucinda complete. Meeting direction being collated for Council consideration.

April 2013 Update – Review meeting for Lucinda complete. Meeting direction being collated for Council consideration.

February / March 2013 Update - Review meeting for Lucinda complete. Meeting direction being collated for Council consideration.

September / October 2012 Update - Review meeting for Lucinda complete. Meeting direction being collated for Council consideration.



REPORT TO COUNCIL

WATER AND SEWERAGE WORKS PROGRAM REPORT

For Council Decision - Recommendations
That the Report be received and noted.

Officers Comment

This Water and Sewerage Program Report is to be presented at Council's Ordinary Meeting scheduled to be held on 30 January 2018.

Works Currently in Progress

Major Works Performed During December 2017

- 1/2 Yearly Water Meter Read continued.
- Hinchinbrook Water Security Project - Progress Meeting No. 1 Held.
- Fabrication of Trickling Filter components has commenced.
- Installation of New Pipe Bridge completed.
- Refurbishment of SPS 12 has commenced.

Works Scheduled to be Completed During January 2018. Weather Permitting

- Macknade Booster Pump Set procurement.

Works Scheduled to Commence During January 2018

- Sewerage Pump Station Lid Replacement Procurement.

Author: Peter Martin

Position: Manager Water and Sewerage

Date: 15/01/18



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 DECEMBER 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline													
	HSC Budget	Other Source	Total															
2016-2017 Carry Over Capital Projects																		
Refurbish Filter Systems (WATER FILTRATION 15-16)	\$21,000	\$0	\$21,000	\$29,606	• Project complete.													
					Lifetime Expenditure = \$240,902		Lifetime Budget = \$300,000											
					Project Completed ü		Assets Created/Project Capitalised											
					2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast												C	
					Actual									C				C
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	C					C			C			C	
					Actual	C												
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	C												
					Actual	C												
Water Security Fencing and CCTV (DEPOT WTP UPGRADES 15-16)	\$13,000	\$0	\$13,000	\$12,776	• Project complete.													
					Lifetime Expenditure = \$217,122		Lifetime Budget = \$250,000											
					Project Completed ü		Assets Created/Project Capitalised											
					2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast											C		
					Actual									C		C		
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	C					C			C	C	C	C	
					Actual	C												
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual													



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 DECEMBER 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline													
	HSC Budget	Other Source	Total															
New Water Connections 16-17 (NEWWATCONN 16-17)	\$6,000	\$0	\$6,000	\$5,336	• Project complete.													
					Lifetime Expenditure = \$35,703							Lifetime Budget = \$35,000						
					Project Completed					ü	Assets Created/Project Capitalised							
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	C												
					Actual	C												
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual													
Lucinda Low Level Reservoir Refurbishment (LUCINDA L/LEVEL RES REFURB 15-16)	\$45,000	\$0	\$45,000	\$0	• Project complete.													
					Lifetime Expenditure = \$534,390							Lifetime Budget = \$500,000						
					Project Completed					ü	Assets Created/Project Capitalised							
					2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast				C									
					Actual							C						
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual													
Ingham WPS Creek Crossing Bridge Renewal (17W-BLDG-R1)	\$50,000	\$0	\$50,000	\$18,436	• Construction has been completed.													
					Lifetime Expenditure = \$24,786							Lifetime Budget = \$150,000						
					Project Completed						Assets Created/Project Capitalised							
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast						C						C	
					Actual								C					
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast											C		
					Actual							C						



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 DECEMBER 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
Water Main Replacements 16-17 (17W-MAIN-R1)	\$100,000	\$0	\$100,000	\$77,133	• Project complete.												
					Lifetime Expenditure = \$77,183		Lifetime Budget = \$200,000										
					Project Completed ü		Assets Created/Project Capitalised										
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast											C	
					Actual									A		P	
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	C											
					Actual	C											
Replace Washaway Booster Pump Sets (17W-PUMP-R2)	\$2,000	\$0	\$2,000	\$1,073	• Project complete. All pumps are operational.												
					Lifetime Expenditure = \$32,662		Lifetime Budget = \$60,000										
					Project Completed ü		Assets Created/Project Capitalised										
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast					P					C		C
					Actual									P			
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	C											
					Actual	C											
Replace CMF Server (17W-TELM-R1)	\$2,000	\$0	\$2,000	\$2,100	• Project complete.												
					Lifetime Expenditure = \$15,820		Lifetime Budget = \$30,000										
					Project Completed ü		Assets Created/Project Capitalised										
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast								P			C	
					Actual								P				
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	C											
					Actual	C											



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 DECEMBER 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Refurbishment of SPS (SEWER PUMP STATION REFURB 14-15) <i>(Budget added to this year's project 18S-SPSU-R1)</i>	\$79,000	\$0	\$79,000	\$0	<ul style="list-style-type: none"> Refurbishment of SPS 12 has commenced.
					Lifetime Expenditure = \$566 Lifetime Budget = \$80,000
					Project Completed Assets Created/Project Capitalised
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast
					Actual
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast
					Actual
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast
					Actual
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast
					Actual
Structural Refurbishment of SPS (SEWER PUMP STATION REFURBS 15-16) <i>(Budget added to this year's project 18S-SPSU-R1)</i>	\$80,000	\$0	\$80,000	\$0	<ul style="list-style-type: none"> Refurbishment of SPS 12 has commenced.
					Lifetime Expenditure = \$0 Lifetime Budget = \$80,000
					Project Completed Assets Created/Project Capitalised
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast
					Actual
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast
					Actual
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast
					Actual
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast
					Actual



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 DECEMBER 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Repair/Seal Internal Roads Ingham STP (SEWER INTERNAL ROADS 15-16)	\$4,000	\$0	\$4,000	\$3,676	<ul style="list-style-type: none"> Project complete.
					Lifetime Expenditure = \$186,380 Lifetime Budget = \$210,000
					Project Completed <input checked="" type="checkbox"/> Assets Created/Project Capitalised <input type="checkbox"/>
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Pump Station Lid Replacement (SPS LID REPLACEMENT 15-16)	\$25,000	\$0	\$25,000	\$25,019	<ul style="list-style-type: none"> Project complete.
					Lifetime Expenditure = \$25,019 Lifetime Budget = \$25,000
					Project Completed <input checked="" type="checkbox"/> Assets Created/Project Capitalised <input type="checkbox"/>
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
Replace Sewerage Pumps (SEWER PUMPS UPGRADE 15-16) (Budget added to this year's project 18S-SPSU-R1)	\$42,000	\$0	\$42,000	\$0	• To be procured as part of SPS 12 & 15 upgrades.												
					Lifetime Expenditure = \$8,105		Lifetime Budget = \$50,000										
					Project Completed					Assets Created/Project Capitalised							
					2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												C
					Actual												
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	P			C								
Actual	P					C											
Install Flowmeter SPS1 (17S-FLOW-N1)	\$30,000	\$0	\$30,000	\$13,367	• NQ Excavations awarded the contract to supply and install ultrasonic flowmeters.												
					Lifetime Expenditure = \$13,383		Lifetime Budget = \$30,000										
					Project Completed					Assets Created/Project Capitalised							
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast								P		C		
					Actual											P	
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast							C					
					Actual					P							
					Install Flowmeter SPS4 (17S-FLOW-N2)	\$28,000	\$0	\$28,000	\$13,367	• NQ Excavations awarded the contract to supply and install ultrasonic flowmeters.							
										Lifetime Expenditure = \$14,890		Lifetime Budget = \$30,000					
Project Completed										Assets Created/Project Capitalised							
2016/17	Jul	Aug	Sep	Oct						Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Forecast													P		C		
Actual																P	
2017/18	Jul	Aug	Sep	Oct						Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Forecast												C					
Actual										P							



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 DECEMBER 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline													
	HSC Budget	Other Source	Total															
Install Flowmeter SPS5 (17S-FLOW-N3)	\$30,000	\$0	\$30,000	\$13,367	• NQ Excavations awarded the contract to supply and install ultrasonic flowmeters.													
					Lifetime Expenditure = \$13,383		Lifetime Budget = \$30,000											
					Project Completed					Assets Created/Project Capitalised								
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast								P			C		
					Actual												P	
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast								C					
					Actual					P								
Wetlands Inlet - pH, DO and Conductivity Sensors (17S-INST-N1)	\$6,000	\$0	\$6,000	\$6,269	• Project complete.													
					Lifetime Expenditure = \$6,269		Lifetime Budget = \$15,000											
					Project Completed					Assets Created/Project Capitalised								
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast								C					
					Actual													
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	C												
					Actual	C												
Reline 150mm Gravity Sewer 16-17 (17S-MAIN-R1)	\$5,000	\$0	\$5,000	\$5,861	• Project complete.													
					Lifetime Expenditure = \$246,597		Lifetime Budget = \$250,000											
					Project Completed					Assets Created/Project Capitalised								
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast											C		
					Actual							C						
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	C												
					Actual	C												

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline													
	HSC Budget	Other Source	Total															
Manhole Refurbishment 16-17 (17S-MANH-R1)	\$4,000	\$0	\$4,000	\$2,288	• Project complete.													
					Lifetime Expenditure = \$24,950						Lifetime Budget = \$150,000							
					Project Completed					Ü	Assets Created/Project Capitalised							
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast												C	
					Actual												C	
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	C												
Actual	C																	
Replace Sewerage Pump Station Lids 16-17 (17S-SPSU-R1)	\$5,000	\$0	\$5,000	\$5,017	• Project complete.													
					Lifetime Expenditure = \$5,017						Lifetime Budget = \$25,000							
					Project Completed					Ü	Assets Created/Project Capitalised							
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast					C							C	
					Actual									P			C	
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	C												
Actual	C																	
General Sewerage Pump Replacement 16-17 (17S-SPSU-R2) (Budget added to this year's project 18S-SPSU-R1)	\$30,000	\$0	\$30,000	\$0	• To be procured as part of SPS 12 & 15 upgrades.													
					Lifetime Expenditure = \$0						Lifetime Budget = \$25,000							
					Project Completed						Assets Created/Project Capitalised							
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast					C								
					Actual													
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	P				C								
Actual					P		C											



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 DECEMBER 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
Replace Switchboard ISTP (17S-SWBD-R1)	\$131,000	\$0	\$131,000	\$99,805	• Finalising telemetry works.												
					Lifetime Expenditure = \$118,714		Lifetime Budget = \$150,000										
					Project Completed <input type="checkbox"/>		Assets Created/Project Capitalised <input type="checkbox"/>										
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast									C		C	
					Actual									P		C	
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	C											
Actual	C																
Replace RMF Server (17S-TELM-R1)	\$3,000	\$0	\$3,000	\$2,100	• Project complete.												
					Lifetime Expenditure = \$15,457		Lifetime Budget = \$30,000										
					Project Completed <input type="checkbox"/>		Assets Created/Project Capitalised <input type="checkbox"/>										
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast								P				C
					Actual								P				
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
Actual																	
Upgrade Sewer TLC-02-01 to TLX 16-17 (Budget added to this year's project 18S-TELM-R1)	\$10,000	\$0	\$10,000	\$0													
					Lifetime Expenditure = \$2,517		Lifetime Budget = \$15,000										
					Project Completed <input type="checkbox"/>		Assets Created/Project Capitalised <input type="checkbox"/>										
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast					C							
					Actual												
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast					C							
Actual																	



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 DECEMBER 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline																
	HSC Budget	Other Source	Total																		
2017-2018 Capital Projects																					
Installation of New Water Connections 17-18 (18W-CONN-N1)	\$50,000	\$0	\$50,000	\$6,663	<ul style="list-style-type: none">Delivered by Council staff.New connections installed as required.																
					Project Completed					Assets Created/Project Capitalised											
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast	C															
					Actual	C															
Renewal of Existing Water Connections 17-18 (18W-CONN-R2)	\$15,000	\$0	\$15,000	\$11,279	<ul style="list-style-type: none">To be delivered by Council staff.Replacements as required.																
					Project Completed					Assets Created/Project Capitalised											
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast	C															
					Actual	C															
Fire Hydrant Replacements 17-18 (18W-HYDT-R1)	\$25,000	\$0	\$25,000	\$900	<ul style="list-style-type: none">To be delivered by Council staff. Hydrant replacements selected.																
					Project Completed					Assets Created/Project Capitalised											
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast	C															
					Actual																
Pressure Monitoring Replacements 17-18 (18W-INST-R1)	\$150,000	\$0	\$150,000	\$0	<ul style="list-style-type: none">Investigations into suitable monitoring equipment has commenced.																
					Project Completed					Assets Created/Project Capitalised											
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast									P							
					Actual																
Water Main Replacements 17-18 (18W-MAIN-R1)	\$200,000	\$0	\$200,000	\$0	<ul style="list-style-type: none">Works to be undertaken by contractors. Area selected - sections of Cartwright Street and Vic Mill Road. Discussions have started with DTMR.																
					Project Completed					Assets Created/Project Capitalised											
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast	A			A		P				C						
					Actual	A															



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 DECEMBER 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline													
	HSC Budget	Other Source	Total															
Replace Macknade Booster Pump Sets (18W-PUMP-R1)	\$60,000	\$0	\$60,000	\$50	<ul style="list-style-type: none">Professional Pump Services have been awarded the contract to Supply & Delivery of Pressure Booster Pump Set. Awaiting delivery.													
					Project Completed					Assets Created/Project Capitalised								
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast			P								C		
					Actual			P										
Replace Forrest Beach WTP Transfer Pumps (18W-PUMP-R2)	\$50,000	\$0	\$50,000	\$5,451	<ul style="list-style-type: none">Pumps arrived in early October.Installation to be carried out by Council Staff.													
					Project Completed					Assets Created/Project Capitalised								
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	P					C							
					Actual	P												
Replace Floating Cover - Ingham Depot WTP (18W-RESR-R1)	\$100,000	\$0	\$100,000	\$14,570	<ul style="list-style-type: none">Initial inspection completed by Australian Lining Company in July.													
					Project Completed					Assets Created/Project Capitalised								
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	A	P				C							
					Actual	A												
Bitumen Seal Base Lucinda Low Level Res (18W-RESR-R2)	\$50,000	\$0	\$50,000	\$0	<ul style="list-style-type: none">Council Works Department looking at this work.													
					Project Completed					Assets Created/Project Capitalised								
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast					C								
					Actual													
Upgrade Water Switchboards with PLC Control 17-18 (18W-SWBD-N1)	\$30,000	\$0	\$30,000	\$0	<ul style="list-style-type: none">Works to be undertaken by contractors with consultation from IT.													
					Project Completed					Assets Created/Project Capitalised								
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast						P			C				
					Actual													
Depot Treatment Plant Upgrade 17-18 (18W-TPTU-N1)	\$480,000	\$400,000	\$880,000	\$20,335	<ul style="list-style-type: none">Tender for Hinchinbrook Water Security Project: Consultancy awarded to GHD.First Milestone Report completed and submitted.Pre-start meeting and site inspection held with GHD.													
					Project Completed					Assets Created/Project Capitalised								
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	P			A			P		C				
					Actual	P				A								



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 DECEMBER 2017

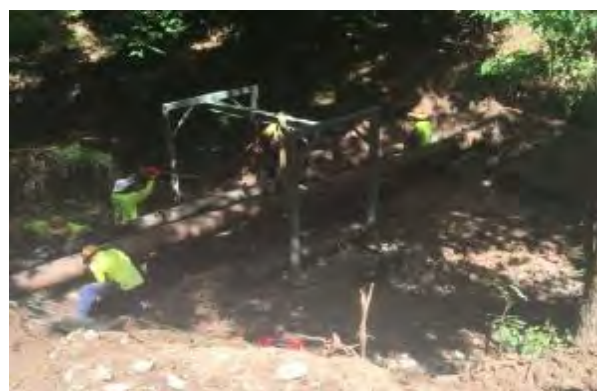
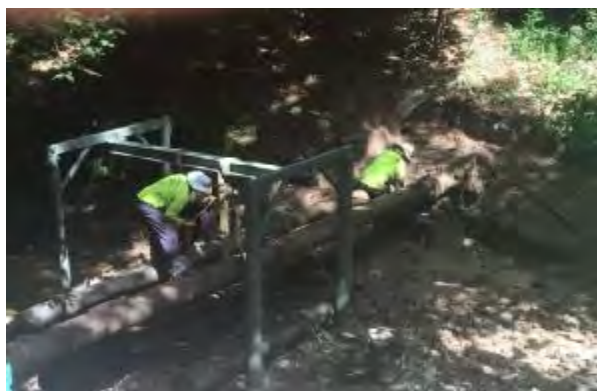
Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Valve Replacements (18W-VALV-R1)	\$25,000	\$0	\$25,000	\$3,766	<ul style="list-style-type: none"> To be delivered by Council staff.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/18</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>C</div>
					<div>Actual</div> <div>C</div>
Smoke Testing 17-18 (18S-FLOW-N3)	\$100,000	\$0	\$100,000	\$0	<ul style="list-style-type: none"> Works to be carried out by contractors.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/18</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div>
					<div>Actual</div> <div>C</div>
Manhole Refurbishment 17-18 (18S-MANH-R1)	\$100,000	\$0	\$100,000	\$0	<ul style="list-style-type: none"> Council staff have commenced raising manholes.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/18</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>C</div>
					<div>Actual</div> <div>C</div>
Replace Confined Space Trailer & Equipment (18S-PTEQ-R1)	\$50,000	\$0	\$50,000	\$0	<ul style="list-style-type: none"> Specification has been sourced. Procurement document is being finalised.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/18</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div>
					<div>Actual</div> <div></div>
General Sewerage Pump Replacement 17-18 (18S-PUMP-R2)	\$30,000	\$0	\$30,000	\$0	<ul style="list-style-type: none"> To be delivered by Council staff. Replacements as required.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/18</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>C</div>
					<div>Actual</div> <div></div>
Structural Refurb SPS 12 & SPS 15 (18S-SPSU-R1)	\$531,000	\$0	\$531,000	\$1,947	<ul style="list-style-type: none"> Refurbishment of SPS 12 has commenced
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/18</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div>
					<div>Actual</div> <div>P</div>

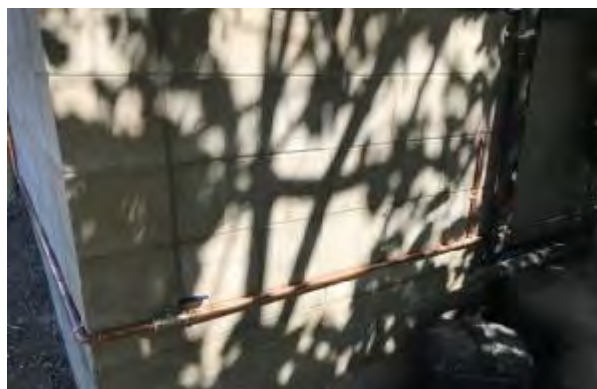
Water and Sewerage Operational Costs Progress Report

Work Type	Financial Year 17/18 YTD Costs			Financial Year 17/18 YTD Total Costs	December 17/18 Total Costs"	Financial Year 16/17 YTD Costs			Financial Year 16/17 YTD Total Costs	Financial Year 16/17 Total Costs	December 16/17 Total Costs"
	Reactive	Scheduled	Operational			Reactive	Scheduled	Operational			
Water Connection Operations & Maintenance	\$43,334.81	\$43,473.95	\$2,283.63	\$89,092.39	\$21,196.50	\$59,056.37	\$59,876.60	\$4,936.35	\$123,869.32	\$228,867.00	\$6,784.75
Water Fire Hydrant Operations & Maintenance	\$27,226.13	\$793.76	\$1,504.64	\$29,524.53	\$1,355.82	\$12,852.69	\$0.00	\$1,393.80	\$14,246.49	\$19,365.32	\$1,534.01
Water Mains Operations & Maintenance	\$1,358.39	\$0.00	\$2,260.82	\$3,619.21	\$636.91	\$14,823.09	\$0.00	\$4,429.88	\$19,252.97	\$26,680.51	\$5,268.27
Water Valve Operations & Maintenance	\$4,765.95	\$0.00	\$3,919.04	\$8,684.99	\$1,868.62	\$2,205.71	\$0.00	\$1,468.66	\$3,674.37	\$9,117.80	\$299.51
Water Pump Station Operations & Maintenance	\$7,811.03	\$2,591.98	\$119,617.48	\$130,020.49	\$18,399.56	\$1,278.01	\$4,642.68	\$132,547.96	\$138,468.65	\$293,966.06	\$25,676.50
Water Pumps Operations & Maintenance	\$21,465.16	\$0.00	\$0.00	\$21,465.16	\$741.74	\$12,098.76	\$0.00	\$0.00	\$12,098.76	\$47,328.51	\$1,971.83
Water Switchboard Operations & Maintenance	\$15,620.49	\$4,540.77	\$0.00	\$20,161.26	\$535.64	\$4,281.88	\$1,979.43	\$0.00	\$6,261.31	\$15,874.74	\$93.43
Water Treatment Plant Operations & Maintenance	\$0.00	\$11,558.48	\$108,608.08	\$120,166.56	\$28,684.94	\$0.00	\$4,327.65	\$108,302.81	\$112,630.46	\$302,920.56	\$23,659.14
Water Tower Operations & Maintenance	\$7.50	\$0.00	\$4,722.32	\$4,729.82	\$785.85	\$0.00	\$0.00	\$2,081.72	\$2,081.72	\$8,659.76	\$389.31
Water General Operations	\$0.00	\$0.00	\$56,303.87	\$56,303.87	\$5,911.23	\$510.44	\$17,325.00	\$18,159.43	\$35,994.87	\$79,306.21	\$2,497.81
Sewer Connection Operations & Maintenance	\$1,239.07	\$124.03	\$0.00	\$1,363.10	\$0.00	\$2,027.82	\$0.00	\$134.54	\$2,162.36	\$14,434.28	\$0.00
Sewer Mains Operations & Maintenance	\$2,050.01	\$1,047.36	\$723.47	\$3,820.84	\$694.12	\$3,082.84	\$1,636.00	\$1,436.05	\$6,154.89	\$8,914.12	\$944.62
Sewer MHoles Operations & Maintenance	\$1,000.27	\$0.00	\$1,043.01	\$2,043.28	\$39.15	\$0.00	\$0.00	\$330.21	\$330.21	\$1,501.13	\$0.00
Sewer Pump Station Operations & Maintenance	\$0.00	\$0.00	\$84,629.88	\$84,629.88	\$24,060.24	\$0.00	\$0.00	\$104,627.65	\$104,627.65	\$280,979.73	\$26,655.28
Sewer Switchboard Operations & Maintenance	\$13,105.68	\$4,903.38	\$0.00	\$18,009.06	\$1,755.22	\$14,576.77	\$1,024.02	\$0.00	\$15,600.79	\$36,274.11	\$1,056.38
Sewer Treatment Plant Operations & Maint	\$2,965.91	\$2,016.86	\$107,312.88	\$112,295.65	\$18,117.04	\$2,919.96	\$1,670.55	\$103,509.59	\$108,100.10	\$253,688.22	\$14,202.73
Sewer Pumps Operations & Maintenance	\$28,067.57	\$2,862.92	\$0.00	\$30,930.49	\$2,461.63	\$23,633.75	\$0.00	\$0.00	\$23,633.75	\$56,362.30	\$3,386.75
Sewer General Operations	\$0.00	\$0.00	\$48,224.84	\$48,224.84	\$7,673.82	\$0.00	\$0.00	\$33,089.62	\$33,089.62	\$91,176.99	\$2,919.58
Sewer Wetlands Operations & Maintenance	\$0.00	\$723.39	\$21,249.00	\$21,972.39	\$2,749.69	\$0.00	\$134.31	\$16,745.98	\$16,880.29	\$31,604.00	\$2,327.89
	\$170,017.97	\$74,636.88	\$562,402.96	\$807,057.81	\$137,667.72	\$153,348.09	\$92,616.24	\$533,194.25	\$779,158.58	\$1,807,021.35	\$119,667.79

Installation of New Pipe Bridge



Install New Automatic Water Troughs



Water & Sewerage Works Request Report



For the Month of December 2017

Category	Request Lodged	Action Completed	Percentage Completed	
Installed New Connection	0	0		
Repaired Broken Service	13	13	100.0%	
Low Pressure	0	0		
Sewerage Odour	0	0		
Replaced Jumper Valve	1	1	100.0%	
Repair Broken Main	0	0		
Dirty Water	0	0		
Sewerage Blockage	0	0		
Other Requests	34	23	67.6%	
TOTALS:	48	37	77.1%	

Water & Sewerage Works Request Report

For the Financial Year to December 2017

Category	Request Lodged	Action Completed	Percentage Completed	Comments
Installed New Connection	7	7	100.0%	
Repaired Broken Service	62	58	93.5%	
Low Pressure	0	0		
Sewerage Odour	0	0		
Replaced Jumper Valve	18	17	94.4%	
Repair Broken Main	3	3	100.0%	
Dirty Water	8	8	100.0%	
Sewerage Blockage	0	0		
Other Requests	221	215	97.3%	
TOTALS:	319	308	96.6%	

Hinchinbrook Shire Council's Water & Sewerage Request system allows direct logging of works requests to the Water & Sewerage Manager for actioning and provides a basis for storing, checking the status of, and reporting of all works requests activities.

All approved maintenance work generated from the Request system, are prioritised and scheduled for completion. Once the requested works has been completed, the person who had requested the works is contacted and informed about the works completed.

If the person who requested the works is not satisfied with the Council's response to the request, further contact can be made to Council with their concerns, which is then dealt with in accordance with Council's Complaints Procedure.

There are specified response timeframes, depending on the type and nature of the request.

* Urgent: Total Loss or Imminent total loss of supply - 95% in 1 hour

* High: Appreciable loss of supply - 95% in 2 hour

* Moderate: Minimal Effect to Supply (wet patch) - 95% in 3 days

* Low: No appreciable loss of supply - 95% in 1 week

HINCHINBROOK SHIRE COUNCIL

SHIRE WATER and SEWERAGE SCHEMES REPORT DECEMBER 2017



1. WATER

	Ingham River PS	Martin St. Depot WTP	Halifax WTP	Macknade WTP	Forrest Beach WTP
Total KI Pumped	44040	98868	0	29228	22448
Previous Month	10305	85282	0	19421	13267
	Halifax Depot	Ing to F/Bch Flow			
Total KI Pumped	10955	5328			
Previous Month	5099	3296			

2. WATER CONSUMPTION

	Total KI	Mean Day	Max Day	Min Day	l/c/d	Prev. Month
SCHEME 1 - Ingham/Toobanna/Trebonne	126626	4085	6240	2219	756	521
SCHEME 2 - Halifax/Lucinda/Cordelia/Macknade/Taylors Beach	40182	1296	1831	685	495	302
SCHEME 3 - Forrest Beach	22448	914	654	316	651	385

3. SEWERAGE

	Total KI	Mean Day	Max Day	Min Day	Prev Month Total KI	Prev Month Mean Day
Ingham Sewerage Treatment Plant - Inlet Flow	47510	1533	2897	1092	43823	1905
Ingham Sewerage Treatment Plant - Pumped to Community Wetlands	46735	1508	2342	824	42775	1860
Ingham Sewerage Treatment Plant - Outlet Flow to Herbert River - W3	0	0	0	0	0	0
Hinchinbrook Community Wetlands - Inlet Flow	34098	1100	1561	415	31314	1010
Hinchinbrook Community Wetlands - Outlet Flow - W1	40918	1320	1909	943	34656	1118
Lucinda Sewerage Treatment Plant - Outflow to Irrigation	1047	34	111	10	369	16
Lucinda Sewerage Treatment Plant - Outflow - W2 - Ocean	0	0	0	0	0	0
Trebonne Sewerage	8543	276	414	184	7292	317

Escherichia Coli Health Compliance Quarterly Report



Ingham Water Supply - Raw Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	4	0	0	0	4
Tests Failures	2	0	0	0	2
Tests Passed	2	0	0	0	2
% Passed	50.00%	#DIV/O!	#DIV/O!	#DIV/O!	50%

Ingham Water Supply - TREATED Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	4	0	0	0	4
Tests Failures	0	0	0	0	0
Tests Passed	4	0	0	0	4
% Passed	100%	#DIV/O!	#DIV/O!	#DIV/O!	100%

Ingham Water Supply - Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	18	20	1	0	39
Tests Failures	0	0	0	0	0
Tests Passed	18	20	1	0	39
% Passed	100%	100%	100%	#DIV/O!	100%

Forrest Bch Water Supply - Raw Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	2	0	0	0	2
Tests Failures	2	0	0	0	2
Tests Passed	0	0	0	0	0
% Passed	0%	#DIV/O!	#DIV/O!	#DIV/O!	0%

Forrest Bch Water Supply - TREATED Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	2	0	0	0	2
Tests Failures	0	0	0	0	0
Tests Passed	2	0	0	0	2
% Passed	100%	#DIV/O!	#DIV/O!	#DIV/O!	100%

Forrest Bch Water Supply- Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	13	11	2	0	26
Tests Failures	0	0	0	0	0
Tests Passed	13	11	2	0	26
% Passed	100%	100%	100%	#DIV/O!	100%

Lower Herbert Water Supply - Raw Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	2	0	0	0	2
Tests Failures	0	0	0	0	0
Tests Passed	2	0	0	0	2
% Passed	100%	#DIV/O!	#DIV/O!	#DIV/O!	100%

Lower Herbert Water Supply - TREATED Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	3	0	0	0	3
Tests Failures	0	0	0	0	0
Tests Passed	3	0	0	0	3
% Passed	100%	#DIV/O!	#DIV/O!	#DIV/O!	100%

Lower Herbert Water Supply- Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	15	17	2	0	34
Tests Failures	0	0	0	0	0
Tests Passed	15	17	2	0	34
% Passed	100%	100%	100%	#DIV/O!	100%

		NO. of TESTS	NO. of Passes	FAILURES	Compliance
INGHAM	Reticulation	22	22	0	100%
TREBONNE	Reticulation	6	6	0	100%
TOOBANNA	Reticulation	4	4	0	100%
BLACKROCK	Reticulation	7	7	0	100%
FORREST BCH	Reticulation	26	26	0	100%
TAYLORS BCH	Reticulation	5	5	0	100%
MKD/BEM	Reticulation	11	11	0	100%
HALIFAX	Reticulation	8	8	0	100%
LUCINDA	Reticulation	7	7	0	100%
CORDELIA	Reticulation	3	3	0	100%
	TOTAL	99	99	0	100%

SCHEME 1 - INGHAM SUPPLY	39	39	0	100%
SCHEME 2 - U/HERBERT SUPPLY	34	34	0	100%
SCHEME 3 FORREST BCH SUPPLY	26	26	0	100%
HINCHINBROOK WATER SUPPLY	99	99	0	100%



REPORT TO COUNCIL

 INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT

For Council Decision - Recommendation
That the Report be received and noted.

Officers Comment

This Works Capital Program Report is to be presented at Council's Ordinary Meeting scheduled to be held on 30 January 2018.

For the month of December 2017, the Works Capital Works Progress Report that follows provides a breakdown of projects as approved in the 2017/2018 Capital Works Program.

Works Currently in Progress

Major Works Performed During December 2017

- 18KR - Kerb and Channel Rehabilitation Program
- 18GRS - Gravel Resheeting Program
- 18FR - Footpath Rehabilitation Program
- 18D1 - Replace Grated Entry with Kerb Entry
- 17R10 - Gort and Fanning Street - Road Widening
- 18T6 - Furber Road Tids Program
- 17F2 - Ingham Building Our Regions Footpath
- 17R2 - Insitu Stabilisation of Class 5 Roads

Works Scheduled to Commence During January 2018

- 18T2 - Mount Fox Road TIDS

Works Scheduled to be Completed During January 2018, Weather Permitting

- 17R2 - Insitu Stabilisation of Class 5 Roads
- 18T6 - Furber Road TIDS

 Author: Jenna Devietti/ Steve Hall

Position: Works Engineer / Works Manager - Construction

 Date: 15/01/18



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 DECEMBER 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline													
	HSC Budget	Other Source	Total															
2017-2018 Capital Projects																		
Safety & Amenity Improvement Program (18R1)	\$55,000		\$55,000	\$36,000	<ul style="list-style-type: none">• Cruickshanks Road culvert extension is complete.• Balance funding to be directed to procuring materials for pipe extension to improve safety at intersection of Cazzulino Road and Stone River Road. Road corridor boundaries are still to be surveyed, this will determine the orientation of the culvert extensions.• Balance funding to be directed in regrade existing table drain on Catastis Road which has been identified for improvement.													
						Project Completed					Assets Created/Project Capitalised							
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast		C							C				
					Actual		A	C										
Insitu Stabilising of Class 5 Roads (18R2)	\$250,000		\$250,000		<ul style="list-style-type: none">• Sites identified for stabilising include Altofts Road, Kehls Road, Moores Road, Mudies Road and Seris Road. Geotechnical investigation to commence to determine required stabilisation rate.													
						Project Completed					Assets Created/Project Capitalised							
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast								A	P	C			
					Actual													
Nebbias Road Seal Extension (18R3)	\$247,000		\$247,000	\$15,394	<ul style="list-style-type: none">• RFQ for design awarded to Langtree Consultants with design currently in progress.• Public consultation to be undertaken.													
						Project Completed					Assets Created/Project Capitalised							
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast			P	A				C					
					Actual			P	A									
Barberos Road Rehabilitation to Rural Standard (18R4)	\$149,000		\$149,000	\$12,920	<ul style="list-style-type: none">• RFQ for design awarded to FortiSEM.• FortiSEM has commenced the design for this project.													
						Project Completed					Assets Created/Project Capitalised							
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast				P	A			C					
					Actual			A	P	A								



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 DECEMBER 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline													
	HSC Budget	Other Source	Total															
Zammits Road - Ch 30 to Ch 1250 Rehabilitation Works (18R5)	\$143,000		\$143,000	\$11,715	<ul style="list-style-type: none">RFQ for design awarded to FortiSEM.FortiSEM has commenced the design for this project.													
						Project Completed					Assets Created/Project Capitalised							
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast					P		A				C		
					Actual			A		P		A						
Jourama Road - Ch 1500 to Ch 4300 (18R6)	\$271,000		\$271,000	\$12,974	<ul style="list-style-type: none">RFQ awarded to Langtree Consulting with design currently in progress.Public consultation completed and final amendments as a result of consultation in progress.													
						Project Completed					Assets Created/Project Capitalised							
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast				P	A				C				
					Actual			P		A								
Lyons Street - Rehabilitation and Drainage Works (18R7)	\$170,000		\$170,000		<ul style="list-style-type: none">RFQ awarded to Langtree Consulting with design to commence in January.													
						Project Completed					Assets Created/Project Capitalised							
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast							P	A		C			
					Actual							P						
Wallaman Falls Road TIDS (18T1)	\$50,000	\$50,000	\$100,000		<ul style="list-style-type: none">Locations for reseal have been confirmed with design completed and job folders developed.Pre-start meeting to be held with key personnel.													
						Project Completed					Assets Created/Project Capitalised							
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast					A			C					
					Actual					A								
Mt Fox Road TIDS (18T2)	\$100,000	\$100,000	\$200,000	\$87	<ul style="list-style-type: none">Design completed, job folders developed and Pre-start meeting held.Works to commence in January.													
						Project Completed					Assets Created/Project Capitalised							
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast						A	C						
					Actual				A									



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 DECEMBER 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
Hawkins Creek Road TIDS (18T4)	\$25,000	\$25,000	\$50,000		• Design completed, job folders developed and Pre-start meeting to be held.												
						Project Completed					Assets Created/Project Capitalised						
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast					A			C				
					Actual					A							
Mt Gardiner Road TIDS (17T3)	\$100,000	\$100,000	\$200,000	\$138,485	• Project complete.												
						Project Completed				Ü		Assets Created/Project Capitalised					
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	C											
					Actual	C											
Menzies Street TIDS (18T5)	\$50,000	\$50,000	\$100,000		• Design completed and job folders developed. Pre-start meeting to be held. • To reduce impact of traffic during school, works are scheduled for Easter school holidays.												
						Project Completed					Assets Created/Project Capitalised						
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast						A					C	
					Actual				A								
Furber Road TIDS (18T6)	\$50,000	\$50,000	\$100,000	\$84,578	• Works 95% complete with minimal drainage works scheduled for when crews commence works on Mt Fox Road.												
						Project Completed				Ü		Assets Created/Project Capitalised					
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast					A	C						
					Actual					A	C						
Abergowrie Road TIDS (18T7)	\$50,000	\$50,000	\$100,000		• A number of sites have been identified for rehabilitation works. • Design in process.												
						Project Completed					Assets Created/Project Capitalised						
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast						A		C				
					Actual						A						
Elphinstone Pocket Road TIDS (18T8)	\$74,000	\$74,000	\$148,000		• Design currently in progress for guardrail upgrade and signage improvements.												
						Project Completed					Assets Created/Project Capitalised						
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast						A		P		C		
					Actual						A						



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 DECEMBER 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline															
	HSC Budget	Other Source	Total																	
Bridge Inspections and Designs (18B1)	\$150,000		\$150,000	\$17,652	<ul style="list-style-type: none">Preliminary designs and costings have been provided for both bridges. Reports to be reviewed and presented to Council prior to moving onto detailed design.															
						Project Completed				Assets Created/Project Capitalised										
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast						A									
					Actual						A									
Baillies Road Bridge - Baillies Road (18B2)	\$500,000		\$500,000	\$37,439	<ul style="list-style-type: none">Cardno have been awarded the detailed design.RFO to undertake the geotechnical investigation to be issued in January .Tender expected to be released late February.															
						Project Completed				Assets Created/Project Capitalised										
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast										C					
					Actual															
Kerb and Channel Rehabilitation Program (18KR)	\$300,000		\$300,000	\$216,303	<ul style="list-style-type: none">Cassady Street, Palm Avenue, Hawkins Street and Cartwright projects complete.Design currently in progress for Covell Street for use of balance funding.															
						Project Completed				Assets Created/Project Capitalised										
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast		P	C					A							C
					Actual		P	C												
Kerb Crossing Improvements to Non Compliant Crossings (18K1)	\$60,000		\$60,000		<ul style="list-style-type: none">Locations determined.Project documentation currently in progress.															
						Project Completed				Assets Created/Project Capitalised										
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast		A							C						
					Actual		A													
Footpath Rehabilitation Program (18FR)	\$150,000		\$150,000	\$75,174	<ul style="list-style-type: none">Cartwright Street project complete.Design currently in progress for Lannercost Street adjacent to Tweak Fitness for use of balance funding.															
						Project Completed				Assets Created/Project Capitalised										
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast		A			P	C		A		C					
					Actual		A			P	C									



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 DECEMBER 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline																
	HSC Budget	Other Source	Total																		
Ash Street Disabled Access (18P1)	\$10,000		\$10,000		• No further works required at location. • Budget to be reallocated.																
					Project Completed													Assets Created/Project Capitalised			
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast	A	C														
					Actual	A	C														
Annual Reseal Program (18RS)	\$496,000		\$496,000	\$178,867	• Preparation works complete. • Sealing contractor scheduled for February.																
					Project Completed													Assets Created/Project Capitalised			
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast				C				C								
					Actual				C												
Annual Gravel Resheeting Program (18GRS)	\$254,000		\$254,000	\$178,067	• Work is complete on Stallans Lane, Milton Road, Allendale Road and roads within Abergowrie. • Crews will commence a post season grade in January, with remaining resheeting funds to be utilised where required.																
					Project Completed													Assets Created/Project Capitalised			
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast		C		A	C		C									
					Actual		C		A	C											
Replace Grated Entry with Kerb Entry (18D1)	\$15,000		\$15,000	\$11,323	• Design completed and Pre-start Meeting held for Lannercost Street grated entry replacement adjacent to Coles and Abbott Street and MacDonald Street grated entry replacement. • Works have commenced. MacDonald Street site is completed, the two remaining sites will be completed when the precast units arrive.																
					Project Completed													Assets Created/Project Capitalised			
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast		A			C											
					Actual		A			C											



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 DECEMBER 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
Drainage Upgrade Program - Works (18D2)	\$150,000		\$150,000	\$60,404	<ul style="list-style-type: none">Amos Road Culvert Upgrade - Works have been completed.Kelly Street Drain - Concrete invert works have been complete. After discussions with land owners concrete batter protection is still to be completed.Currently determining additional sites for balance funding.												
						Project Completed				Assets Created/Project Capitalised							
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast		A	C					A			C	
					Actual		A	C									
Renouf Street - Drainage Upgrade (18D3)	\$10,000		\$10,000	\$7,710	<ul style="list-style-type: none">Project complete.												
						Project Completed			Ü		Assets Created/Project Capitalised			Ü			
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast			A		C							
					Actual			A		C							
Lucinda Groynes (18LG)	\$200,000		\$200,000	\$331	<ul style="list-style-type: none">Session held with Lucinda Progress Association to provide overview of success of existing geofabric bags. Meeting concluded that groynes are working successfully with some concerns raised regarding motorised vehicles driving over the groynes and causing damage. Works to undertake maintenance to progress.RFQ for procurement of geofabric bags has been completed, to be released in January.												
						Project Completed				Assets Created/Project Capitalised							
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast							P		C			
					Actual							P					
Taylors Beach Dredging (18TBG)	\$15,000		\$15,000		<ul style="list-style-type: none">Works to be scoped.												
						Project Completed				Assets Created/Project Capitalised							
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Emulsion Storage Unit (18ESU)	\$45,000		\$45,000		<ul style="list-style-type: none">Procurement undertaken for emulsion storage unit. Evaluation currently in progress.												
						Project Completed				Assets Created/Project Capitalised							
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast					P							
					Actual					P							



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 DECEMBER 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Repair/Reline Rotary Park Fountain (18RPF)	\$25,000		\$25,000	\$17,730	• Procurement undertaken for repair works, evaluation in progress.
					Project Completed
					Assets Created/Project Capitalised
					2017/2018
					Forecast
Insitu Stabilisation of Class 5 Roads (17R2)	\$250,000		\$250,000	\$138,323	• Cantamessas Road RFQ for construction has been awarded to Timrith Transport. • Construction has commenced.
					Project Completed
					Assets Created/Project Capitalised
					2017/2018
					Forecast
Supplement Roads (17R3)	\$205,000		\$205,000	\$89,765	• Two lines of pipes were completed on Milton Road. Works scheduled to recommence in January.
					Project Completed
					Assets Created/Project Capitalised
					2017/2018
					Forecast
Ann Street Reconstruction (17R4)	\$100,000		\$100,000	\$60,665	• Project complete.
					Project Completed
					Assets Created/Project Capitalised
					2017/2018
					Forecast
Lee Creek Bridge (17B3)	\$225,000		\$225,000	\$220,177	• Project completed. Final claim to be processed.
					Project Completed
					Assets Created/Project Capitalised
					2017/2018
					Forecast



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 DECEMBER 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Yard Creek Bridge (17B4)	\$210,000		\$210,000	\$125,398	• Project complete. Final claim still to be made by contractor.
					Project Completed <input checked="" type="checkbox"/> Assets Created/Project Capitalised
					2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast C
					Actual C
Lagoon Creek Bridge (17B2)	\$474,000		\$474,000	\$460,828	• Project complete.
					Project Completed <input checked="" type="checkbox"/> Assets Created/Project Capitalised
					2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast C
					Actual C
Rehabilitation Program (17KR)	\$245,000		\$245,000	\$231,510	• Project complete on sections of Miles and Griffith Street.
					Project Completed <input checked="" type="checkbox"/> Assets Created/Project Capitalised
					2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast C
					Actual C
Footpath Rehabilitation Program (17FR)	\$58,000		\$58,000	\$52,334	• Project complete on section of footpath on Pandanus Street.
					Project Completed <input checked="" type="checkbox"/> Assets Created/Project Capitalised
					2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast C
					Actual C
Disability Footpaths/Pram Ramps (18F1)	\$19,000		\$19,000		
					Project Completed <input type="checkbox"/> Assets Created/Project Capitalised
					2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast
					Actual
McIlwraith Street - Townsville Rd to Dutton Street (17F1)	\$5,000		\$5,000	\$3,111	• Project complete. Final costing posted in 17/18.
					Project Completed <input checked="" type="checkbox"/> Assets Created/Project Capitalised
					2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast
					Actual



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 DECEMBER 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline																																																							
	HSC Budget	Other Source	Total																																																									
Ingham Building Our Regions Footpath (17F2)	\$613,200	\$919,800	\$1,533,000	\$1,062,782 (Total) \$85,797 (HSC Menzies Street Works) \$115,630 (Relocation/Protection of Services) \$861,355 (Contractor)	<div>• OTL Concreting & Excavation was awarded contract for HSC 17/10 Hinchinbrook Shared Footpath Connectivity Project.</div> <div>• Langtree Consulting was awarded Project Management Services.</div> <div>• Contract works currently in progress</div> <div>• Council has completed works to extend the existing culvert on Menzies Street and the adjacent footpath.</div> <table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="6">Assets Created/Project Capitalised</td><td></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td colspan="9">C</td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td colspan="6">C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed						Assets Created/Project Capitalised							2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast	C													Actual	C												
	Project Completed						Assets Created/Project Capitalised																																																					
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Forecast	C																																																											
Actual	C																																																											
Annual Gravel Re-Sheeting Program (17GRS)	\$5,000		\$5,000	\$2,117	<div>• Project complete. Final costing posted in 17/18.</div> <table><tr><td></td><td colspan="4">Project Completed</td><td>ü</td><td colspan="2"></td><td colspan="6">Assets Created/Project Capitalised</td><td></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed				ü			Assets Created/Project Capitalised							2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast													Actual													
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2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun																																																
Forecast																																																												
Actual																																																												
Drainage Upgrade Program (17D2 & 17D4)	\$478,000	\$275,000	\$753,000	\$631,414	<div>• Palm Creek Conveyance Project - Works are complete and funding has been acquitted. Still finalising the Material Change of Use and handover of land to Council.</div> <div>• Works completed on replacement of existing culvert on unmaintained section of Amos Road as per Council resolution.</div> <div>• Budget includes Palm Creek Conveyance, Urban Drainage, Forrest Beach, Halifax and Ingham Drainage Improvement carryovers.</div> <table><tr><td></td><td colspan="4">Project Completed</td><td>ü</td><td colspan="2"></td><td colspan="6">Assets Created/Project Capitalised</td><td></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td colspan="4">C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td></td><td></td><td colspan="2">C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed				ü			Assets Created/Project Capitalised							2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast		C											Actual				C									
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2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun																																																
Forecast		C																																																										
Actual				C																																																								
BBQ Shelter - Jack Bonning Park (16-17 JBON-SHED)	\$12,000		\$12,000		<div>• Awaiting development of Local Government Infrastructure Plan to determine scope of works.</div> <table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="6">Assets Created/Project Capitalised</td><td></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed						Assets Created/Project Capitalised							2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast													Actual														
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Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 DECEMBER 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Aerator - Botanical Gardens Pond (18PK1)	\$20,000		\$20,000		
					Project Completed
					Assets Created/Project Capitalised
					2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
Dungeness Floating Pontoon (17M1)		\$450,000	\$450,000	\$8,087	Forecast
					Actual
					• Tenders released in December for the Design and Construction of the Floating Walkway. Tender briefing to be held on 16 January 2018.
					Project Completed
Gort St/Fanning St - Road Widening W4Q (17R10)		\$255,000	\$255,000	\$247,064	Assets Created/Project Capitalised
					2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast
					Actual
John Dory St - Road Widening W4Q (17R11)		\$220,000	\$220,000	\$196,658	• Works complete.
					Project Completed
					Assets Created/Project Capitalised
					2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
Acacia St - Road Widening & Footpath W4Q (17R8)		\$140,000	\$140,000	\$163,757	Forecast
					Actual
					• Works complete.
					Project Completed
					Assets Created/Project Capitalised
					2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast
					Actual



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 DECEMBER 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Long Pocket Rd W4Q (17R9)	\$500,000	\$595,000	\$1,095,000	\$633,416	<ul style="list-style-type: none"> Works for Old project complete. Balance funding to be utilised to continue sealing extension.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/2018</div> <div>Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun</div>
					<div>Forecast</div> <div>P C</div>
					<div>Actual</div> <div>P C</div>
Forrest Glen to Leichhardt St Footpath W4Q (17F3)		\$300,000	\$300,000	\$318,640	<ul style="list-style-type: none"> Works complete.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/2018</div> <div>Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun</div>
					<div>Forecast</div> <div>P C</div>
					<div>Actual</div> <div>P C</div>
Lucinda Swimming Enclosure W4Q 2.01		\$30,000	\$30,000		<ul style="list-style-type: none"> Total project budget \$50,000. Discussions to be held with Lucinda Progress Association regarding possible scope.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/2018</div> <div>Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun</div>
					<div>Forecast</div> <div>A P C</div>
					<div>Actual</div> <div></div>
Bosworth Road W4Q 2.04		\$210,000	\$210,000		<ul style="list-style-type: none"> Total project budget \$350,000
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/2018</div> <div>Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun</div>
					<div>Forecast</div> <div>A P C</div>
					<div>Actual</div> <div></div>
Wallis Street - Road Widening W4Q 2.06		\$100,000	\$100,000		<ul style="list-style-type: none"> Survey programmed.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/2018</div> <div>Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun</div>
					<div>Forecast</div> <div>A P C</div>
					<div>Actual</div> <div></div>



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 DECEMBER 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
North End Taylors Beach W4Q 2.07		\$30,000	\$30,000		• Total project budget \$120,000												
						Project Completed					Assets Created/Project Capitalised						
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Stone Street W4Q 2.08			\$0		• Total project budget \$200,000												
						Project Completed					Assets Created/Project Capitalised						
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Wattle Street Footpath - Overspend W4Q 2.10		\$60,000	\$60,000														
						Project Completed					Assets Created/Project Capitalised						
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Forrest Beach Picaninny Park W4Q 2.11		\$90,000	\$90,000		• Total project budget \$200,000												
					• Development application to be developed and submitted for works to be undertaken.												
						Project Completed					Assets Created/Project Capitalised						
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
Actual																	
	\$7,583,200	\$4,173,800	\$11,757,000	\$5,680,131													

Roads Operational Costs 2017/2018

Work Type	Financial Year 17/18 YTD Costs					Financial Year 17/18 YTD Total Costs	December 17/18 Total Costs	Financial Year 16/17 YTD Costs					Financial Year 16/17 YTD Total Costs	Financial Year 16/17 Total Costs	December 16/17 Total Costs
	Operational	SEALED Reactive	SEALED Scheduled	UNSEALED Reactive	UNSEALED Scheduled			Operational	SEALED Reactive	SEALED Scheduled	UNSEALED Reactive	UNSEALED Scheduled			
Administration	\$ 18,657.41					\$ 18,657.41	\$ 4,955.73	\$ -					\$ -	\$ -	\$ -
Drainage		\$ 25,116.93	\$ 25,660.12	\$ 32,037.22	\$ 21,408.97	\$ 104,223.24	\$ 15,180.55		\$ 36,981.42	\$ 74,693.97	\$ 6,979.59	\$ 19,177.87	\$ 137,832.85	\$ 210,627.96	\$ 11,631.68
Footpath		\$ 12,788.75	\$ 58,820.99	\$ 4,354.24	\$ 3,995.12	\$ 79,959.10	\$ 14,131.86		\$ 9,570.05	\$ 9,178.07	\$ 463.63	\$ 8,319.06	\$ 27,530.81	\$ 66,435.45	\$ 4,871.45
Kerb & Channel		\$ 20,878.75	\$ 48,636.79			\$ 69,515.54	\$ 5,465.13		\$ 22,065.70	\$ 67,271.77			\$ 89,337.47	\$ 290,131.10	\$ 1,844.77
Not Applicable	\$ 109.04					\$ 109.04	\$ -	\$ 17,929.55					\$ 17,929.55	\$ 22,458.88	\$ 6,299.53
Pavement		\$ 58,955.15	\$ 66,896.02	\$ 189,394.94	\$ 356,389.18	\$ 671,635.29	\$ 127,294.42		\$ 12,198.11	\$ 48,018.11	\$ 12,525.94	\$ 216,860.34	\$ 289,602.50	\$ 783,185.22	\$ 41,947.40
Road Traffic Devices		\$ 4,700.27	\$ 20,587.42	\$ 1,427.93	\$ 13,165.78	\$ 39,881.40	\$ 9,534.54		\$ 14,741.33	\$ 16,923.22	\$ 3,731.00	\$ 6,389.99	\$ 41,785.54	\$ 67,675.58	\$ 7,074.85
Signage		\$ 8,144.91	\$ 54,960.90	\$ 4,243.30	\$ 7,692.07	\$ 75,041.18	\$ 24,003.91		\$ 9,102.36	\$ 38,194.24	\$ 2,585.27	\$ 5,542.33	\$ 55,424.20	\$ 109,549.75	\$ 3,953.74
Surface		\$ 17,932.00	\$ 57,980.67			\$ 75,912.67	\$ 4,882.51		\$ 16,314.68	\$ 88,146.19			\$ 104,460.87	\$ 206,520.55	\$ 5,259.10
Sweeping		\$ 4,807.19	\$ 24,147.61			\$ 28,954.80	\$ 3,826.70		\$ 10,867.41	\$ 35,416.16			\$ 46,283.57	\$ 83,149.64	\$ 6,176.70
Vegetation Control		\$ 20,885.22	\$ 107,825.14	\$ 9,700.48	\$ 27,805.36	\$ 166,216.20	\$ 54,069.66		\$ 25,678.17	\$ 185,622.37	\$ 7,123.29	\$ 73,671.37	\$ 292,095.20	\$ 592,714.70	\$ 41,961.59
	\$18,766.45	\$174,209.17	\$465,515.66	\$241,158.11	\$430,456.48	\$1,330,105.87	\$263,345.01	\$17,929.55	\$157,519.23	\$563,464.10	\$33,408.72	\$329,960.96	\$1,102,282.56	\$2,432,448.83	\$131,020.81

Parks Operational Costs 2017/2018

Park Name	Financial Year 17/18 YTD Costs			Financial Year 17/18 YTD Total Costs	December 17/18 Total Costs	Financial Year 16/17 YTD Costs			Financial Year 16/17 YTD Total Costs	Financial Year 16/17 Total Costs	December 16/17 Total Costs
	Operational	Reactive	Scheduled			Operational	Reactive	Scheduled			
Acacia Park		\$0.00	\$1,590.97	\$1,590.97	\$1,360.91		\$679.50	\$2,336.84	\$3,016.34	\$6,375.40	\$108.58
Apex Park		\$5.40	\$1,397.31	\$1,402.71	\$189.72		\$143.67	\$922.47	\$1,066.14	\$7,814.27	\$218.86
Borello Park		\$2,145.78	\$6,532.40	\$8,678.18	\$1,109.61		\$2,056.41	\$10,935.17	\$12,991.58	\$25,686.95	\$3,076.08
Cassady Park		\$132.54	\$883.19	\$1,015.73	\$72.42		\$375.80	\$1,585.20	\$1,961.00	\$4,810.76	\$72.38
Cockburn Park			\$254.56	\$254.56	\$37.42			\$470.41	\$470.41	\$1,270.49	\$144.76
Dungeness Park		\$628.74	\$5,660.35	\$6,289.09	\$363.16		\$350.20	\$5,050.53	\$5,400.73	\$17,617.16	\$631.50
Eddie Burke Park			\$543.03	\$543.03	\$72.42			\$1,071.23	\$1,071.23	\$3,432.85	\$180.14
Euclid Park		\$72.40	\$108.59	\$180.99	\$36.21		\$21.33	\$889.78	\$911.11	\$1,236.82	\$36.19
Forrest Beach Foreshore Park		\$1,630.93	\$3,666.60	\$5,297.53	\$60.00		\$2,470.93	\$3,487.52	\$5,958.45	\$24,223.39	\$1,221.62
Forrest Beach Lions Park		\$481.97	\$170.94	\$652.91	\$96.97		\$568.19	\$621.11	\$1,189.30	\$4,102.02	\$207.02
Forrest Beach Progress Park		\$935.63	\$4,946.15	\$5,881.78	\$397.66		\$1,281.96	\$6,856.08	\$8,138.04	\$16,369.63	\$802.22
Fred Heard Memorial Park		\$0.00	\$617.89	\$617.89	\$120.00		\$261.41	\$737.90	\$999.31	\$2,079.97	\$144.76
Garbutt Park		\$800.00	\$8,732.08	\$9,532.08	\$904.38		\$2,350.30	\$8,304.28	\$10,654.58	\$30,709.91	\$1,940.17
Heard Park		\$0.00	\$642.60	\$642.60	\$220.29		\$1,076.99	\$654.54	\$1,731.53	\$3,074.13	\$72.38
Henry Stone Park		\$0.00	\$453.58	\$453.58	\$154.62		\$0.00	\$588.35	\$588.35	\$1,744.37	\$36.19
Herb Gough Park		\$0.00	\$989.19	\$989.19	\$0.00		\$0.00	\$1,835.70	\$1,835.70	\$3,891.73	\$144.76
Ingham Lions Park		\$96.95	\$1,079.59	\$1,176.54	\$159.84		\$108.91	\$1,450.69	\$1,559.60	\$5,237.84	\$180.91
Ingham Memorial Gardens		\$2,109.09	\$48,382.42	\$50,491.51	\$5,146.54		\$4,882.64	\$54,959.58	\$59,842.22	\$114,805.06	\$5,522.68
Ingham Skate Park		\$609.05	\$1,633.23	\$2,242.28	\$210.41		\$359.86	\$1,329.31	\$1,689.17	\$4,443.61	\$281.24
Interact Park		\$65.29	\$2,156.12	\$2,221.41	\$209.15		\$255.69	\$1,388.36	\$1,644.05	\$5,713.63	\$181.20
Jack Bonning Park		\$35.99	\$667.12	\$703.11	\$191.98		\$46.61	\$2,544.54	\$2,591.15	\$5,279.67	\$36.67
Jackson Park		\$230.48	\$1,361.83	\$1,592.31	\$144.84		\$0.00	\$1,328.77	\$1,328.77	\$3,440.32	\$470.28
John Dory Park		\$48.00	\$698.34	\$746.34	\$90.00		\$4,441.87	\$1,057.86	\$5,499.73	\$6,346.07	\$0.00
Johnson Park		\$22.98	\$420.76	\$443.74	\$230.12		\$327.89	\$2,136.48	\$2,464.37	\$6,359.00	\$67.04
Leo Park		\$168.83	\$5,551.18	\$5,720.01	\$850.94		\$984.60	\$8,684.40	\$9,669.00	\$17,866.37	\$1,061.77
Lions Merv Wacker Park		\$0.00	\$2,340.03	\$2,340.03	\$194.86		\$172.69	\$2,107.57	\$2,280.26	\$5,984.07	\$228.83
Lucinda Foreshore Park		\$822.29	\$6,400.94	\$7,223.23	\$0.00		\$1,155.68	\$3,176.42	\$4,332.10	\$21,503.17	\$2,913.18
Lucinda Foreshore Riparian		\$22,729.08		\$22,729.08	\$14,253.93		\$0.00		\$0.00	\$0.00	\$0.00
Lucinda Lions Park		\$212.50	\$2,095.06	\$2,307.56	\$218.32		\$9.55	\$3,308.51	\$3,318.06	\$5,699.06	\$402.46
Melvin Park		\$7.04	\$3,451.11	\$3,458.15	\$430.66		\$6.88	\$1,985.70	\$1,992.58	\$7,883.13	\$209.50
Mt Fox Playground		\$0.00	\$141.98	\$141.98	\$0.00		\$35.93	\$167.14	\$203.07	\$3,390.95	\$0.00
Mungallia Park		\$436.32	\$466.82	\$903.14	\$556.32		\$0.00	\$452.52	\$452.52	\$1,818.02	\$0.00
Mylrea Park		\$44.99	\$528.31	\$573.30	\$72.42		\$0.00	\$434.22	\$434.22	\$1,158.02	\$0.00
Neilsen Park		\$0.00	\$883.90	\$883.90	\$144.84		\$0.00	\$735.08	\$735.08	\$2,668.69	\$72.38
Palm Creek Lakes		\$628.99	\$5,021.52	\$5,650.51	\$289.68		\$465.27	\$5,678.35	\$6,143.62	\$14,694.05	\$1,319.62
Palm Creek Park		\$1,846.21	\$12,521.92	\$14,368.13	\$1,981.04		\$921.82	\$5,646.69	\$6,568.51	\$16,926.82	\$107.89
Palm Scrub			\$12.90	\$12.90	\$0.00			\$12.50	\$12.50	\$25.00	\$0.00
Park Operations			\$87,467.40	\$87,467.40	\$12,994.57			\$95,061.27	\$95,061.27	\$186,540.80	\$14,646.52
Parks & Garden Drug & Alcohol Testing		\$71.99		\$71.99	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Parks Staff Training	\$5,744.11			\$5,744.11	\$1,298.86	\$3,931.38			\$3,931.38	\$6,632.41	\$258.07
Periwinkle Park		\$0.00	\$1,021.00	\$1,021.00	\$296.84		\$3,111.52	\$1,068.45	\$4,179.97	\$8,682.69	\$108.96
Riverdowns Estate Park			\$883.98	\$883.98	\$450.00			\$2,341.39	\$2,341.39	\$3,628.85	\$96.76
Rotaract Park		\$0.00	\$1,074.90	\$1,074.90	\$277.20		\$313.75	\$1,442.82	\$1,756.57	\$4,019.35	\$109.05
Rotary Park		\$6,398.56	\$22,574.68	\$28,973.24	\$3,019.28		\$4,430.63	\$23,993.99	\$28,424.62	\$52,852.50	\$3,200.83
Rural Youth Park		\$105.27	\$2,077.32	\$2,182.59	\$0.00		\$0.00	\$989.54	\$989.54	\$3,128.00	\$244.77
Sandy Waterhole Park			\$1,940.44	\$1,940.44	\$430.66			\$2,218.32	\$2,218.32	\$6,711.02	\$611.93
Stone River Park			\$113.70	\$113.70	\$71.19			\$206.15	\$206.15	\$718.72	\$127.51

Parks Operational Costs 2017/2018

Park Name	Financial Year 17/18 YTD Costs			Financial Year 17/18 YTD Total Costs	December 17/18 Total Costs	Financial Year 16/17 YTD Costs			Financial Year 16/17 YTD Total Costs	Financial Year 16/17 Total Costs	December 16/17 Total Costs
	Operational	Reactive	Scheduled			Operational	Reactive	Scheduled			
T/Precinct & Brian Lynn Park		\$6,131.52	\$48,417.31	\$54,548.83	\$6,683.50		\$5,100.57	\$45,065.82	\$50,166.39	\$106,760.29	\$6,865.47
Taylors Beach Foreshore Park		\$2,652.65	\$8,332.93	\$10,985.58	\$1,665.30		\$1,903.23	\$6,847.47	\$8,750.70	\$22,314.72	\$614.56
Taylors Beach Lions Park		\$0.00	\$90.82	\$90.82	\$90.82		\$1,712.25	\$521.46	\$2,233.71	\$2,850.41	\$19.62
Taylors Beach Progress Park		\$1,182.53	\$3,389.88	\$4,572.41	\$455.12		\$152.52	\$2,152.85	\$2,305.37	\$6,214.89	\$382.14
Thynne Park		\$0.00	\$452.10	\$452.10	\$72.42		\$289.53	\$990.00	\$1,279.53	\$2,805.00	\$144.76
Vandalism		\$526.52		\$526.52	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Vince Corbett Park		\$1,036.78	\$2,348.24	\$3,385.02	\$293.00		\$1,164.17	\$3,562.30	\$4,726.47	\$8,904.78	\$1,294.70
	\$5,744.11	\$55,053.29	\$313,189.21	\$373,986.61	\$58,670.44	\$3,931.38	\$43,990.75	\$331,393.63	\$379,315.76	\$828,446.83	\$50,818.91

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline														
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total																
2017-2018 Fleet Replacement Projects																			
Truck Dual Cab - PA00081	\$110,000.00		\$110,000.00		• With Operator/Department for comments, RFQ document in development.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Truck Dual Cab - PA00086	\$110,000.00		\$110,000.00		• With Operator/Department for comments, RFQ document in development.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Grader - PA00008	\$420,000.00		\$420,000.00		• With Operator/Department for comments, RFQ document in development.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Roller Vibrating Smooth Drum - PA00067	\$125,000.00		\$125,000.00		• With Operator/Department for comments, RFQ document in development.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Loader x 2 - PA00055/64	\$420,000.00		\$420,000.00		• With Operator/Department for comments, RFQ document in development.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Ride on Mower - PA00034	\$18,000.00		\$18,000.00		• With Operator/Department for comments, RFQ document in development.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Station Wagon AWD - PA00020	\$40,000.00		\$40,000.00		• Quotations closed 8 November 2017. Report to December Council Meeting. Vehicle to be sold at auction.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline																				
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total																						
2017-2018 Fleet Replacement Projects																									
Utility 2WD Drop Side Body - PA00048	\$38,000.00		\$38,000.00		• Quotations closed 8 November 2017. All offers non-conforming, waiting on response from operator.																				
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun								
					Forecast	D																			
					Actual	D																			
Station Wagon 2WD - PA00076	\$40,000.00		\$40,000.00		• Quotations closed 8 November 2017. Report to December Council Meeting. Order placed PU011758.																				
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun								
					Forecast	D																			
					Actual	D																			
Utility 2WD Drop Side Body - PA00079	\$38,000.00		\$38,000.00		• Quotations closed 8 November 2017. Report to December Council Meeting. Order placed PU011739.																				
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun								
					Forecast	D																			
					Actual	D																			
Utility 4WD Drop Side Body - PA00102	\$40,000.00		\$40,000.00		• Quotations closed 8 November 2017. Report to December Council Meeting. Order placed PU011741.																				
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun								
					Forecast	D																			
					Actual	D																			
Utility 2WD Dual Cab Drop Side Body - PA00105	\$32,000.00		\$32,000.00		• Quotations closed 8 November 2017. Report to December Council Meeting. Order placed PU011742.																				
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun								
					Forecast	D																			
					Actual	D																			
Utility 4WD Dual Cab Drop Side Body - PA00107	\$45,000.00		\$45,000.00		• Quotations closed 8 November 2017. Report to December Council Meeting. Order placed PU011743.																				
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun								
					Forecast	D																			
					Actual	D																			
Tandem Trailer (Call Out Response Trailer) BIT # 57	\$9,000.00		\$9,000.00																						
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun								
					Forecast					D															
					Actual					D															

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline													
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total															
2017-2018 Fleet Replacement Projects																		
Tandem Trailer (Signage Trailer) BIT # 58	\$9,000.00		\$9,000.00															
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast					D								
					Actual					D								
Sand Blasting Equipment (workshop)	\$9,000.00		\$9,000.00															
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast					D								
					Actual					D								
Watercart	\$179,000.00		\$179,000.00	\$139,533.90	Order Placed: PU009926, body fabrication is in progress. ETA delivery January 2018													
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	D												
					Actual	D												
Truck Tandem Tipper	\$173,000.00		\$173,000.00	\$109,123.30	Order Placed: PU009539, body fabrication is in progress.													
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	D												
					Actual	D												
Tractor 4WD	\$100,000.00		\$100,000.00		Quotations received - evaluation underway, expect reports to the Jan 2018 meeting													
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	D												
					Actual	D												
Truck Dual Cab	\$80,000.00		\$80,000.00	\$88,208.24	Order Placed: PU007897, body fabrication is in progress. ETA Delivery January 2018.													
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	D												
					Actual	D												
Truck with Crane	\$67,000.00		\$67,000.00	\$52,467.15	Truck received.													
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual													

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline														
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total																
2017-2018 Fleet Replacement Projects																			
Tractor 2WD	\$60,000.00		\$60,000.00		Quotations received - evaluation underway, expect reports to the Jan 2018 meeting														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Trailer Dog	\$57,000.00		\$57,000.00	\$41,682.00	Order Placed: PU009538, body fabrication is in progress.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Broom	\$49,000.00		\$49,000.00	\$54,725.00	Broom received.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast														
					Actual														
Utility 2WD Dual Cab Drop Side Body - New Asset	\$25,000.00		\$25,000.00	\$0.00	New purchase not required - Re-allocation of PA00035.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast					D									
					Actual														
	\$2,293,000.00	\$0.00	\$2,293,000.00	\$485,739.59															



(18D1) Kerb Entry Rehabilitation Program



(18T6) Furber Road Upgrade



(18KR) Kerb and Channel Rehabilitation Program - Hawkins Street



(18FR) Kerb and Channel Rehabilitation Program - Cartwright Street

Works Request Report				
For the Month of December 2017				
Category	Request Lodged	Action Completed	Percentage Completed	
Accesses	5	4	80.0%	W/R 15106 a replacement tile has been ordered and will be replaced when it arrives.
Boat Ramps	0	0		
Drainage	3	3	100.0%	All requests completed.
Dust Nuisance	0	0		
Edge Repair	0	0		
Footpaths	3	2	66.7%	W/R 15096 Footpath will be cleaned in the next round of footpath cleaning.
Guide Posts	0	0		
Intersection Cleaning	0	0		
Kerb and Channel	1	0	0.0%	W/R 15096 Footpath will be cleaned in the next round of footpath cleaning.
Miscellaneous	3	2	66.7%	W/R 15108 the area of coppers log fence that was removed has been webbed off and made safe. Maintenance will be scheduled to rectify the issue of traffic driving through Macrossan Avenue when crews are available.
Potholes	5	5	100.0%	All requests completed.
Rough Roads	2	2	100.0%	All requests completed.
Sealing	0	0		
Signage	4	3	75.0%	W/R 15077 Efforts have been made to contact the responsible person at the Parks and Wild Life Service. Ross Domin will send a contact number early next week starting 15/01/2018 so Council can inform them that their sign has been removed and needs replacing.
Slashing/Mowing	3	3	100.0%	All requests completed.
Spraying	0	0		
Street Cleaning	0	0	0.0%	
Trees	4	2	50.0%	W/R 15109 Tree is scheduled for removal when crews are available. W/R 15095 Coconut trees have been scheduled for denutting.
TOTALS:	33	26	78.8%	

Works Request Report				
For the Financial Year to December 2017				
Category	Request Lodged	Action Completed	Percentage Completed	Comments
Accesses	24	23	95.8%	W/R 15106 a replacement tile has been ordered and will be replaced when it arrives.
Boat Ramps	0	0		
Drainage	36	25	69.4%	Maintenance has been scheduled for crews to work through the back log of works requests.
Dust Nuisance	1	1	100.0%	All requests completed.
Edge Repair	1	1	100.0%	All requests completed.
Footpaths	11	10	90.9%	W/R 15096 Footpath will be cleaned in the next round of footpath cleaning.
Guide Posts	1	1	100.0%	All requests completed.
Intersection Cleaning	1	1	100.0%	All requests completed.
Kerb and Channel	17	15	88.2%	W/R 15096 Footpath will be cleaned in the next round of footpath cleaning.W/R 14900 Council Car park maintenance scheduled for when staff return from the Christmas holiday period.
Miscellaneous	23	22	95.7%	W/R 15108 the area of coppers log fence that was removed has been webbed off and made safe. Maintenance will be scheduled to rectify the issue of traffic driving through Macrossan Avenue when crews are available.
Potholes	26	26	100.0%	All requests completed.
Rough Roads	36	34	94.4%	W/R 14884 Maintenance scheduled in conjunction with Works Program.
Sealing	1	1	100.0%	All requests completed.
Signage	32	29	90.6%	W/R 15077 Efforts have been made to contact the responsible person at the Parks and Wild Life Service. Ross Domin will send a contact number early next week starting 15/01/2018 so Council can inform them that their sign has been removed and needs replacing. W/R 14973 Ongoing investigations. W/R 15024 waiting on permits to enter QGR rail Corridor.
Slashing/Mowing	6	6	100.0%	All requests completed.
Spraying	0	0		
Street Cleaning	4	4	100.0%	All requests completed.
Trees	41	35	85.4%	Crews are currently working through back log of Works Requests.
TOTALS:	261	234	89.7%	

<p>Hinchinbrook Shire Council's Works Request system allows direct logging of works requests to the Works Manager for actioning and provides a basis for storing, checking the status of, and reporting of all works requests activities.</p> <p>All works requests are reviewed within twenty-four (24) hours from the time the request was received.</p> <p>All approved maintenance work generated from the Works Request system, are prioritised and scheduled for completion. Once the requested works has been completed, the person who had requested the works is contacted and informed about the works completed.</p> <p>If the person who requested the works is not satisfied with the Council's response to the request, further contact can be made to Council with their concerns, which is then dealt with in accordance with Council's Complaints Procedure.</p> <p>There are specified response timeframes, depending on the type and nature of the request.</p> <p>* Requests that requires immediate action - eg Oil spill, bridge structure accident/incident, fallen tree on road; * Requests that are considered safety related are actioned within seven (7) days - eg Intersection cleaning; * All other requests completed in accordance with Council approved intervention levels.</p>



REPORT TO COUNCIL

RECRUITMENT OF VACANT PERMANENT POSITION – WORKS SUPERVISOR

Executive Summary

At the Ordinary Meeting on 28 June 2016 Council adopted the Organisational Structure effective 1 July 2016. It was also resolved that the replacement of permanent positions requires the prior approval of Council.

On 22 December 2017 the Works Supervisor submitted his resignation effective 6 February 2018. If this position is approved in a timely manner the recruitment process will commence immediately with the successful candidate commencing employment with Council as soon as possible.

Officers consider this position to be critical to the ongoing operations of Council and approval is hereby sought to replace this position.

For Council Decision – Recommendation

That Council approve to replace the Works Supervisor position.

Background

The Works Supervisor position is a key position that has a shared role between the construction and maintenance fields in the Works Department. This position reports to and is under the limited supervision of the Works Manager – Construction within the organisational structure. This position exercises relevant skills to assist and supervise gang members in the effective implementation of various works operations, construction and maintenance programs. This position assists with organising the crews to various areas as delegated on the day and to be able to perform duties to the required standard.

Advertising the position of Works Supervisor in a timely manner is recommended to minimise the added work load to the Works Manager – Construction and minimise a shortfall in manual labour in the construction and maintenance areas. If this position is filled in a timely manner it will help with supervision and delivery demands of the Works and Maintenance Program.

Attachments

- Position Description
 - Extract from Organisational Chart
-

Statutory Environment

Section 196 Local Government Act 2009 requires a local government to adopt an organisational structure appropriate to its responsibilities.

Policy Implications

Council has resolved to approve the filling of vacant positions.

Author: *Stephen Hall*
Position: *Works Manager - Construction*
Date: *11/01/2018*

Consulted With

- Executive Manager Infrastructure Services Delivery
 - Works Engineer
-

Financial and Resource Implications

Position is fully funded in the 2017/2018 budget.

Risk Management Implications

Not replacing this position would have a significant negative impact on the capability of the Works Department to deliver the Works and Maintenance Programs in an efficient and timely manner.

Strategic Considerations

Corporate Plan

Fiscally Responsive and Responsible Management of Public Infrastructure and Assets

Hinchinbrook Shire Council builds, owns and funds the maintenance of infrastructure that it sees as a benefit to the community. In some areas Council is the only entity that will perform the function of providing public infrastructure.

Strategies

- 1.1 Plan and execute timely preventative maintenance regimes that extend the useful life of the roads network and infrastructure in a cost effective manner.
-

Officers Comment

This position is critical to the ability of Council Works and Maintenance departments to function properly and to deliver construction and maintenance works in an efficient and timely manner.

Position Identification

Position Title:	Works Supervisor	Position Number:	#P TechOne
Status:	Permanent Full-time	Hours:	76 per fortnight
Award:	Qld Local Government Officers Award 1998	Stream:	Technical Services
Classification:	Level 4		
Agreement:	The current Hinchinbrook Shire Council Certified Agreement		
Department:	Engineering Services	Division:	Works

About Hinchinbrook Shire Council - Our Mission

Our Council mission is to shape a positive future for the Hinchinbrook community by understanding community needs and wants, building on our inherent strengths, recognising and maximising opportunities and facing our challenges head on. To do this Council will wisely prioritise the use of our resources and deliver meaningful services. We will celebrate small town living and continue to be inspired by our natural environment. We will value our heritage and embrace the future as a can do, inclusive and resilient community. Our Council will be an active participant in shaping a prosperous future for Hinchinbrook.

Council will work together with our community groups, organisations, individuals and other levels of government to deliver a flourishing community that is an exemplar of modern Northern Australian tropical living.

Our Vision

Hinchinbrook Shire – Small Town Northern Australia – Tropical Living at its Best. Our vision for Hinchinbrook Shire is to position our community as offering the best whole of life, birth to active aged living, small town, Northern Australian, tropical lifestyle experience. We want Hinchinbrook to be known for offering a wonderful lifestyle, in one convenient, culturally diverse, prosperous and incredibly beautiful location.

Position Summary

Under the general direction of the Works Coordinator this position supervises the construction of new Council works, private and Main Roads works, maintenance of existing services and structures in connection with roads, footpaths, kerbing and channelling, stormwater drainage, boat ramps and other functions of Council, which require the allocation and organisation of plant and labour while controlling project costs within budget allocation and forecasting budget requirements.

Position - Organisational Relationships

Reports to:	Works Manager - Construction
Directly Supervises:	Gangers and Labourers as identified by the organisational structure and contractors as assigned to the project at hand.
Key Internal Relationships:	All staff involved with Council's facilities
Key External Relationships:	The Public
Community Culture:	Our Culture is one that is based on Values and Respect for our community.

Position Support

Intranet - <https://www.hinchinbrook.qld.gov.au/employee/>

Website - www.hinchinbrook.qld.gov.au

Grapevine Newsletter -

The Grapevine is Hinchinbrook Shire Council's staff newsletter, a place to share important information that is happening within Council.

Key Responsibilities

Works and/or Maintenance Operations	<ul style="list-style-type: none"> • Under general direction plan, organise, supervise and coordinate the following: <ul style="list-style-type: none"> ◦ Road maintenance performance contract (RMPC) ◦ Maintenance and construction of Council assets in connection with roads and footpaths, kerbing and channelling and stormwater drainage, boat ramps, and other functions of Council which require the supervision of plant and labour • Construct projects in accordance with the associated specifications, plans and documentation • Provide leadership and supervise workforce and external contractors, for allocated jobs • Negotiate and coordinate the engagement of private contracted plant and services, for allocated jobs within the section • Responsible for ensuring that allocated jobs and projects are carried out in accordance with established guidelines, policies, procedures, relevant documents and standards. • Ensure jobs and projects are completed on cost and on time. Undertake necessary monitoring and reporting to track job performance. • Use initiative in catering for short term changes in priorities affecting the works programme • Contribute to planning, scoping and costings of operational and capital works as required. • Participate in Council's On-call roster and attend to after-hours emergencies • Take an active role in disaster management should the shire be impacted • Ensure all plant and equipment within area of responsibility is properly and safely operated, maintained and serviced. • Contribute to short and long term operational improvements of the section • Implement and maintain relevant Engineering Department practices, systems and documentation. • Ensure all materials, plant and equipment necessary for allocated works are procured, stored, and properly utilised. • Ensure that all jobs have the appropriate traffic plans and signage erected as required under the MUTCD requirements. • Ensure adjoining properties and public utilities are not damaged. Arrange for speedy repair/reinstatement and necessary reporting if damage does occur. • Clean up job sites on completion, and ensure all equipment, signage and surplus materials are properly returned. • Where applicable, investigate and undertake works of an emergency nature where safety or well being of the public or Council infrastructure is threatened. • Apply sound judgement and decision making skills to solve construction and maintenance problems both in planning stages and during the actual construction process.
Workplace Health & Safety	<ul style="list-style-type: none"> • Supervise assigned works project WHS duties in such a manner to minimise the risk to WHS of employees and others. This will include: <ul style="list-style-type: none"> • Implementing and monitoring safe work practices • Ensuring employees are trained and competent for tasks associated with their position • Ensuring adherence to Personal Protective Equipment (PPE) requirements as per Council requirements. • Adherence to and enforcement of Council's WHS Policies, procedures and training • Responsible for ensuring incidents and hazards are reported in accordance with Safeplan 2

	<p>procedures and Council's Drug and Alcohol Management Policy and Procedure.</p> <ul style="list-style-type: none"> • Ensure that Council's Drug and Alcohol Management Policy and Procedure is complied with • Not wilfully or recklessly interfering with or misusing anything provided for WHS • Not wilfully or recklessly placing at risk the WHS of himself/herself or others • Reporting significant WHS concerns to the Works Manager – Construction or Human Resource Services Manager as necessary. • Developing a sound knowledge of the Workplace Health and Safety Legislation and relevant Codes of Practice • Sound knowledge of Council's duties under Safeplan2 • Participate in accident investigations and make recommendations on changes to work procedures
People Management	<ul style="list-style-type: none"> • Ensure delivery of employee on the job training and development of subordinates to serve present and future needs. • Provide instruction and management of all direct/indirect reports in relation to tasks and responsibilities and workplace health and safety. • Monitor the safety and effectiveness of all direct reports. • Conduct annual SDAP process for direct reports in accordance with the adopted procedure and monitor and correct performance and behaviour at all times. • Assist in Council goals by participating in ongoing training and team meetings which will include tool box talks. • Perform all duties in a manner to promote effective teamwork and encourage subordinate staff to do likewise. • Responsible for ensuring that the team promotes Councils public image. • Ensure employee timesheets, rostered days off, leave and other records are correctly completed and submitted.

Council Core Competencies

Teamwork

- Participate in team-based activities and suggest improvements to team activities
- Respect , encourage, and support other team members
- Contribute willingly to team activities
- Accept decisions, even those with which you disagree

Customer Service

- Response times are to be within the response standards identified in the Customer Service Charter
- Treat both internal and external customers with courtesy and respect
- Work according to agreed customer service standards within Council
- Contribute towards setting customer service standards within your team

Communication

- Clearly and politely express opinions, ideas, and information to Supervisors & colleagues
- Speak in a manner that suits the audience
- Actively listen

Quality

- Work according to agreed quality standards within Council and your team
- Contribute towards setting quality standards within your team
- Monitor your work and identify opportunities for improving quality
- Suggest improvements through the customer request system and/or relevant Committees
- Monitor implementation of strategies for improving quality and take necessary corrective action.

Environment

- Work according to agreed environmental standards within your team
- Contribute towards setting environmental standards within your team
- Monitor your work for opportunities to reduce adverse impacts on the environment
- Report incidents and suggest improvements through the customer request system
- Implement strategies for reducing adverse impacts on the environment.
- Monitor implementation of strategies for reducing adverse impacts on the environment and take necessary corrective action.

Workplace Health and Safety

Manage and supervise the WHS duties related to the operation of the Council in such a manner to minimise the risk to WHS of employees and others. This will include:

- Implementing and monitoring safe work practices
- Ensuring Council employees are trained and competent for tasks associated with their position
- Ensuring adherence to Personal Protective Equipment (PPE) requirements as per Council requirements.
- Adherence to and enforcement of Council's WHS Policies, procedures and training
- Ensure that Council's Fit for Work Policy and Procedure is complied with to minimise the risk of team members operating machinery, equipment or vehicles under the influence of alcohol and/or drugs.
- Not wilfully or recklessly interfering with or misusing anything provided for WHS
- Not wilfully or recklessly placing at risk the WHS of himself/herself or others
- Reporting significant WHS concerns to the Workplace Health and safety Coordinator as necessary.

Efficiency

- Undertake tasks in an efficient and timely manner
- Suggest improvements through the customer request system and/or relevant committees such as Business Improvement Team.
- Analyse and improve efficiency in the workplace
- Monitor implementation of strategies for improving quality and take necessary corrective action.

Privacy Statement

Council will take all reasonable and appropriate steps to protect the privacy of individuals as required by the *Information Privacy Act 2009* and the Information Privacy Principles contained in that Act.

For more information Visit <https://www.hinchinbrook.qld.gov.au/privacy-and-security/>

General Conditions

- It is the practice of this Council to examine employees' Position Descriptions and to update them to ensure that they relate to the job as they are being performed, or to incorporate whatever changes are being proposed. Therefore you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
- In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing. Council does not change positions for the purpose of "de-skilling".
- In the event of a flood or any other emergency or disaster event, subject to the personal safety of employees and their families, employees may be required to assist Council in fulfilling its disaster management function and activities at a required level.

- All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system. Training is provided for ECM Dataworks.
- All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels. As part of Council's Induction Program, employees must provide and maintain any licences or certificate, which is a condition of your employment.
- All permanent employees are to actively participate in the Employee Performance Appraisals Program.
- All employees must work in accordance with the standards contained within Council's Code of Conduct.
- All employees are encouraged to be a contributing member to the Hinchinbrook community .
- All employees, contractors and volunteers must comply with the requirements of Hinchinbrook Shire Council's Code of Conduct and all workplace policies and procedures which are located on the intranet, as amended from time to time. Employees, contractors and volunteers must comply with reasonable and lawful directives given in the workplace and must undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role. These can be found on <https://www.hinchinbrook.qld.gov.au/employee/>

Selection Criteria

Knowledge, Skills & Abilities Required

Essential:

1. Knowledge, understanding and appreciation of customer focus in Council operations
2. Comprehensive knowledge of civil works construction, maintenance and control practices
3. Sound knowledge of the requirements of the MUTCD – Part 3 Works on Roads
4. Sound knowledge of Department of Main Roads Standard Specifications and Standard Drawings
5. Working knowledge of the Environmental Protection Act and its application to the environmental management of worksites
6. Sound knowledge in the use of computers and software associated with current industry standard road construction and road maintenance practice

Competent in the following:

- the use of automatic levels, theodolite, total stations and laser technology for job-set out and control
 - reading and understanding specifications, drawings, and all other discipline related project and engineering documentation.
7. Well-developed interpersonal, written and verbal communication skills
 8. Understand and appreciate long-term goals of the Department
 9. Sound knowledge of Council policies relevant to the work area
 10. Sound knowledge of Council's Quality Management System
 11. Technical skills and work methods to improve productivity including embracing new technology and techniques
 12. Time manage, set priorities, plan and organise own work and that of subordinate employees
 13. Supervise, lead, motivate and develop a team of employees/contractors to achieve high quality outcomes within budget and on time
 14. Assess safety risks and complete and understand risk assessments
 15. Practise sound judgement and decision making skills to solve construction and maintenance problems
 16. Estimate, order, deliver and track materials and services and budgets utilising Council's financial system

Desirable:

17. Sound knowledge of operational procedures relating to maintenance and construction in a Local Government environment.

Skill Prerequisites -

18. Please provide all Licenses, Qualification and Certificates to Human Resources. It is the employee responsibility to ensure all Prerequisites are provided and maintained.

Essential:

19. Considerable experience in the civil construction industry supervision in general and in particular relating to Local Authority, Department of Transport and Main Roads works construction and maintenance.
20. Considerable experience in planning and scheduling works together with job costing control, cost forecasting; maintenance of job safety & quality documents; and site records.
21. Experience in reading and understanding specifications, drawings, and all other discipline related project and engineering documentation.
22. 30215 QLD – Course in General Safety Induction Certificate.
23. Traffic Management Implementation Traffic Management Design.
24. A current manual Driver's licence "C" Class to travel to various works locations.

Desirable:

25. Certificate IV Civil Construction or equivalent recognised experience
26. Certificate 4 in Leadership and Management
27. Authorised Person under the Electrical Safety Act Queensland
28. Telstra Cable Location accreditation

Employment & Department Legislation

- | | |
|---|--|
| • <i>Equal Employment Act 1992</i> | • <i>Work Health and Safety 2011 (QLD)</i> |
| • <i>Anti Discrimination Act 1991 (QLD)</i> | • <i>Work Health and Act 2011 (QLD)</i> |
| • <i>Local Government Act 2009</i> | • <i>Nature Conservation Act 1992</i> |
| • <i>Privacy Act 1988</i> | |
| • <i>Industrial Relations Act 2016</i> | |

Working conditions & Physical Requirements

Physical Requirements:

[Minimal lifting requirements within the individuals' capacity.]

Work Environment:

[Indoor and outdoor]

Acknowledgements

Position Descriptions cannot provide a definitive list of duties and responsibilities and as such these will vary from time to time. On an annual basis the employee and Manager should review the Position Description for currency.

Council expects employees to accept minor variations to the work value of their position. Managers may initiate changes through consultation and agreement with the position holder.

To be signed by the successful applicant upon acceptance

I hereby acknowledge that I have read, understood and agree to be bound by the duties, responsibilities and requirements of my position as outlined in this document.

Occupant Name:		Date:	
Occupant Signature:			

To be signed by the Direct Supervisor/Manager

I hereby acknowledge that I have reviewed and accurately recorded the primary roles, responsibilities and qualification requirements within this Position Description.

Supervisor Name:		Date:	
Supervisor Signature:			

Office Use Only:

Position changes made in TechOne: Date:..... Actioned by:.....

Position changes made in Org chart: Date:..... Actioned by:.....

Updates Occupants Training Records: Date:..... Actioned by:.....

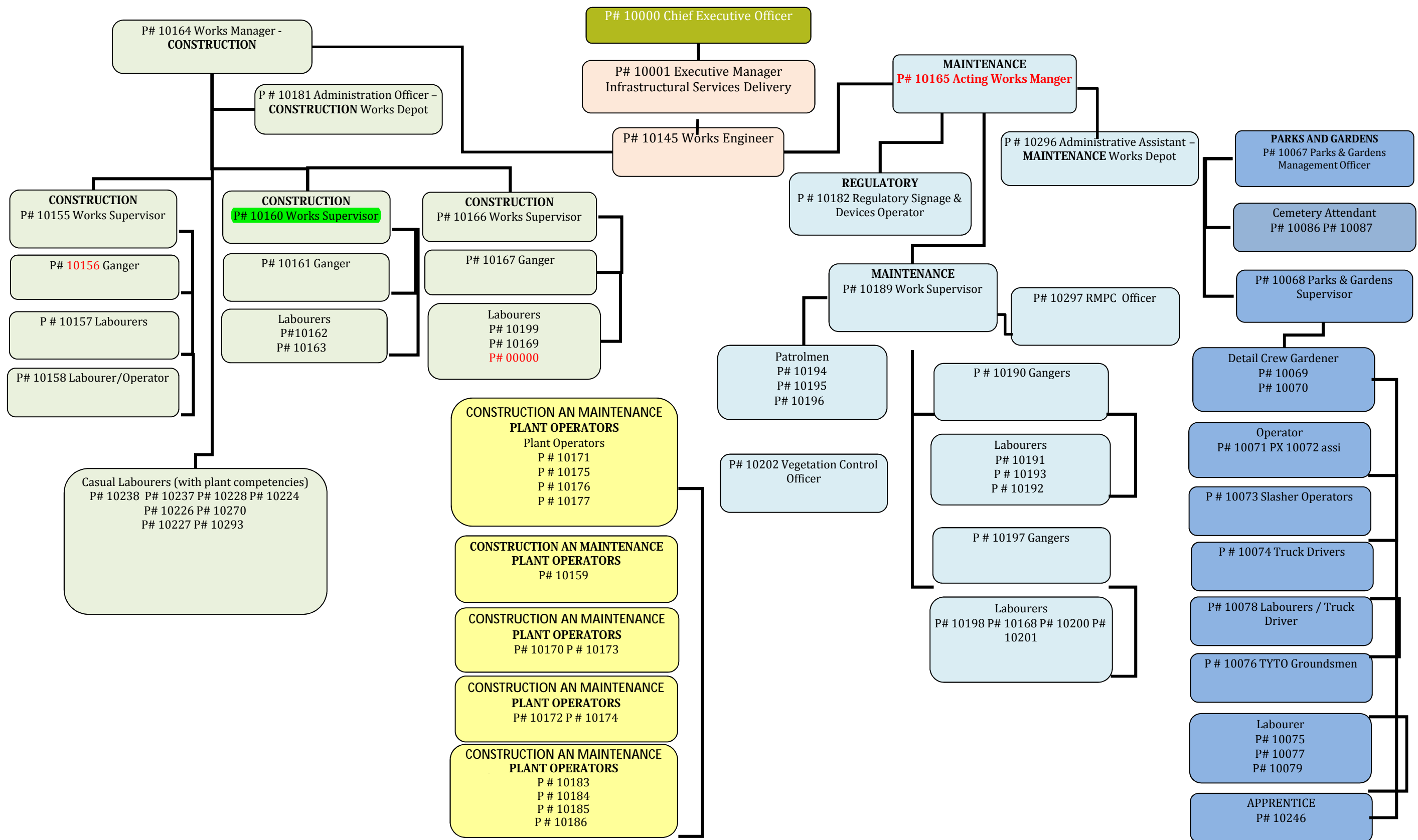
Employment Contract and Position Description entered into ECM: Document number#.....

Date Approved: 16 November 2017

Review: Annually with Individual Performance Appraisals or as required.

Approved By: Human Resources [T:\11. Position Descriptions](#)

File Location: Signed Documents are to be filed on Personnel Files. Electronic filed by Position# , Title & Date reviewed/changed.





REPORT TO COUNCIL

DRAFT FORESHORE MANAGEMENT PLANS

Executive Summary

Foreshore management plans are integral management tools to ensure open foreshore spaces are managed for the benefit of the community, whilst making best use of ratepayers' funds. These plans consider how the foreshore is used by the community and provide actions to best maintain, develop and sustainably manage the areas.

The purpose of the management plans for both Lucinda and Forrest Beach is to develop clear management actions that are to be led by Council; however, we actively encourage participation from the Community in some areas. Our foreshore areas are for everyone, therefore, they need to be cared for by everyone.

Council previously resolved in 2010 to review its current foreshore management plans, with the Draft Foreshore Management Plans for Lucinda and Forrest Beach now available for adoption by Council.

For Council Decision – Recommendation

That Council adopt the Draft Foreshore Management Plans as presented.

Background

Foreshore management plans are integral management tools to ensure open foreshore spaces are managed for the benefit of the community, whilst making best use of ratepayers' funds. These plans consider how the foreshore is used by the community and provide actions to best maintain, develop and sustainably manage the areas.

The purpose of the foreshore management plans for both Lucinda and Forrest Beach is to develop clear management actions that are to be led by Council; however, we actively encourage participation from the Community in some areas. Our foreshore areas are for everyone, therefore, they need to be cared for by everyone.

During the Council meeting held 28 January 2010 the following minutes were noted:

1. DEPARTMENT OF ENVIRONMENT & RESOURCE MANAGEMENT, Townsville, 13th January, 2010, confirming that the Department officially received a number of complaints regarding the recent clearing of vegetation along the Lucinda foreshore and unfortunately due to a miscommunication, this information was not conveyed correctly to the Herbert River Express and the Department apologises for any confusion caused. The Department empathises with local resident's concern and anger over the clearing of vegetation after inspecting the site on the 6th January, 2010 with Council officers. The Department supports Council's plans to revegetate the site in a manner consistent with the intent of the foreshore management plan by providing technical advice if required, and recommending that Council also consider instituting measures designed to prevent a reoccurrence of this type of event in the future.

Resolved – That Council continue discussions with Greening Australia and the Lucinda Progress Association on an appropriate direction to propose a revegetation solution for the area including a community tree planting day.

That Council review its current foreshore management plans with a view to instituting measures designed to prevent a reoccurrence of this type of event in the future.

(Crs. Gianotti and Kaurila – Carried unanimously)

Author: Jenna Devietti
Position: Works Engineer
Date: 12/01/18

As detailed in previous departmental status reports to Council a number of actions have been undertaken since the above resolution with the most recent being that GHD were engaged in November 2016 to undertake the review of the foreshore management plans and in early 2017, a community survey commenced to gauge public opinion on the usage and community values relating to the foreshore areas. The community survey provided an opportunity for the community to make suggestions about how the foreshore areas should be managed moving forward. Where possible and practical, these requests have been accommodated however some requests were beyond the scope of the plan and therefore have been noted for future reference.

Attachments

Draft Foreshore Management Plans

Statutory Environment

- Biosecurity Act
 - Coastal Protection and Management Act
 - Environmental Protection Act
 - Environmental Protection & Biodiversity Conservation Act
 - Local Government Act
 - Nature Conservation Act
 - Planning Act
 - Vegetation Management Act
-

Policy Implications

Nil

Consulted With

- Chief Executive Officer
 - Executive Manager Infrastructure Services Delivery
 - Works Engineer
 - Acting Works Manager – Maintenance
 - Parks & Garden Management Officer
 - Parks & Garden Supervisor
 - Mayor and Councillors
-

Financial and Resource Implications

Initial Clearing works commenced on Monday 20 November 2017 and has so far cost:

Wages	\$ 17,000
Materials	388
Plant	4,160
Dump Fees	669
Contractors	<u>15,374</u>
Total	\$37,591

It is estimated the ongoing maintenance detailed in the Officers Comments section of this report will cost \$34,000 annually.

Risk Management Implications

Foreshore management plans are integral management tools to ensure open foreshore spaces are managed for the benefit of the community, whilst making best use of ratepayers' funds. These plans consider how the foreshore is used by the community and provide actions to best maintain, develop and sustainably manage the areas.

Strategic Considerations

Corporate Plan

- 2.3 Riverine and riparian environment management
 - 2.4 Natural resource management
 - 3.2 Communication with the community
-

Officers Comment

These plans provide Council and the community with clear, workable processes and actions for ongoing maintenance and improvement of our open spaces and protection of our ecological communities, with recognition of local, state and federal environmental policies and legislation.

The plans consider community needs and expectations whilst also providing for sustainable, usable and enjoyable foreshore environments. The foreshore areas are public land for the benefit of the community as a whole, and as such, actions have been determined with that intention in mind. No person has any greater right to use this land, or have a say in its management, than any other; irrespective of whether said person lives adjacent to, or a distance from, the foreshore areas.

Current works/Ongoing maintenance

Having consideration of the Draft Foreshore Management Plans and Council's demonstrated intention for the Lucinda Foreshore Restricted Riparian Zone and Precinct 2, maintenance works and weed removal were undertaken on sections of these two areas at the end of 2017. In order to maintain the outcomes of the recent works and to encourage the development of native species in the area the following is intended for these areas:

- Spot poisoning of any non-native species that attempt to re-establish in the disturbed areas initially once a month for the first three or four months and then reduced to approximately every two/three months.
 - Brush cutting each week for two/three months at which time it is anticipated that poisoning works will eliminate the need to continue brush cutting.
 - Trimming of low branches approximately every three to four months.
 - Slashing of the original maintained area between the foreshore path and adjacent properties scheduled for once a month during wet periods and every second or third month during the dry. Within this area removing of low branches for ease of slashing will be scheduled.
-

Hinchinbrook Shire Council



Foreshore Management Plan Review Lucinda and Forrest Beach

October | 2017



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1. Coastal Dune and Foreshore Planting - Basic Guide
2. Vegetation Management - Unfavourable species

1. Foreshore Management Plan

1.1 Introduction

The Hinchinbrook Shire Council foreshore extends from Crystal Creek in the south to Lucinda in the north, covering over 50 km of shoreline. Within that area, Council manages the foreshore reserves at Taylor's Beach, Forrest Beach and Lucinda. This Foreshore Management Plan covers the Lucinda and Forrest Beach areas.

Our Shire has an abundance of natural beauty, immense cultural wealth and diversity and great recreational facilities. Our foreshore reserves are great examples of that.

Council promotes a safe, inclusive community that works collaboratively and we endeavour to promote these values, as well as environmental sustainability, in how we manage our public open spaces.

Foreshore management plans are integral management tools to ensure open foreshore spaces are managed for the benefit of the community, whilst making best use of ratepayers' funds.

These plans consider how the foreshore is used by the community and provide actions to best maintain, develop and sustainably manage the areas.

1.2 Purpose of the plans

The purpose of the Management Plans for both Lucinda and Forrest Beach is to develop clear management actions that are to be led by Council; however, we actively encourage participation from the Community in some areas. Our foreshore areas are for everyone, therefore, they need to be cared for by everyone.

These plans provide Council and the Community with clear, workable processes and actions for ongoing maintenance and improvement of our open spaces and protection of our ecological communities, with recognition of local, state and federal environmental policies and legislation. The plans consider community needs and expectations whilst also providing for sustainable, usable and enjoyable foreshore environments. The foreshore areas are public land for the benefit of the community as a whole, and as such, actions have been determined with that intention in mind. No person has any greater right to use this land, or have a say in its management, than any other; irrespective of whether said person lives adjacent to, or a distance from, the foreshore areas.

1.3 Plan Precincts

The plan covers public foreshore areas only. Other inland reserves and foreshore areas in private tenure are not included. The plan is relevant above the level of the highest astronomical tide (HAT), therefore beach and intertidal areas are not included.

The Lucinda and Forrest Beach areas have been separated into key precincts (see next sections). Each precinct is numbered by location and the management actions align with this numbering.

1.3.1 Lucinda Precincts

Within the Lucinda Reserve, there are five precincts as presented in Figure 2-1. They are:

- Precinct L1 – The area commonly referred to as the Spit
- Precinct L2 – South from the Spit to Ferrero Street, on the landward side of the footpath

- Precinct L3 – South from Ferrero Street to the end of the development on the seaward side of Patterson Parade, on the landward side of the footpath
- Precinct L4 – South from Precinct 3 to the end of Patterson Parade, on the landward side of the footpath
- Precinct L5 – All three dedicated parks within the Reserve (Borello, Johnson and Lions)

1.3.2 Forrest Beach Precincts

Within the Forrest Beach Reserve, there are six precincts as presented in Figure 3-1. They are:

- Precinct FB1 – The foreshore immediately north of Allamanda Avenue and incorporating the existing beach access
- Precinct FB2 – The foreshore east of Allamanda Avenue and North of Sheoak Street
- Precinct FB3 – The foreshore south of Sheoak street to the Fern Street culdesac
- Precinct FB4 – The foreshore east of the Fern Street cul-de-sac, extending down to the southernmost extent of Palm Street
- Precinct FB5 – The foreshore south of Precinct FB4 south to Ash Street
- Precinct FB6 – The foreshore area adjacent to the Forrest Beach Hotel and Caravan Park

1.4 Restricted and Non-Restricted Zones

Within the precincts, there are zones classified as either restricted or non-restricted zones.

Restricted zones are environmental riparian zones. Certain activities are not allowed to be carried out in these zones. Restricted activities include:

- The removal, manipulation, damage or poisoning of native vegetation – this includes all native trees, bushes, grasses.

The *Vegetation Management Act 1999* (VM Act) is regulated through the *Planning Act 2016* and applies to native woody plants (not grasses, non-woody herbs or mangroves). Under Schedule 10 of the Planning Regulation 2017, operational work that is the clearing of native vegetation is assessable development (requiring approval for a relevant purpose) unless it is exempt clearing work (Schedule 21 of Planning Regulation) or accepted development (Schedule 7 Part 3 Section 12 of the Planning Regulation).

Clearing native vegetation may be undertaken by Council if in accordance with the accepted development vegetation clearing code for either managing weeds or managing necessary environmental works (i.e. to restore the ecological condition of the vegetation), or else approval is required, even for Council.

- The use of quad-bikes or 4WD vehicles on or near the dunes and riparian zones. Access for quad-bikes or 4WD vehicles is strictly limited to the formalised beach access points.

The restricted zone for Lucinda generally correlates to the area of land shoreward of the footpath, as shown in Figure 2-1, noted as red areas.

The restricted zone for Forrest Beach generally correlates to the area of land shoreward of the footpath, as shown in Figure 3-1 but also includes all of Precinct 1, 4 and 6, noted as red hatched areas.

Non-restricted zones are all other areas landward of the environmental riparian zones and are 'combined effort' zones, where maintenance can be a combined effort between the community and Council.

- The removal, manipulation, damage or poisoning of native vegetation is still restricted in this area, however, areas of grass that are *currently* mowed/weeded/planted by adjacent property owners and Council can still be done.
- Removal of pest species is also encouraged, with replanting of appropriate natives to stabilise surfaces against wind erosion.

Two supplementary documents are supplied in the appendix to show common invasive/weed species, as well as recommended native species for replanting.

1.5 Management Strategies

Management strategies are grouped in themes, these being:

- Ensuring planning controls are in place
- Protecting coastal biodiversity and ensuring healthy coastal ecosystems
- Providing safe designated community access to foreshore areas
- Conducting maintenance of the foreshore area.

Updates to these plans shall be undertaken at the discretion of Council, however these are recommended to be done biennially.

1.6 Community Survey Feedback

Early in 2017, a community survey commenced to gauge public opinion on the usage and community values relating to the foreshore areas. This also gave the community the opportunity to make suggestions about how the foreshore areas should be managed moving forward.

Common suggestions included:

- Better maintained walking and biking tracks, plus establish a track from Lucinda to Dungeness and extend further south.
- Cleaning up weeds, undergrowth and dead vegetation within the foreshore areas and around present walking tracks, for improved access, visual amenity and to reduce fire risk.
- Consider establishing a water park or pool for community use.
- Restrict areas where quad-bikes, motorised scooters and motorised bicycles can be used, and provide specific access points for approved areas.
- Plant more shade trees and better upkeep of the current ones.
- More tables, chairs, shade sails.
- Concern about the expanding mangrove habitat, and crocodiles.
- More lighting in common areas used at night, walking track to amenities buildings etc.
- Improve the demarcation of the Foreshore Conservation Areas and signage to educate and build understanding with regard to foreshore protection. Additional signage identifying unique flora & fauna found within the areas.
- Concerns raised about snakes and mosquitos.
- Occasional removal of beach debris
- Establish a capital works program to invest in community infrastructure to promote tourism and greater utilisation of the foreshore areas, and maintenance programs to improve and update current facilities.

Where possible and practical, these requests have been accommodated. Some requests are beyond the scope of this plan, but have been noted for future reference.

2. Lucinda Foreshore Management Plan

2.1 Background Information

This Plan supersedes the previous plans established in 2007, however, some information remains relevant, this is noted in Table 1.

Table 1 Relevant background information to support the Lucinda Plan

Aspect	Description
Designation	Reserve for Park and Recreation Purposes. R.725, Lot 400 on Plan CWL3396, Parish of Cordelia, County of Cardwell, Area 21.5ha.
Zoning	Under the Council's Planning Scheme, the Reserve is zoned "Public Purposes" and strategically classed as "Open Space"
Trustee	Hinchinbrook Shire Council 25 Lannercost Street Ingham, Queensland, Australia 4850
Site Setting	The land is flat and predominantly frontal sand dune country interspersed with native and introduced vegetation species, with public amenities mainly in Borello Park, Lions Park, Johnson Park and Periwinkle Park. The Reserve has a tapered irregular shape spanning the entire length of the Lucinda Township foreshore.
Hazard Vulnerability	Erosion Vulnerability – The Reserve is wholly within a designated erosion prone area and is subject to the provisions of the Coastal Protection and Management Act 1995. This erosion prone area is 400 metres in width measured inland from the seaward toe of the foredune north of Pearson Street and 80 metres in width for the coastline to the south. The distances represent the vulnerability of the coastline to erosion over a 50 year planning period. Coastal processes continue to shape and reshape the eastern boundary of the Reserve. The southern end of Patterson Parade is subject to coastal erosion partly due to the lack of sand supply past Gentle Annie Creek. The northern end of Lucinda is experiencing strong sand accretion due to the convergence of tidal and wave induced currents. However, the extensive sand spit which has formed here is not a stable feature and will continue to be reworked by the sea and may experience erosion in the future.
Coastal Processes	Coastal processes continue to shape and reshape the eastern boundary of the Reserve. The southern end of Patterson Parade is subject to coastal erosion partly due to the lack of sand supply past Gentle Annie Creek. The northern end of Lucinda is experiencing strong sand accretion due to the convergence of tidal and wave induced currents. However, the extensive sand spit which has formed here is not a stable feature and will continue to be reworked by the sea and may experience erosion in the future.
Legislative Requirements	<i>Biosecurity Act</i> – All persons have a 'general biosecurity obligation' under the <i>Biosecurity Act 2014</i> .

Coastal Act – All precincts are within the Coastal Management District (CMD), which is regulated by the *Coastal Protection and Management Act 1995* (Coastal Act) and the *Planning Act 2016*.

Vegetation Management Act – The *Vegetation Management Act 1999* (VM Act) is regulated through the *Planning Act 2016* and applies to native woody plants (not grasses, non-woody herbs or mangroves).

Environmental Protection Act – All works must be consistent with the general environmental duty under the *Environmental Protection Act 1994* (EP Act), which states that all practicable and reasonable measures must be undertaken to prevent or minimise environmental harm.

Nature Conservation Act and Environment Protection and Biodiversity Conservation Act – Based on desktop searches (EHP Wildlife Online and DEE Protected Matters Search), there is potential for listed migratory bird species to occur in these areas, some of which may use foreshore areas as shelter, nesting or foraging habitat, such as eastern osprey and white-bellied sea-eagle. Any proposed removal of vegetation should assess the potential to impact these species (e.g. check for records or nests). Listed migratory species are protected under the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) and as special least concern species under the *Nature Conservation Act 1992* (NC Act).

2.1.1 Existing Use

Consistent with its gazetted purpose, the reserve has a mixture of natural features, vegetation enhancement (both native and exotic species), as well as community amenities such as toilet facilities, picnic settings, children's play areas, barbeques and grassed areas for passive and sporting recreational pursuits.

The significant areas of usage are generally the maintained areas of the named park precincts. These areas are well developed and identifiable. Both Council and members of the community share the ongoing maintenance, with community involvement primarily at the southern end (Periwinkle Park) of the reserve. The Council, as Reserve Trustee, acknowledges its obligations pursuant to the relevant legislation by ensuring the area is protected and amenities maintained as far as is reasonably possible, and that the users of the reserve and its amenities can do so in a climate of relative safety and appreciation of the resources provided, both natural and man-made. As Trustee, the Council is responsible for the carrying out of works for the reserve, with individual landholders assisting in the maintenance of parts of the Reserve, subject to their acceptance of established maintenance guidelines noted in this Plan.

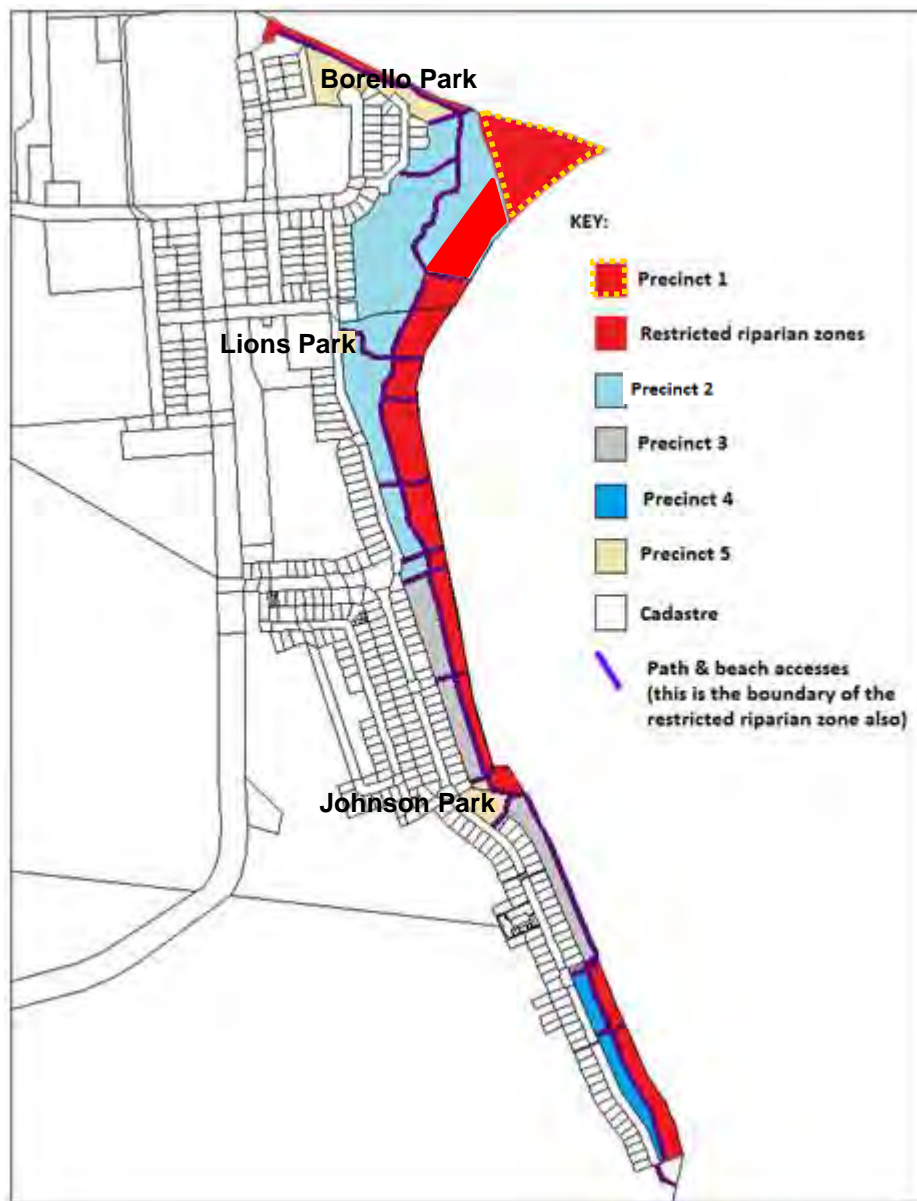


Figure 2-1 Lucinda area, precincts and parks

2.2 Management Actions

Precinct	Management Strategies	Action ID	Action Information	Responsibility/Contributors
ALL Precincts <i>These overarching actions are valid for all Lucinda areas.</i>				
General Actions		LG.01	<p>Adult coconut trees should be removed (if practical) from near the Mean High Water Spring (MHWS) mark. This will assist in reducing the occurrence of floating coconuts, which can establish further up or down the beach in inappropriate locations.</p> <p>Remove juveniles and sprouting coconuts found in inappropriate and/or inconvenient locations.</p>	Council
		LG.02	Palm fronds can potentially act as mosquito breeding sites. Where possible and practicable, remove fronds from all areas to assist in minimising mosquito numbers.	
		LG.03	Beach Stone Curlew's are listed as "vulnerable" under the EPBC Act (1999), there is appropriate habitat for these birds at Lucinda, and nesting has been recorded in the past. It is recommended that further studies are undertaken to determine the contemporary locations of communities and population numbers.	
		LG.04	Should Beach Stone Curlew's be identified as still present and nesting in the area, protection area restrictions are to be enforced, particularly during breeding season. No fire, dogs must remain leashed at all times, no poisoning, no mowing, no quad-bikes, no 4WD vehicles.	

Precinct	Management Strategies	Action ID	Action Information	Responsibility/Contributors
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Lucinda Precinct L1

Precinct L1 is approximately 10 hectares of land located to the north-east of the Lucinda management precincts. Generally referred to as the “Spit”, the triangular area extends into a spit, which is actively accreting to the south. Precinct L1 comprises natural remnant vegetation and noxious and introduced weeds. There is a seasonal build-up of vegetation (mainly introduced grasses), making it a fire prone area during the dryer months. There is no public use infrastructure in this area. It is classified as a restricted riparian zone in this plan as there are restrictions related to vegetation management.

This precinct is mapped as category X (non-remnant) vegetation. As per Schedule 21 Part 2 Section 5 of the Planning Regulation, clearing vegetation is exempt if carried out by local government and in an area shown as category X (non-remnant), or to remove non-native vegetation, or is necessary to maintain infrastructure on the road or a boundary fence. Clearing of native vegetation may also be undertaken if it is in accordance with the accepted development vegetation clearing code for either managing weeds or managing necessary environmental works (i.e. to restore the ecological condition of the vegetation).

L1	Ensure planning controls are in place, particularly for high risk areas	L1.101	This area is subject to coastal processes and is in a coastal hazard impact zone (erosion and inundation). Precinct L1 shall not be subject to development and is to be retained in its present natural state.	Council
		L1.102	Signage will be maintained indicating ‘foreshore conservation area’. Sign to note this is a “restricted riparian zone” and removal of vegetation by Council only.	
	Protect coastal biodiversity and healthy ecosystems	L1.201	Noxious weeds and pest plant species to be removed and replanted with location and height appropriate native species. Refer to Coastal Dune Plants document for suggested native species.	
		L1.202	Although not native, where deemed appropriate by Council, planting of coconut trees should be considered to improve visual amenity and provide shade. These trees are tall so do not inhibit breezes or views, however, they require ongoing denutting and frond removal.	
	Maintenance and H&S	L1.301	Council (or sanctioned subcontractors) only to undertake denutting of coconuts in high use reserve areas for safety reasons.	
		L1.302	Native trees to be retained. If trees and plants are to be pruned, it is recommended a qualified arborist or equivalent trained person undertakes this to ensure the continued healthy growth of appropriate vegetation.	
		L1.303	Clean out and remove burned and dead trees, bushes and grasses to reduce fire risk.	
		L1.304	In association with the local fire warden, more frequent burning of accumulated fuel to be undertaken. Following burning, remove burned debris where practical.	

Precinct	Management Strategies	Action ID	Action Information	Responsibility/Contributors
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Lucinda Precinct L2

Precinct L2 is the largest area, with the precinct extending approximately 1 km from the end of Vass Street to the Patterson Parade/Ferrero Street intersection. Mowing and associated maintenance activities occur along the foreshore here, and there are four existing beach access points designated. Precinct L2 contains noxious and introduced weeds, and a number of coconut trees on the immediate foreshore.

Community consultation has identified requests for increased vegetation management and clearing the area in order to achieve the overall visual appearance and better accessibility.

Zones within the Precinct are both non-restricted (the area landward of the existing footpath) and the restricted riparian zone (seaward of the footpath) - see Figure 2-1.

This precinct is mapped as category X (non-remnant) vegetation. As per Schedule 21 Part 2 Section 5 of the Planning Regulation, clearing vegetation is exempt if carried out by local government and in an area shown as category X (non-remnant), or to remove non-native vegetation, or is necessary to maintain infrastructure on the road or a boundary fence. Clearing of native vegetation may also be undertaken if it is in accordance with the accepted development vegetation clearing code for either managing weeds or managing necessary environmental works (i.e. to restore the ecological condition of the vegetation).

L2	Ensure planning controls are in place	L2.101	Signage will be maintained indicating 'foreshore conservation area' seaward of the path and/or a 40 m buffer distance from the dune ridge. Sign to note this is a restricted riparian zone and removal of vegetation by Council only.	- Council - Local residents (where appropriate)
		L2.102	Maintain a "demarcation" line between the frontal dune system and the connecting area of maintenance mowing. Marker posts shall identify this "demarcation" line, placed at 50 metre intervals. These markers shall be approximately 40 metres landward from the HAT mark.	
	Protect coastal biodiversity and healthy coastal ecosystems	L2.201	Noxious weeds and pest plant species to be removed and replanted with location and height appropriate native species. Refer to Coastal Dune Plants document for suggested native species.	
		L2.202	There shall be NO interference with the frontal dune system and NO interference with native vegetation in all areas, by local residents and the public, unless development approval is granted.	
		L2.203	To the north east of the precinct there is a low-lying "sump" area. This area shall be re-profiled to reduce stormwater ponding, potential mosquito breeding and the resultant build up of fuel of introduced grass species.	
		L2.204	Although not native, where deemed appropriate by Council, planting of coconut trees should be considered to improve visual amenity and provide shade. These trees are tall so do not inhibit breezes or views, however, they require ongoing denutting and frond removal.	

Precinct	Management Strategies	Action ID	Action Information	Responsibility/Contributors
	Provide community access to foreshore areas	L2.301	Council to maintain public access to the beach at five strategically spaced, defined access points, appropriately signed at both ends. This is to minimise the impact on the frontal dune. At least one access shall be appropriately located and maintained to accommodate wheelchairs.	Council
		L2.302	Improved routine maintenance of the local paths and beach accesses and adjacent areas required.	
		L2.303	Council reserve capital works programs and future infrastructure projects shall be made public and subject to consultation, between Council and the local community. Improvements considered appropriate in this precinct include (but are not limited to) fencing, lighting, waterpoints, walking paths, tree planting and playground equipment. Council to consider a children's water park due to unsafe ocean swimming.	
	Maintenance and H&S	L2.401	Landholders whose property abuts the reserve are encouraged to maintain their frontages by mowing and general upkeep, without impeding public access. Mowing and weeding by landowners is restricted to landward of the path, out of the 'foreshore conservation area'.	<ul style="list-style-type: none"> - Council - Local residents (where appropriate) - Local community organisations
		L2.402	Controlled mowing can occur in the 'foreshore conservation area' to manage certain areas infested with pest species only. This shall only be carried out by Council.	
		L2.403	Native trees to be retained. If trees and plants are to be pruned, it is recommended a qualified arborist or equivalent trained person undertakes this to ensure the continued healthy growth of appropriate vegetation	
		L2.404	Improved routine maintenance of the local paths and beach accesses and adjacent areas required.	
		L2.405	Clean out and remove burned and dead trees, bushes and grasses to reduce fire risk, particularly around paths and beach accesses.	
		L2.406	Council (or sanctioned subcontractors) only to undertake denutting of coconuts in high use reserve areas for safety reasons.	
		L2.407	In association with the local fire warden, more frequent burning of accumulated fuel to be undertaken. Following burning, remove burned debris where practical.	

Precinct	Management Strategies	Action ID	Action Information	Responsibility/Contributors
Lucinda Precinct L3 <p><i>Precinct L3 extends from Ferrero Street to approximately 900 meters south, at the end of the residential development seaward of Patterson Parade, containing approximately 40 residential lots. In this precinct some sections of the foreshore area are protected by a rock revetment, whilst other sections retain a natural frontal dune area. As such, the area south of Johnson Park has been classified as areas of combined effort, with landowners encouraged to maintain this area. North of Johnson Park, the area on the seaward side of the walkway is restricted while the landward side is the non-restricted zone. Precinct L3 has similar vegetation as found in Precinct L2, however this area is prone to coastal erosion.</i></p> <p><i>This precinct is mapped as category X (non-remnant) vegetation. As per Schedule 21 Part 2 Section 5 of the Planning Regulation, clearing vegetation is exempt if carried out by local government and in an area shown as category X (non-remnant), or to remove non-native vegetation, or is necessary to maintain infrastructure on the road or a boundary fence. Clearing of native vegetation may also be undertaken if it is in accordance with the accepted development vegetation clearing code for either managing weeds or managing necessary environmental works (i.e. to restore the ecological condition of the vegetation).</i></p>				
L3	Ensure planning controls are in place	L3.101	Signage will be maintained indicating 'foreshore conservation area' seaward of the path and/or a 40 m buffer distance from the dune ridge north of Johnson Park. Sign to note this is a restricted riparian zone and removal of vegetation by Council only.	<ul style="list-style-type: none"> - Council - Local residents (where appropriate)
		L3.102	Maintain a "demarcation" line between the frontal dune system and the connecting area of maintenance mowing. Marker posts shall identify this "demarcation" line, placed at 50 metre intervals. These markers shall be approximately 40 metres landward from the HAT mark, north of Johnson Park only.	
	Protect coastal biodiversity and healthy coastal ecosystems	L3.201	Noxious weeds and pest plant species to be removed and replanted with location and height appropriate native species. Refer to Coastal Dune Plants document for suggested native species.	
		L3.202	There shall be NO interference with the frontal dune system and NO interference with native vegetation in all areas, by local residents and the public, unless development approval is granted.	
		L3.203	Although not native, where deemed appropriate by Council, planting of coconut trees should be considered to improve visual amenity and provide shade. These trees are tall so do not inhibit breezes or views, however, they require ongoing denutting and frond removal.	
	Provide community access to foreshore areas	L3.301	Public access to the beach shall be limited to eight strategically spaced, defined access points, appropriately signed at both ends, to minimise the impact on the frontal dune. At least one access shall be appropriately located and maintained to accommodate wheelchairs.	

Precinct	Management Strategies	Action ID	Action Information	Responsibility/Contributors
	Conduct maintenance of the foreshore area	L3.302	Future infrastructure for the purposes of park and/or recreation shall be subject to consultation, held between Council and the local community.	<ul style="list-style-type: none"> - Council - Landowners (where appropriate)
		L3.401	Landholders whose property abuts the reserve are encouraged to maintain their frontages by mowing and general upkeep, without impeding public access. Mowing and weeding by landowners is restricted to landward of the path, out of the 'foreshore conservation area' north of Johnson Park.	
		L3.402	Controlled mowing can occur in the 'foreshore conservation area' to manage certain areas infested with pest species only. This shall only be carried out by Council.	
		L3.403	Native trees to be retained. If trees and plants are to be pruned, it is recommended a qualified arborist or equivalent trained person undertakes this to ensure the continued healthy growth of appropriate vegetation.	
		L3.404	Clean out and remove burned and dead trees, bushes and grasses to reduce fire risk, particularly around paths and beach accesses.	
		L3.405	<p>In the area between the houses and the shoreline protection revetments, the following applies:</p> <ul style="list-style-type: none"> (i) Maintenance shall be undertaken of vehicle access corridor, for construction or maintenance of the shoreline protection works (ii) Works that restrict public access are not permitted (iii) Any tree plantings to comply with Council recommended species/density (iv) Permanent works, or any works for a private purpose, shall not be permitted. <p>Note additional works and/or improvements to shore protection structures may be required following the QLD Qcoast2100 coastal hazard adaptation process.</p>	

Precinct	Management Strategies	Action ID	Action Information	Responsibility/Contributors
Lucinda Precinct L4 <p><i>Precinct L4 is the southernmost precinct, and extends to the southern end of Patterson Parade including Periwinkle Park. The area has been planted with a variety of shrubs and trees by landholders, with mowing undertaken by Council. Much of the Park lies within the general 40 metre frontal dune demarcation area. As with other precincts, the area landward of the walkway is non-restricted while the area seaward is the restricted riparian zone.</i></p> <p><i>This precinct is mapped as category X (non-remnant) vegetation. As per Schedule 21 Part 2 Section 5 of the Planning Regulation, clearing vegetation is exempt if carried out by local government and in an area shown as category X (non-remnant), or to remove non-native vegetation, or is necessary to maintain infrastructure on the road or a boundary fence. Clearing of native vegetation may also be undertaken if it is in accordance with the accepted development vegetation clearing code for either managing weeds or managing necessary environmental works (i.e. to restore the ecological condition of the vegetation).</i></p>				
L4	Ensure planning controls are in place	L4.101	Signage will be maintained indicating 'foreshore conservation area' seaward of the path and/or a 25 m buffer distance from the dune ridge. Sign to note this is a restricted riparian zone and removal of vegetation by Council only.	- Council - Landowners
	Protect coastal biodiversity and healthy coastal ecosystems	L4.201	Noxious weeds and pest plant species to be removed and replanted with location and height appropriate native species. Refer to Coastal Dune Plants document for suggested native species.	
		L4.202	There shall be NO interference with the frontal dune system and NO interference with native vegetation in all areas, by local residents and the public, unless development approval is granted.	
	Conduct maintenance of the foreshore area	L4.301	Current mowing activities in and around the developed park area to continue, with the ongoing assistance of local landholders for the general upkeep of the park area.	
		L4.302	Native trees to be retained. If trees and plants are to be pruned, it is recommended a qualified arborist or equivalent trained person undertakes this to ensure the continued healthy growth of appropriate vegetation.	
		L4.303	Clean out and remove burned and dead trees, bushes and grasses to reduce fire risk, particularly around paths and beach accesses.	
		L4.304	Controlled mowing can occur in the 'foreshore conservation area' to manage certain areas infested with pest species only. This shall only be carried out by Council.	

Precinct	Management Strategies	Action ID	Action Information	Responsibility/Contributors
Lucinda Precinct L5 <p><i>This Precinct contains the three separate park developments within the Reserve, the foremost of which is Borello Park, which contains a variety of community amenities. The smaller parks, being Lions and Johnson Parks, experience a lower usage level with much fewer facilities.</i></p> <p><i>This precinct is mapped as category X (non-remnant) vegetation. As per Schedule 21 Part 2 Section 5 of the Planning Regulation, clearing vegetation is exempt if carried out by local government and in an area shown as category X (non-remnant), or to remove non-native vegetation, or is necessary to maintain infrastructure on the road or a boundary fence. Clearing of native vegetation may also be undertaken if it is in accordance with the accepted development vegetation clearing code for either managing weeds or managing necessary environmental works (i.e. to restore the ecological condition of the vegetation).</i></p>				
L5	Protect coastal biodiversity and healthy coastal ecosystems	L5.101	Noxious weeds and pest plant species to be removed and replanted with location and height appropriate native species. Refer to Coastal Dune Plants document for suggested native species.	- Council - Community
		L5.102	Native trees to be retained. If trees and plants are to be pruned, it is recommended a qualified arborist or equivalent trained person undertakes this to ensure the continued healthy growth of appropriate vegetation. New native trees to be planted as necessary at the discretion of Council.	
		L5.103	There shall be NO interference with native vegetation in all park areas, by local residents and the public.	
	Conduct maintenance of the foreshore area	L5.201	Current mowing activities in and around the developed park area to continue.	
		L5.202	Borello Park <ul style="list-style-type: none"> - New native trees to be planted as necessary at the discretion of Council. - Consider upgrades to amenities block - Install additional rubbish bins at key locations Future improvements and ongoing maintenance will largely be a matter for Council to determine, subject to financial considerations and community needs.	
		L5.203	Lions Park <p>This relatively small area and surrounds will receive ongoing maintenance within Council's normal works program.</p>	

Precinct	Management Strategies	Action ID	Action Information	Responsibility/Contributors
			<p>Ensure a maintenance and upkeep program is established for the new multi-purpose court.</p> <p>Future improvements will be a matter for Council and community consultation as appropriate.</p>	
		L5.204	<p>Johnson Park</p> <p>Some maintenance work is required at the northern foreshore end of the park and this should be addressed in association with the relevant State Government Departments.</p>	

3. Forrest Beach Foreshore Management Plan

3.1 Background Information

This Plan supersedes the previous plans established in 2007, however some information remains relevant; this is noted in Table 2. Additionally, the legislative requirements pertinent to the Forrest Beach Plan have also been included in this table.

Table 2 Relevant information to support the Forrest Beach Plan

Aspect	Description
Designation	The eastern section of the Forrest Beach foreshore is within the area gazetted as Fern Street. Additional park/reserve areas about Fern Street adjacent to Palm Street and at the rear of properties fronting Willow Street. A section of reserve land is leased to the Forrest Beach Surf Lifesaving Club.
Zoning	Under the Council's Planning Scheme, the Reserve areas are zoned for "open space and recreation".
Trustee	Hinchinbrook Shire Council 25 Lannercost Street Ingham, Queensland, Australia 4850
Site Setting	The hinterland is predominantly flat, with a slightly raised and vegetated frontal dune system. Public amenities exist at Jack Corbett Park and Progress Park.
Hazard Vulnerability	Erosion Vulnerability – The Reserve is wholly within a designated erosion prone area and is subject to the provisions of the Coastal Protection and Management Act 1995. Coastal processes continue to shape and reshape the shore and dune of the Reserve. The beach is likely to experience erosion and inundation in the future, especially under storm or cyclone conditions. Coastal Hazard studies to determine extent of hazard impact and implications of people and property.
Vegetation	<p>Yucca plants are non-native plants and exist in significant numbers in the Forrest Beach area. These plants draw moisture in from the surrounding soil and deprive other native plants of water. As these plants are slow growing, removal of flowering/seed masts from existing Yucca plants during routine maintenance will slow the spread significantly. Removal of existing plants in general is not recommended, as their root systems assist in maintaining dunes, however where Yucca are invading native bushland their removal should be considered (particularly at the north end of Forrest Beach towards Taylor's Spit).</p> <p>Additionally, landowners are encouraged to control guinea grass and Goat's Head Burr in swales around properties where possible, as this will assist in reducing fuel loads and will reduce favourable conditions for other weeds.</p>

Legislative Requirements	<p><i>Biosecurity Act</i>– All persons have a ‘general biosecurity obligation’ under the <i>Biosecurity Act 2014</i>.</p> <p><i>Coastal Act</i> – All precincts are within the Coastal Management District (CMD), which is regulated by the <i>Coastal Protection and Management Act 1995</i> (Coastal Act) and the <i>Planning Act 2016</i>.</p> <p><i>Vegetation Management Act</i> – The <i>Vegetation Management Act 1999</i> (VM Act) is regulated through the <i>Planning Act 2016</i> and applies to native woody plants (not grasses, non-woody herbs or mangroves).</p> <p><i>Environmental Protection Act</i> – All works must be consistent with the general environmental duty under the <i>Environmental Protection Act 1994</i> (EP Act), which states that all practicable and reasonable measures must be undertaken to prevent or minimise environmental harm.</p> <p><i>Nature Conservation Act and Environment Protection and Biodiversity Conservation Act</i> – Based on desktop searches (EHP Wildlife Online and DEE Protected Matters Search), there is potential for listed migratory bird species to occur in these areas, some of which may use foreshore areas as shelter, nesting or foraging habitat, such as eastern osprey and white-bellied sea-eagle. Any proposed removal of vegetation should assess the potential to impact these species (e.g. check for records or nests). Listed migratory species are protected under the <i>Commonwealth Environment Protection and Biodiversity Conservation Act 1999</i> (EPBC Act) and as special least concern species under the <i>Nature Conservation Act 1992</i> (NC Act).</p>
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3.1.1 Existing Use

The foreshore area has a mixture of natural features, vegetation enhancement (both native and exotic species), as well as community amenities such as toilet facilities, picnic settings, barbeques, grassed areas and walking tracks.

The significant areas of usage are the maintained park areas of Jack Corbett Park and Progress Park.

Council, as Reserve Trustee, acknowledges its obligations pursuant to the relevant legislation by ensuring the area is protected and amenities maintained as far as is reasonably possible, and that the users of the Reserve and its amenities can do so in a climate of relative safety and appreciation of the resources provided, both natural and man-made. As Trustee, Council is responsible for the carrying out of works for the Reserve, with individual landholders assisting in the maintenance of parts of the Reserve, subject to their acceptance of established maintenance guidelines.



Figure 3-1 Forrest Beach Precincts

3.2 Management Actions

Precinct	Management Strategies	Action ID	Action Information	Responsibility/Contributors
ALL Precincts				
<i>These overarching actions are valid for all Forrest Beach areas.</i>				
General Actions		FBG.01	Adult coconut trees should be removed (if practical) from near the Mean High Water Spring (MHWS) mark. This will assist in reducing the occurrence of floating coconuts, which can establish further up or down the beach in inappropriate locations. Remove juveniles and sprouting coconuts found in inappropriate and/or inconvenient locations.	<ul style="list-style-type: none"> - Council - Local residents - Local community organisations
		FBG.02	Palm fronds can potentially act as mosquito breeding sites. Where possible and practicable, remove fronds from all areas to assist in minimising mosquito numbers.	
		FBG.03	Noxious weeds and pest plant species to be removed and replanted with location and height appropriate native species. Refer to Coastal Dune Plants document for suggested native species.	
		FBG.04	Removal of flowering/seed masts from existing Yucca plants during routine maintenance to slow the re-establishment/spread of this non-native species. Where Yucca are invading native bushland, however not apparent as dune binding vegetation, they should be removed (nth Forrest Beach Precinct 1).	
		FBG.05	Landowners are encouraged to control guinea grass in swales around properties where possible. This will assist in reducing fuel loads and will reduce favourable conditions for other weeds.	
		FBG.06	Formalise all vehicle access points and sign post areas allowed/restricted from 4WD and quad-bike use. 4WD and quad-bike use is strictly prohibited on or near the restricted riparian zones, or within 20 m of the dune in ALL areas.	

Precinct	Management Strategies	Action ID	Action Information	Responsibility/Contributors
Forrest Beach Precinct FB1 <i>Precinct FB1 is the foreshore immediately north of Allamanda Avenue, including the existing beach access. This area retains native vegetation and is a restricted riparian zone.</i> <i>This precinct contains mapped of concern regional ecosystems (REs 7.2.5a and 7.2.7a). As per Schedule 21 Part 2 Section 6 of the Planning Regulation, clearing can be undertaken by Council as trustee and consistent with the purpose of the trust if it is necessary for essential management, or in a category X (non-remnant) area, or to remove non-native vegetation or if in accordance with the accepted development vegetation clearing code for either managing weeds or managing necessary environmental works (i.e. to restore the ecological condition of the vegetation). There is also mapped essential habitat for Mahogany Glider where it is RE 7.2.7a along the foreshore, therefore no removal of canopy trees should be undertaken in this area to preserve habitat trees.</i>				
FB1	Protect coastal biodiversity and healthy coastal ecosystems	FB1.101	To protect the integrity of native vegetation, undertake maintenance, retention and planting of the foreshore.	- Council
		FB1.102	Native trees to be retained. If trees and plants are to be pruned, it is recommended a qualified arborist or equivalent trained person undertakes this to ensure the continued healthy growth of appropriate vegetation. No removal of canopy trees to preserve Mahogany Glider habitat.	
		FB1.103	Noxious weeds and pest plant species to be removed and replanted with location and height appropriate native species. Refer to Coastal Dune Plants document for suggested native species.	
		FB1.104	There shall be NO interference with the frontal dune system and NO interference with native vegetation in all areas, by local residents and the public.	
	Provide community access to foreshore areas	FB1.201	Improved routine maintenance of the access roads and beach accesses and adjacent areas required so as to promote access to this location.	
		FB1.202	Consideration shall be given to providing a parking facility to cater for vehicles transporting legal recreational vehicles such as motorcycles and quad-bikes.	
	Maintenance and H&S	FB1.301	Clean out and remove burned and dead trees, bushes and grasses to reduce fire risk.	

Precinct	Management Strategies	Action ID	Action Information	Responsibility/Contributors
Forrest Beach Precinct FB2 <p><i>Precinct FB2 includes the land east of Allamanda Avenue down to Sheoak Street. The area immediately shoreward of the properties is classified as non-restricted while the area adjacent to the dune is the restricted riparian zone; assume distance is 40 m landward from dune line. This precinct is largely undeveloped for public purposes, though some adjacent landowners maintain land in front of their property. There is some natural vegetation and various introduced species, with coconut palms a particular issue in this area.</i></p> <p><i>This area is classified as category X (non-remnant) mapped vegetation, therefore as per Sch 21 Part 2 Section 5 of the Planning Regulation, clearing vegetation is exempt if carried out by Council and in an area shown as category X (non-remnant), or to remove non-native vegetation, or is necessary to maintain infrastructure on the road or a boundary fence. Clearing can also be undertaken if in accordance with the accepted development vegetation clearing code for either managing weeds or managing necessary environmental works (i.e. to restore the ecological condition of the vegetation).</i></p>				
FB2	Ensure planning controls are in place	FB2.101	Signage will be maintained indicating 'foreshore conservation area' a 40 m buffer distance landward from the dune ridge. Sign to note this is a restricted riparian zone and removal of vegetation by Council only.	- Council
		FB2.102	Maintain (or establish) fencing along the foreshore to protect native vegetation at the leading edge of the foredune, particularly from vehicular traffic such as quad bikes. Signpost vehicle restricted areas.	
	Protect coastal biodiversity and healthy coastal ecosystems	FB2.201	Council to consider removal of Coconut Palms as required, and Council to continue denutting for safety reasons.	- Hinchinbrook Shire Council - Local residents - Local community organisations
		FB2.202	There shall be NO interference with the frontal dune for hazard resilience reasons and NO interference with native vegetation in all areas, by local residents and the public.	
		FB2.203	Noxious weeds and pest plant species to be removed and replanted with location and height appropriate native species. Refer to Coastal Dune Plants document for suggested native species.	
	Conduct maintenance of the foreshore area	FB2.301	Landholders whose property abuts the reserve will be encouraged to maintain their frontages by mowing and general upkeep without impeding public access, outside of the 'foreshore conservation area'.	

Precinct	Management Strategies	Action ID	Action Information	Responsibility/Contributors
Forrest Beach Precinct FB3 <p><i>Precinct FB3 is the area from south of Sheoak Street to north of the Fern Street cul-de-sac. Similarly to Precinct FB2, the area immediately landward of the walking path that runs through the area is classified as non-restricted while the shoreward side is the restricted riparian zone.</i></p> <p><i>The foreshore has largely been cleared of native vegetation save for grasses/vines on the immediate seaward extremity. Some adjacent landowners in Wattle Street maintain land in front of their property. Mowing is undertaken infrequently by the council, however western sections are mowed regularly by abutting landowners.</i></p> <p><i>This area is classified as category X (non-remnant) mapped vegetation, therefore as per Sch 21 Part 2 Section 5 of the Planning Regulation, clearing vegetation is exempt if carried out by Council and in an area shown as category X (non-remnant), or to remove non-native vegetation, or is necessary to maintain infrastructure on the road or a boundary fence. Clearing can also be undertaken if in accordance with the accepted development vegetation clearing code for either managing weeds or managing necessary environmental works (i.e. to restore the ecological condition of the vegetation).</i></p>				
FB3	Ensure planning controls are in place	FB3.101	Signage will be maintained indicating 'foreshore conservation area' a 40 m buffer distance landward from the dune ridge. Sign to note this is a restricted riparian zone and removal of vegetation by Council only.	- Council
		FB3.102	Vehicle access will be restricted to approved areas and signed appropriately.	
	Protect coastal biodiversity and healthy coastal ecosystems	FB3.201	Noxious weeds and pest plant species to be removed and replanted with location and height appropriate native species. Refer to Coastal Dune Plants document for suggested native species.	
		FB3.202	There shall be NO interference with the frontal dune for hazard resilience reasons and NO interference with native vegetation in all areas, by local residents and the public.	
		FB3.203	Native trees will be planted in the restricted riparian zone in a strategic manner so as to establish a more shaded and aesthetically pleasing environment while not unduly restricting ocean views from neighbouring residences.	
	Provide community access to foreshore areas	FB3.301	It is not intended to develop the area further for public use or recreation.	
		FB3.302	Public access to the beach shall be limited to the one point currently in use, appropriately signed at both ends. This will minimise the impact on the frontal dune and establish defined access points.	
	Conduct maintenance of the foreshore area	FB3.401	Landholders whose property abuts the reserve will be encouraged to maintain their frontages by mowing and general upkeep without impeding public access.	- Council - Landowners (where appropriate)

Precinct	Management Strategies	Action ID	Action Information	Responsibility/Contributors
Forrest Beach Precinct FB4 <p><i>Precinct FB4 extends from the Fern Street cul-de-sac south to Pine Street. The area is a restricted riparian zone and comprises the developed public park precincts of Progress Park and Vince Corbett Park, and includes the Forrest Beach Surf Life Saving buildings and lease areas. The area is maintained to a high standard for intensive public use.</i></p> <p><i>No change in management procedures are envisioned for this area. Further improvements will be at Councils discretion subject to financial considerations and community needs.</i></p> <p><i>This area is classified as category X (non-remnant) mapped vegetation, therefore as per Sch 21 Part 2 Section 5 of the Planning Regulation, clearing vegetation is exempt if carried out by Council and in an area shown as category X (non-remnant), or to remove non-native vegetation, or is necessary to maintain infrastructure on the road or a boundary fence. Clearing can also be undertaken if in accordance with the accepted development vegetation clearing code for either managing weeds or managing necessary environmental works (i.e. to restore the ecological condition of the vegetation).</i></p>				
FB4	Protect coastal biodiversity and healthy coastal ecosystems	FB4.101	To protect the integrity of native vegetation, undertake maintenance, retention and planting of the foreshore. Noxious weeds and pest plant species to be removed (e.g. Goat's Head Burr) and replanted with location and height appropriate native species. Refer to Coastal Dune Plants document for suggested native species.	Council
	Provide community access to foreshore areas	FB4.201	Beach accesses shall be maintained in a good workable condition.	
		FB4.202	Continued maintenance/upkeep of the Jellyfish enclosure and signage.	
	Conduct maintenance of the foreshore area	FB4.301	When funds allow, consider upgrade to the toilet amenities block. In the meantime, resolve the floor drainage issues to minimise mosquito breeding in pooled surface water.	
		FB4.302	Continued regular maintenance/upkeep of community picnic/BBQ/exercise facilities	

Precinct	Management Strategies	Action ID	Action Information	Responsibility/Contributors
Forrest Beach Precinct FB5				
<p><i>Precinct FB5 is the foreshore land south of Palm Street to north of Ash Street. The area immediately landward of the walking path is classified as non-restricted while the shoreward side is the restricted riparian zone. The seaward side of the walking path has been revegetated by Forrest Beach Progress Association/Coastcare and has a good covering of vegetation.</i></p> <p><i>This area is classified as category X (non-remnant) mapped vegetation, therefore as per Sch 21 Part 2 Section 5 of the Planning Regulation, clearing vegetation is exempt if carried out by Council and in an area shown as category X (non-remnant), or to remove non-native vegetation, or is necessary to maintain infrastructure on the road or a boundary fence. Clearing can also be undertaken if in accordance with the accepted development vegetation clearing code for either managing weeds or managing necessary environmental works (i.e. to restore the ecological condition of the vegetation).</i></p>				
FB5	Ensure planning controls are in place	FB5.101	Signage will be maintained indicating 'foreshore conservation area' a 40 m buffer distance landward from the dune ridge. Sign to note this is a restricted riparian zone and removal of vegetation by Council only.	- Council
		FB5.102	Vehicle access will be restricted to formal access points in approved areas and signed appropriately. Vehicles are to be strictly prohibited on or around the dune or vegetation areas.	
		FB5.103	Maintain a "demarcation" line between the frontal dune system and the connecting area of maintenance mowing. Marker posts shall identify this "demarcation" line, placed at 50 metre intervals. These markers shall be approximately 40 m landward from the MHWS mark.	
	Protect coastal biodiversity and healthy coastal ecosystems	FB5.201	There shall be NO interference with the frontal dune for hazard resilience reasons and NO interference with native vegetation in all areas, by local residents and the public.	
		FB5.202	Noxious weeds and pest plant species to be removed and replanted with location and height appropriate native species. Refer to Coastal Dune Plants document for suggested native species.	
		FB5.203	Native trees will be planted in the riparian zone in a strategic manner so as to establish a more shaded and aesthetically pleasing environment while not unduly restricting ocean views from neighbouring residences. Selection of species will be key to this.	
	Provide community access to foreshore areas	FB5.301	It is not intended to develop the area further for public use or recreation.	
		FB5.302	Public access to the beach shall be limited to the two points currently in use at the end of Pine Street and Ash Street, appropriately signed at both ends. This will minimise the impact on the frontal dune and establish defined access points.	

Precinct	Management Strategies	Action ID	Action Information	Responsibility/Contributors
	Conduct maintenance of the foreshore area	FB5.401	Landholders whose property abuts the reserve are encouraged to maintain their frontages by mowing and general upkeep without impeding public access.	- Hinchinbrook Shire Council - Landowners (where appropriate)

Forrest Beach Precinct FB6

Precinct FB6 is the foreshore east of the Forrest Beach Hotel/Caravan Park. The area has not been developed for public use and has been classified as restricted riparian zone.

The area has previously suffered from uncontrolled clearing. There is a 4WD beach access provided at the end of Ash Street.

This precinct contains mapped of concern regional ecosystems (RE 7.2.7a). As per Sch 21 Part 2 Section 5 of the Planning Regulation, clearing vegetation is exempt here if in category X mapped areas, or to remove non-native vegetation, or if in accordance with the accepted development vegetation clearing code for either managing weeds or managing necessary environmental works (i.e. to restore the ecological condition of the vegetation). There is also mapped essential habitat for mahogany glider where it is RE 7.2.7a along the foreshore, therefore no removal of canopy trees should be undertaken in this area in order to preserve habitat trees.

FB6	Provide community access to foreshore areas	FB6.101	4WD beach access is to be maintained.	- Hinchinbrook Shire Council
	Protect coastal biodiversity and healthy coastal ecosystems	FB6.201	There shall be NO interference with the frontal dune for hazard resilience reasons and NO interference with native vegetation in all areas, by local residents and the public.	
	Conduct maintenance of the foreshore area	FB6.301	Signage will be maintained indicating 'foreshore conservation area' a 40 m buffer distance landward from the dune ridge. Sign to note this is a restricted riparian zone and removal of vegetation by Council only.	

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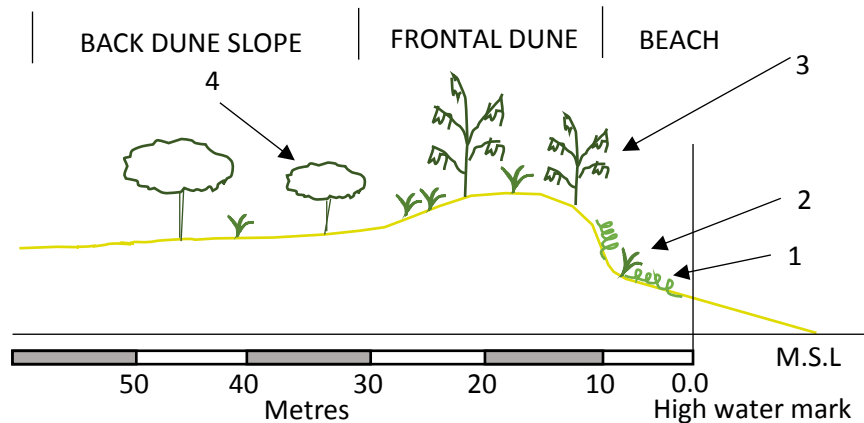
Document Status







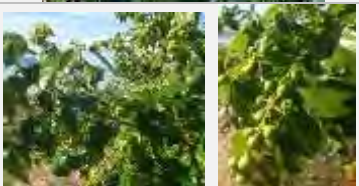
Revision	Author	Reviewer		Approved for Issue		
		Name	Signature	Name	Signature	Date
0	HB	KOMJ	KOMJ			
1	MM	HB	HB			13/10/17



www.ghd.com

Dune Vegetation – Favourable Species (for planting)



Label	Name	Plant type/ Size	Existing Location	Propagation	Image
Recommended beach vegetation					
1	Goat's Foot Convolvulus (<i>Ipomoea pes-caprae</i>)	Creepers long creeping vine	Forrest Beach and Lucinda	Autumn or Spring	
	Beach Bean (<i>Canavalia maritima</i>)	Creepers long creeping vine	-	Autumn or Spring	
2	Sand spinifex grass (<i>Spinifex hirsutus</i>)	Grass 30cm tall with creeping runners	-	Autumn or Spring	
Recommended frontal dune vegetation					
3	Horsetail She-Oak (<i>Casuarina equisetifolia</i> var. <i>incana</i>)	Tree Up to 10m in height	Forrest Beach and Lucinda	Raise seedlings to 46cm and plant in Spring or Autumn	
Recommended back dune vegetation					
4	Cotton Tree (<i>Hibiscus tiliaceus</i>)	Tree 7-10m in height, up to 16m wide	Forrest Beach and Lucinda	Plant early in the wet season	
	Earleaf Acacia (<i>Acacia auriculiformis</i>)	Tree 15-30m in height	-	Spring	
	Beach Berry Bush (<i>Colubrina asiatica</i>)	Shrub Vine like growth, stems up to 9 m in length	Forrest Beach and Lucinda	Spring	

Council Vegetation Management – Unfavourable Species (can be removed)

Group	Common Name	Scientific Name	Species Status	Image
1	Red Natal Grass	<i>Melinis repens</i>	Invasive Weed <i>Can be removed</i>	
1	Snakeweed	<i>Stachytarpheta jamaicensis</i>	Invasive Weed <i>Can be removed</i>	
1	Morning Glory Coastal Morning Glory Mile-a-minute	<i>Ipomoea</i> sp.	Invasive Weed <i>Can be removed</i>	 
1	Goats Head Burr	<i>Tribulus terrestris</i>	Invasive Weed <i>Can be removed</i>	
1	Guinea Grass	<i>Megathyrsus maximus</i>	Invasive Weed <i>Can be removed</i>	
1	Passionflower vine	<i>Passiflora foetida</i>	Invasive Weed <i>Can be removed</i>	
2		<i>Passiflora suberosa</i>	Naturalised – Environmental Weed (Qld) <i>Can be removed if interfering with native plants</i>	
2	Urena Burr	<i>Urena lobata</i>	Naturalised – Environmental Weed (Qld) <i>Can be removed if interfering with native plants</i>	
2	Coconut Palm	<i>Cocos nucifera</i>	Naturalised <i>Can be removed for health and safety reasons</i>	
2	Yucca	<i>Yucca</i> Sp.	Invasive, Environmental Weed <i>Can be removed if interfering with native plants</i>	

If removing any groundcover or any extensive areas of weed infestation, rehabilitation or replanting or native vegetation should be undertaken to maintain the stability of the foreshore/topsoil.

VINCE CORBETT PARK POWER BOX – CHANGE OF OWNERSHIP

Executive Summary

A letter was sent to Council from the then 2nd Vice District Governor of 201Q2 (Allan Hansen) of the Lions Club requesting Council if they would take over ownership of the power box located in Vince Corbett Park, Forrest Beach.

For Council Decision – Recommendation

That Council applies to Ergon Energy for a transfer of the account for the Vince Corbett Park power box, currently held by the Forrest Beach Lions Club, to the Hinchinbrook Shire Council.

Background

The Forrest Beach Lions Club had installed a power box in Vince Corbett Park located at Forrest Beach. It was installed to have improved access to power for any events that would be held in the park particularly the “Stinger Net Opening Carnival”. The Forrest Beach Lions Club has been responsible for the payment of the power usage account associated with this power box to this day however Council has been responsible for the maintenance of the power box.

In the latter part of last year, the Lions Club was almost dissolved due to lack of members. An email had been sent to Mayor Ramon Jayo by the then 2nd Vice District Governor of 201Q2 (Allan Hansen) to ask if the Council would take over the ownership of the power box.

In the last couple of months 2nd DG Allan Hansen has successfully reformed the club back into a viable association. Though, still with limited members, the club is striving to improve its membership and continue with community work.



Figure 1 – DB223 Vince Corbett Park, Forrest Beach



Figure 2 – Location of DB223 (orange circle)

The power box (Orange) supplies power to the two BBQ's (Red) and the lights over the BBQ's. The box also has the capacity to power an event that could or would be held in the Vince Corbett/Foreshore section of the park (Blue dot/dash).

Attachments

- Email from Mayor Ramon Jayo dated 23 February 2017
- Current Ergon Energy power bill period 13 October 2017–8 January 2018

Statutory Environment

Local Government Act 2009

Policy Implications

Nil.

Consulted With

- Parks & Gardens Management Supervisor
- Forrest Beach Lions Club
- Executive Manager Infrastructure Services Delivery

Financial and Resource Implications

Ongoing power costs are estimated to be \$400/year including GST (plus annual increases from ergon). Maintenance is already undertaken by Council therefore no increased costs in this regard.

Risk Management Implications

Nil.

Strategic Considerations

1.5 Ensure that public infrastructure contributes to lifestyle aspirations of current residents, underpins population attraction and acts as an enabler for economic growth in tourism in particular.

Officers Comment

Council's Parks and Gardens Management Supervisor had spoken to the President and the Treasurer both on the phone and during a meeting at the Forrest Beach Foreshore Park. It was discussed of the clubs inability to continue with the payment of the power account related to the box in Vince Corbett Park. As this is the case, the club is asking for Council to consider taking over the account. As the Council currently has had almost all repairs associated with this power box completed through park maintenance, it would be in Council's best interest to take total control of the power box.

Kirrily Low

Subject: FW: Forrest Beach Lions.

From: Colin Dallavanzi
Sent: Wednesday, 29 November 2017 11:52 AM
To: Kirrily Low
Subject: FW: Forrest Beach Lions.

FYI

Kind Regards,

Colin Dallavanzi | Management Officer, Parks & Gardens | Hinchinbrook Shire Council
Ph (07) 4776 4680 | Mob 0417 648 067 | Fax (07) 4776 3233 | E cdallavanzi@hinchinbrook.qld.gov.au
Web: <http://www.hinchinbrook.qld.gov.au>

From: Tudor Tanase
Sent: Monday, 24 April 2017 4:54 PM
To: Colin Dallavanzi; Sarah Kyle
Cc: Kerry Matthews
Subject: FW: Forrest Beach Lions.

Hi Colin

I believe you have the history of this handy... Can you send it to me please and I will reply. I think we will move the electricity account to Parks.

Kind regards,

**Tudor Tanase | Executive Manager Environment and Community Services |
Hinchinbrook Shire Council**
P (07) 4776 4654 | F (07) 4776 3233 | E ttanase@hinchinbrook.qld.gov.au | W
<http://www.hinchinbrook.qld.gov.au>

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Please consider the environment before printing this email.

From: Mayor Ramon Jayo
Sent: Thursday, 23 February 2017 8:24 AM
To: Dan McKinlay; Executive Management Team
Cc: Hinchinbrook Shire Councillors; Belinda Edwards; Carol Fulton
Subject: Forrest Beach Lions.

I attended upon Alan Hansen yesterday who informed that The Forrest Beach Lions club was defunct. He informed that there was an arrangement at Forrest Beach whereby all electricity costs associated with the electric Barbe ques were paid for by the lions. The account to December has been paid but they will be unable to continue with payments going forward.

This is quite a novel situation so can someone please advise what the arrangements are and how they came about please.
Thanks.

Ramon Jayo | Mayor | Hinchinbrook Shire Council

P (07) 4776 4602 | F (07) 4776 3233 | M 0427 875 607 | E mayor@hinchinbrook.qld.gov.au

W <http://www.hinchinbrook.qld.gov.au>

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Electricity Account

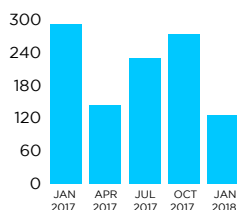
FORREST BEACH LIONS CLUB
PO BOX 3
FORREST BEACH QLD 4850

Account Summary

Previous Account	\$157.09
Payments Received	\$157.09CR
Opening Balance of this Account	\$0.00
Electricity Charges	\$69.51
Other Charges & Credits	\$8.80
Total New Charges	\$78.31
Total Amount Due	\$78.31

Compare Your Usage

Total Usage (kWh)



Average daily cost
(inc. GST) \$0.90

Average daily
usage (kWh)

This bill	1.44
Same time last year	3.23

Electricity tariff rates, including minimum charges, service fees and conditions of supply, are available at ergon.com.au or by phoning 13 10 46.



Shocks and tingles
are a sign that
something is wrong.

**Call 13 16 70
immediately
and get your wiring
checked by a licensed
electrical contractor.**

- Account enquiries and complaints 13 10 46**
(7am-6:30pm Mon-Fri)
- Faults Ergon Energy 13 22 96** (24 hrs, 7 days)
- Life-threatening emergencies** (24 hrs, 7 days)
Triple Zero (000) or Ergon Energy 13 16 70
- customerservice@ergon.com.au**
ergon.com.au

Account Details

Account Number	67921396
Issue Date	10/01/18
Billing Period (87 days)	13/10/17-08/01/18
Security Deposit Held	NIL
Next Meter Read (Approx)	11 Apr 18

Total Due \$78.31

Pay By 31 Jan 18

Supply Details

National Metering Identifier (NMI)
3033831815

Premises Address
FERN ST
FORREST BEACH QLD 4850

Tariff Class Description
Standard Asset Customer - Small (<
100 MWh p.a.) - East

Account Breakdown

METER NUMBER	PREVIOUS READING	CURRENT READING	TARIFF COMPONENT	DAYS	CENTS PER DAY	KWH	CENTS PER KWH (EXC GST)	KW	CENTS PER KW (EXC GST)	GST	TOTAL (INC GST)
--------------	------------------	-----------------	------------------	------	---------------	-----	-------------------------	----	------------------------	-----	-----------------

New Charges

Electricity Charges

Tariff 21 Business General Supply (Transitional) (14/10/17 - 08/01/18)											
91212077	315	317									
91212077	1485	1541									
91212077	3032	3099	First 100 kwh/mth			125	49.357				\$0.00
			Minimum Payment	87	72.631					\$6.32	\$69.51
TOTAL										\$6.32	\$69.51

Other Charges & Credits

08/01/18	Meter Services Charge		\$0.80	\$8.80
TOTAL			\$0.80	\$8.80

Payments Received

09/11/17	Payment Received			\$157.09CR
TOTAL				\$157.09CR

Other Information

Concessions and Rebates 13 10 46

A QLD Government Electricity Rebate is available to eligible holders of a QLD Government Seniors Card, Pensioner Concession Card or Repatriation Health Card for All Conditions (Gold Card) in receipt of either of the following benefits - War Widow or Special Rate TPI. For information about the Government relief schemes, please contact us.

Moving Premises 13 10 46

Call to arrange a final reading and/or a new application before you move. You are responsible for this account and electricity used until a final meter reading is obtained.

Privacy 13 10 46

Please let us know if you would prefer not to receive any direct marketing material from Ergon Energy. For further information about Ergon Energy's Privacy Policy, please refer to the Privacy & Security Statement at ergon.com.au.

Meter Reading 13 10 46

Safe and convenient access is required. If we have trouble accessing your meter, e.g. a locked gate or dog present, we can only forward an estimated account. If this happens call us to make arrangements for future meter readings.

Interpreter Service 13 14 50

Servizi di interpretariato e traduzione
Dolmetscher- und Übersetzungsdienst
Mga serbisyo sa pagsasalin-wika
Tolk- en vertaal diensten

通訳・翻訳サービス

Ερμηνευτικές και Μεταφραστικές Υπηρεσίες

傳譯與翻譯服務

National Relay Service

TTY/voice calls 13 36 77
and Speak & Listen 1300 555 727.

Payment Options



Online (Visa or Mastercard)
ergon.com.au/bpoint Ref: 67921396



Direct Debit
Call 13 10 46 to organise.



Phone Pay (Visa or Mastercard)
Call 1300 363 214 Ref: 67921396



By Mail Post this slip with cheque/
Australia Post money order payable to
'Ergon Energy Retail' to
PO Box 959, Parramatta NSW 2124.



Electronics Funds Transfer
Call 13 10 46 to organise.



In Person
At any Post Office, or authorised agency.



Billers Code: 1552
Ref: 679213964

Telephone & Internet Banking - BPAY®

Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au

Australia Post*468 67921396 1



Billers Code: 0468
Ref: 67921396

Account Number 67921396
Due \$78.31
Pay By 31 Jan 18

If you are having difficulty paying this account, talk to us before the pay by date about payment options on 13 10 46.

CBA 831 65328 67921396 4



*468 67921396 1

<0000007831>

<065328>

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DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES ACTIVITY REPORT FOR DECEMBER 2017

Executive Summary

This Report is presented for the information of Council and includes an activity update from 28 November - 31 December 2017.

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment

Nil

EHO Activities for December 2017

- Food/Personal Appearance Services premises inspections - Nil
- Public Health inspections - 1
- Environmental inspections - Nil
- Complaints/Enquiries - Noise - Nil, Odour - 1, Smoke/Dust - 2, Food – Nil, Waste - 1
- Other Mosquito – 4, Parking - 1
- High risk personal appearance Nil

EHO Projects for December 2017

- Finalised overgrown and unsightly policy
- Liased with Dinook from Department of Environment and Hertiage Protection regarding Flying Foxes
- Promoted free waste disposal days
- Testing and fiinalising data for Customer Request Management system. Discussions with Leanne Winkel regarding securities

EHO Miscellaneous for December 2017

- Investigated illegal food business
- Set up hot keys in Mandalay for the free waste disposal day
- Annual Return for the waste facilities sent to Department of Environment and Hertiage Protection
- Queensland Waste Data Summary report sent to Department of Environment and Hertiage Protection
- Letters sent to business operators of Personal Appearance Services
- Prepared information for website content

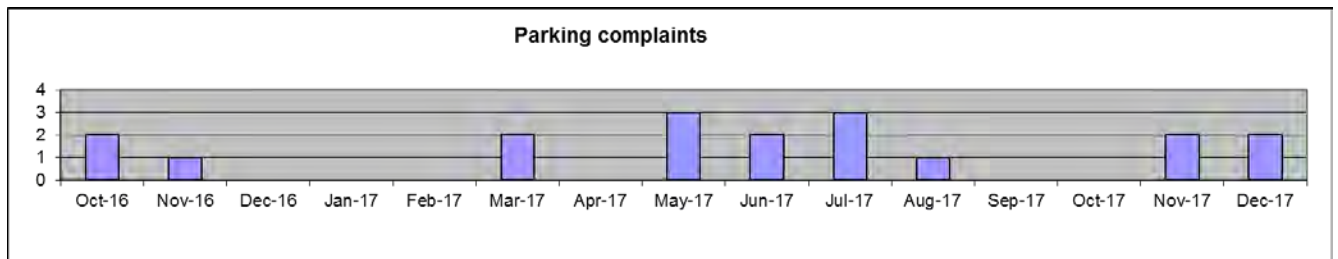
PRESCRIBED ACTIVITY INSPECTIONS

- Inspections : 0

Local Laws

Author: Rosemary Pennisi
Position: Executive Manager Development Planning and Environmental Services
Date: 8/01/2018

DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES ACTIVITY REPORT FOR MONTH ENDING DECEMBER 2017

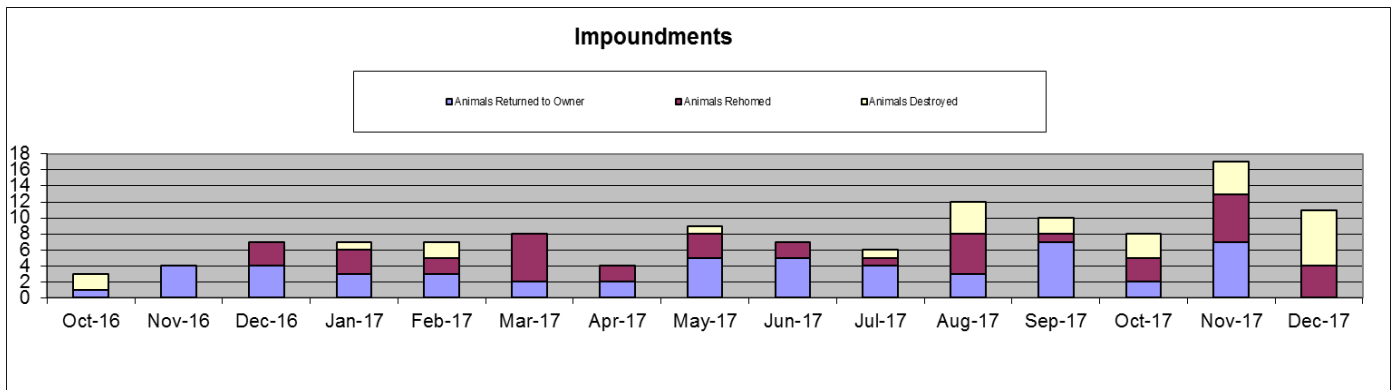


Pound Operation

- Number of dogs/cats impounded - 11
- Number collected by owner - 0
- Number re-housed - 4
- Number destroyed - 7
- Roaming complaints - 11
- Dog attacks/threats - 2
- Barking - 3

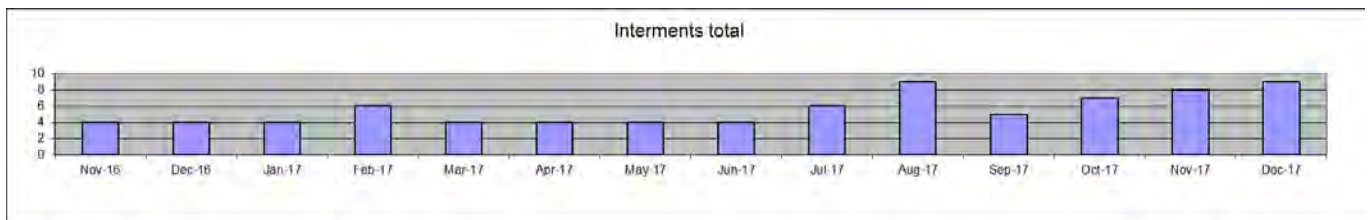


DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES ACTIVITY REPORT FOR MONTH ENDING DECEMBER 2017



CEMETERY OPERATIONS

Total Operations	9
In Ground	8
Vault (above ground)	1
Columbarium	0
Mausoleum Wall (reserves remaining)	8



LOCAL LAWS MISCELLANEOUS

Applied for a magistrate warrant to access a property to seize several feral cats. Warrant was granted and two Council Officers entered the premises with Police Officers and the Real Estate Agent (whom originally reported the issue). Seven cats were seized over a week period.

NATURAL RESOURCE MANAGEMENT

The Hinchinbrook Community Feral Pig Management Program has controlled 51 feral pigs during the month of December. Of interest, was that 45 of these pigs were controlled using 1080, with the other six by traps.

Weed management has focused on carrying out inspections and control works for a number of priority species including Singapore daisy, Thunbergia and Hygrophila. The NRM staff also carried out works in TYTO, the Lucinda Wetlands and organised the aerial and ground based spraying of the Upper Palm Creek system for aquatic weeds.

Revegetation sites within Palm Creek and TYTO have been maintained, with Council's Nursery supplying around 2000 native tube stock to conservation volunteers for planting at Mungalla.

A new turtle nesting location was also reporting to Council which has since been mapped into Councils GIS system for future reference.

VECTOR CONTROL

CRMS - 4

DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES

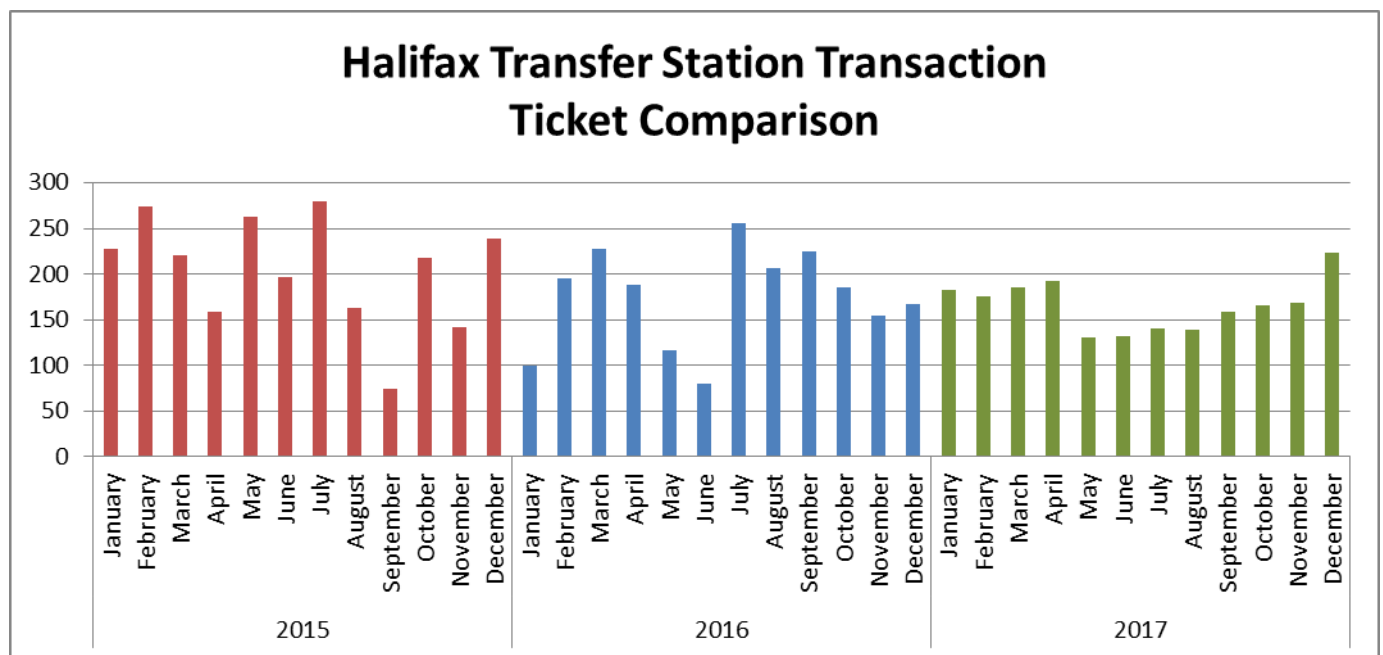
ACTIVITY REPORT FOR MONTH ENDING DECEMBER 2017

WASTE MANAGEMENT

- Halifax

Gross Revenue \$160.50

ITEM	# Transactions
Batteries	6
Green waste	13
Household waste	8
Voucher Green waste	57
Voucher household waste	115
Steel	18
Waste oil	6
Total transactions	223



- Warren's Hill

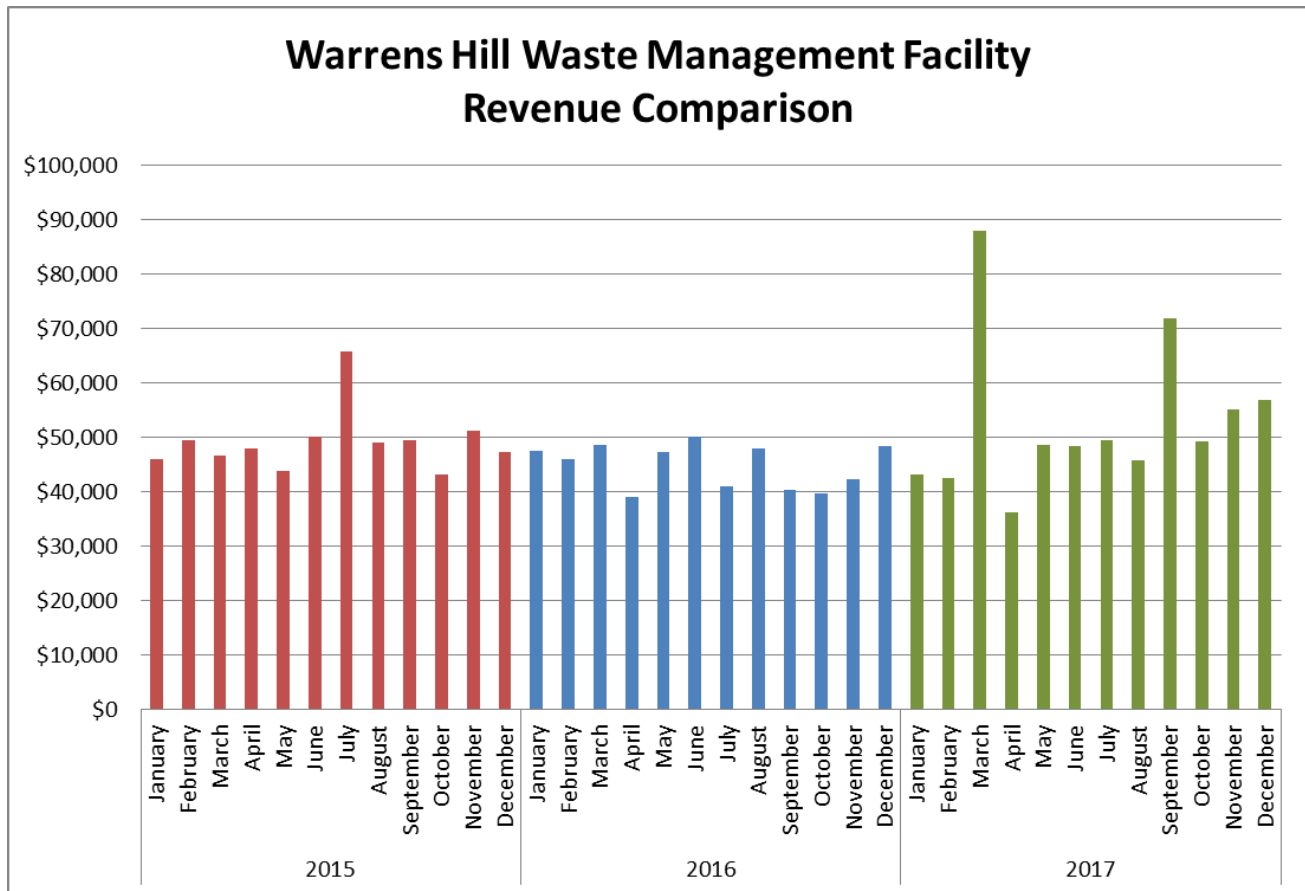
Gross Revenue - \$56,774.00

Total transactions - 1820

Total waste - 1658 tonnes

DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES
ACTIVITY REPORT FOR MONTH ENDING DECEMBER 2017

ITEM	AMOUNTS
Clean fill	0 tonnes
Commercial and industrial waste -	474 tonnes
Construction and demolition -	12.5 tonnes
Commercial green waste -	60 tonnes
Domestic green waste -	111 tonnes
Halifax skip transfer -	18.6 tonnes
Household self haul waste	28 tonnes
Commercial household waste -	262 tonnes
Illegal dumping -	Nil
Oil Waste -	841 litres
Regulated waste asbestos -	34 tonnes
Disaster waste -	Nil
Vouchers green -	198 deliveries
Vouchers household -	313 deliveries

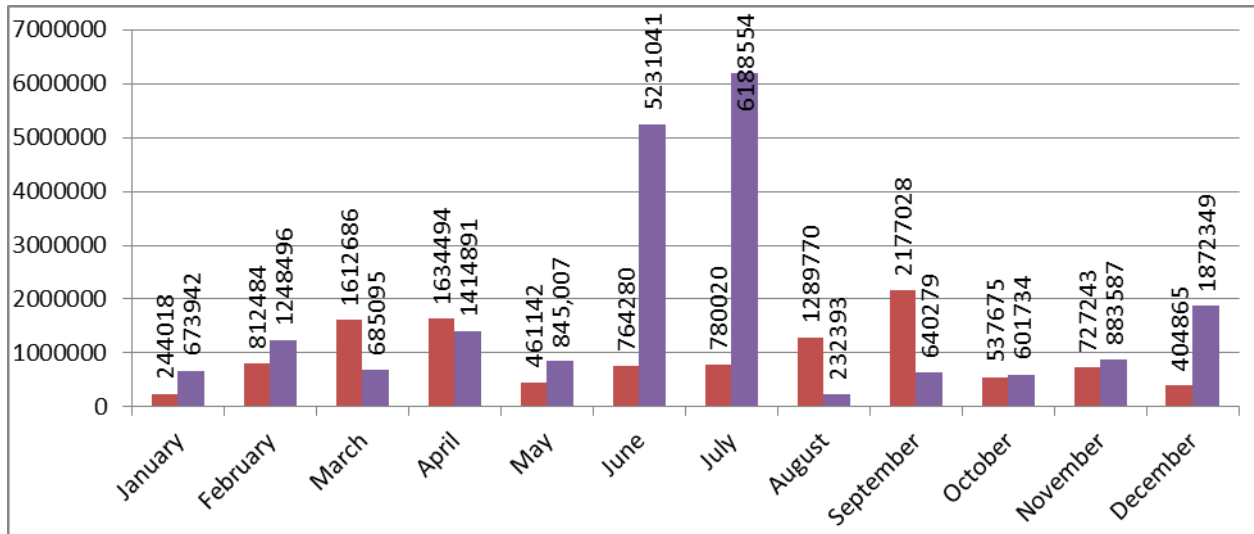


DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES

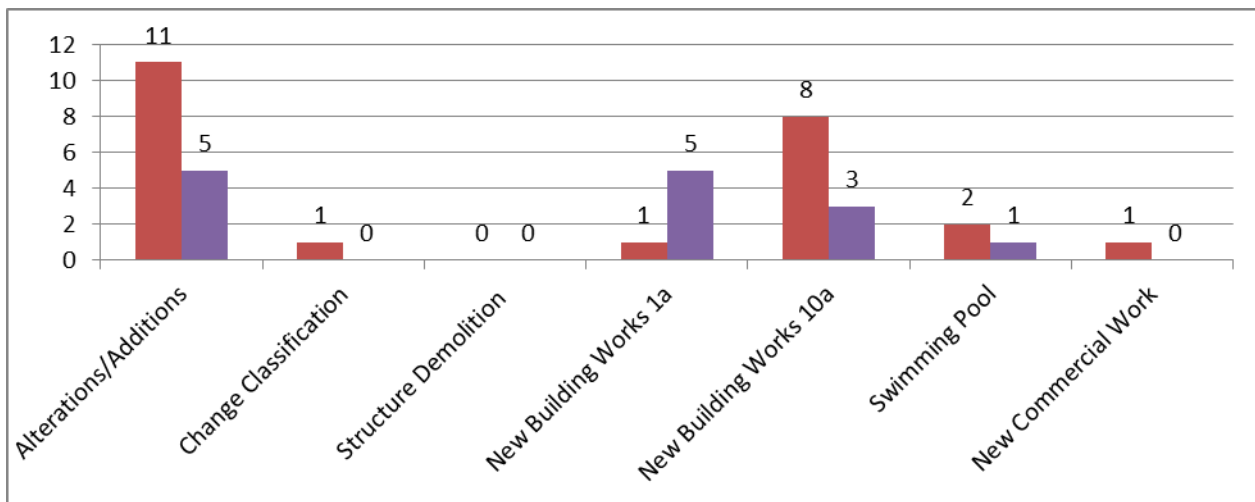
ACTIVITY REPORT FOR MONTH ENDING DECEMBER 2017

BUILDING AND TOWN PLANNING

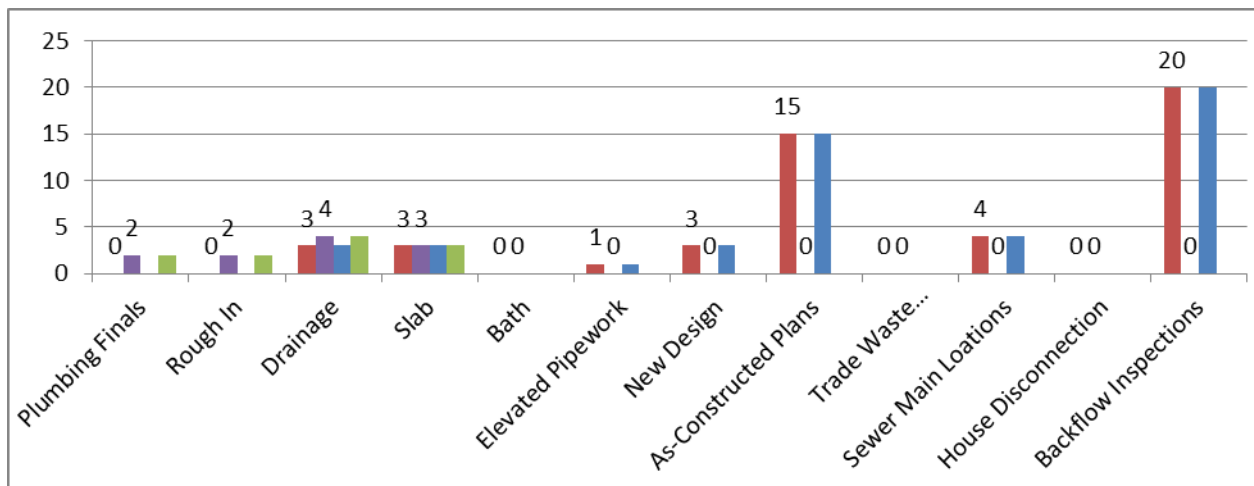
Building Status Report



Building Applications from 28 November – 31 December 2017



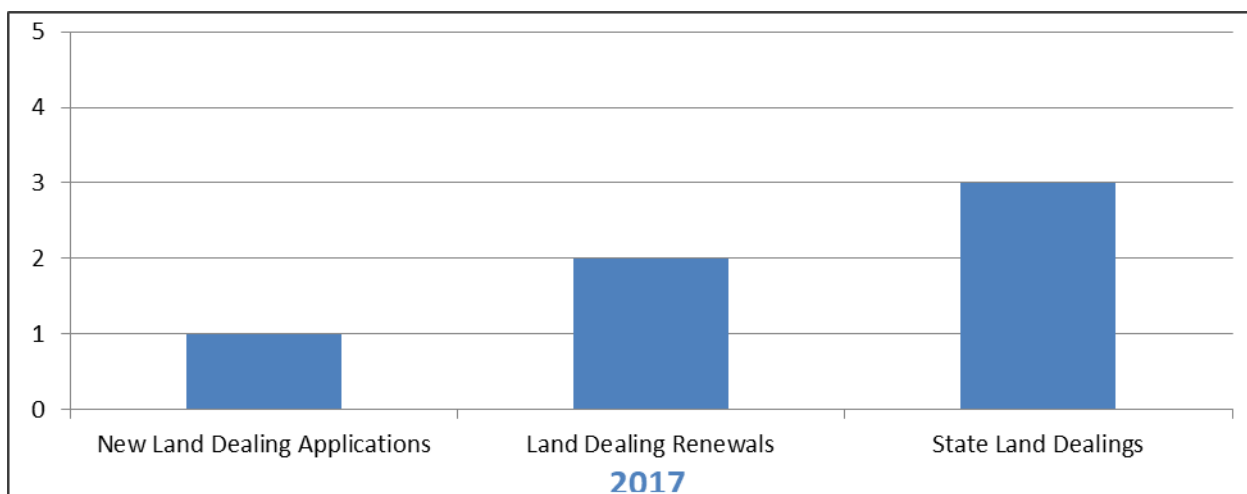
Plumbing Inspections from 28 November – 31 December 2017



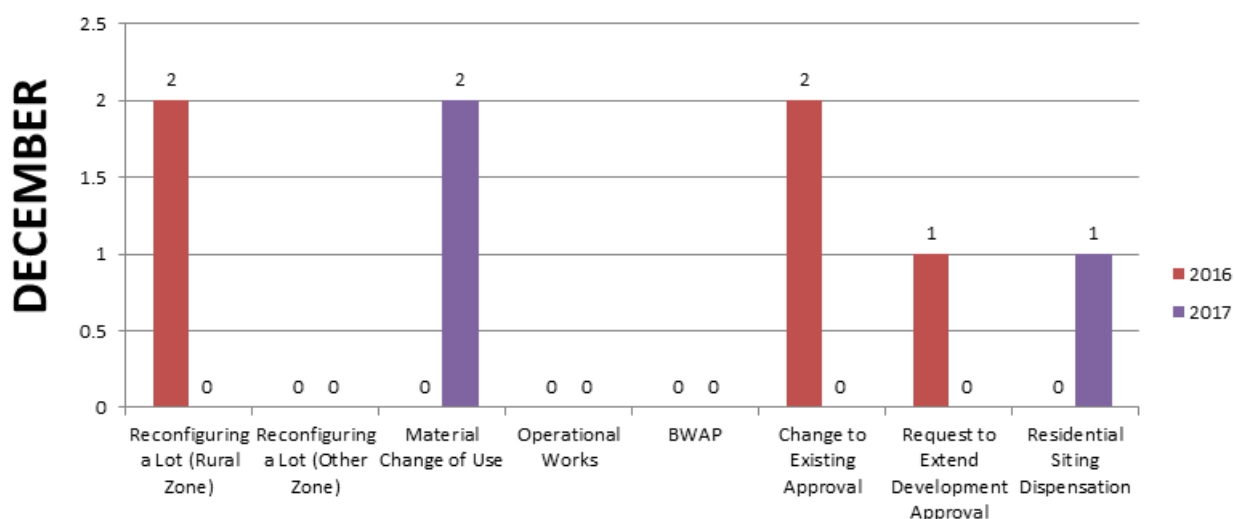
DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES

ACTIVITY REPORT FOR MONTH ENDING DECEMBER 2017

Land Dealings from 28 November – 31 December 2017

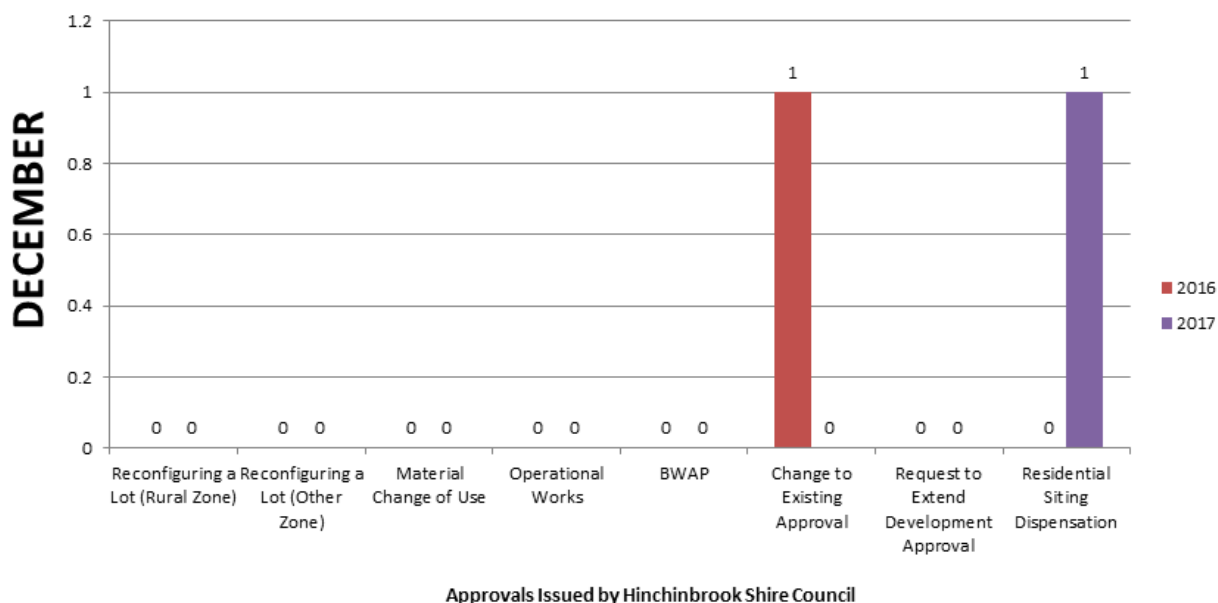


Planning Applications from 28 November – 31 December 2017



Applications Received by Hinchinbrook Shire Council

DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES ACTIVITY REPORT FOR MONTH ENDING DECEMBER 2017



ECONOMIC DEVELOPMENT AND TOURISM



TYTO Management Activity

Please refer [Appendix 1](#)

GRANTS ACTIVITIES

DECEMBER UPDATE

Department of Tourism, Major Events, Small Business and the Commonwealth Games – Sports Assets Legacy Program – Embracing 2018 Sports Assets Legacy –Sports Equipment Gifted - HSC Contribution: \$nil	Unsuccessful
Department of Communities, Child Safety and Disability Services – Queensland Women’s Week 2018 – Celebrating Women Morning Tea –Total Project Cost \$3,500; HSC Contribution: \$500; Funding \$3,000	Unsuccessful

DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES
ACTIVITY REPORT FOR MONTH ENDING DECEMBER 2017

Office of the Commonwealth Games and the Department of Tourism, Major Events, Small Business and the Commonwealth Games – 2018 Queens Baton Relay – Hinchinbrook Festival of Nations – Total Estimated Project Cost \$5,450; HSC Contribution: \$nil; Funding \$5,450	Successful
Department of Attorney General – Safer Communities Fund (Round 2) – Hinchinbrook Community Crime Prevention Project (Lighting at Dungeness Boat Ramp and CCTV at Taylors Beach Boat Ramp) – Applied awaiting outcome - Total Estimated Project Cost \$42,300; HSC Contribution: \$nil	Funding \$42,300
Department of National Parks, Sport and Racing – Get In The Game – Female Facilities Program –Herbert River Netball Association Facilities Upgrade – Applied awaiting outcome - Total Estimated Project Cost \$65,450; HSC Contribution \$10,000 (in kind);	Funding \$55,450
Department of Infrastructure and Regional Development – Building Better Regions Fund – Infrastructure Projects Stream - Dungeness Boat Ramp Car Park Extension – Applied awaiting outcome – Total Estimated Project Cost \$726,600; HSC Contribution \$181,650	Funding \$544,950
Department of Infrastructure and Regional Development – Building Better Regions Fund – Community Investment Stream – Hinchinbrook Master Plan – Applied awaiting outcome – Total Estimated Project Cost \$100,000; HSC Contribution \$25,000	Funding \$75,000
Department of Transport and Main Roads – Community Road Safety – Portable Electronic Multi-Message Board	Project finalized and acquitted December 2017 – Total Actual Project Cost \$26,707 – Funding paid in full \$25,034
Department of Transport and Main Roads – Cycle Network – Hinchinbrook Shared Path Network (McIlwraith Street) – Project finalized and acquitted December 2017 – Total Actual Project Cost \$624,154.94	Funding paid in full \$300,010
Department of Infrastructure, Local Govt and Planning – NDRP – Palm Creek Flood Water Conveyance – Project finalized and acquitted December 2017 – Total Actual Project Cost \$536,791.45	Awaiting final funding payment of \$185,895.74
Department of Infrastructure, Local Govt and Planning – W4Q 2017 – Various Projects – Projects finalized and acquitted December 2017 – Total Actual Project Cost \$2,227,881.53	Awaiting final funding payment of \$222,000

DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES

ACTIVITY REPORT FOR MONTH ENDING DECEMBER 2017

Capital Works Progress Report:

Construction	Assessment	Procurement
--------------	------------	-------------

Project Description	Programme Estimate 2017/2018			2017/2018 Expenditure	Comments and Project Timeline															
	HSC Budget	Other Source	Total																	
2017-2018 Capital Projects																				
W4Q2.09 Herbert Street – Activate Space	\$140,000	\$ 0	\$140,000	\$0																
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
CBD Works	\$150,000	\$0	\$150,000	\$0	Forecast															
					Actual															
Conference Centre repurposed from VIC (Upgrade Visitor Info Lounge)	\$100,000	\$ 0	\$100,000	\$49,637 Complete \$50 C/O																
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
TYTO tracks/walks	\$40,000	\$0	\$40,000	\$2,765																
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
Cemeteries tractor	\$25,000	\$0	\$25,000	\$0																
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															

DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES
ACTIVITY REPORT FOR MONTH ENDING DECEMBER 2017

Construction	Assessment	Procurement
--------------	------------	-------------

Project Description	Programme Estimate 2017/2018			2017/2018 Expenditure	Comments and Project Timeline														
	HSC Budget	Other Source	Total																
Ute for amenities servicing (used for Environmental Services)	\$25,000	\$0	\$25,000	\$0															
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast														
					Actual														
Aged Friendly street and park furniture_DCCSDS grant	\$20,000	\$100,000	\$120,000	\$0															
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast														
					Actual														
CBD Revitalisation (Hinchinbrook Way Walk Wayfinding signage, Rotary Park revitalisation, maps and signage)	\$142,046	\$0	\$142,046	\$17,445															
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast														
					Actual														
CBD/Cartwright/Herbert	\$150,000	\$0	\$150,000	\$0															
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast														
					Actual														
RV tourist park signage (west end Lannercost Street)	\$15,000	\$0	\$15,000	\$0															
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast														
					Actual														

DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES
ACTIVITY REPORT FOR MONTH ENDING DECEMBER 2017

Project Description	Programme Estimate 2017/2018			2017/2018 Expenditure	Comments and Project Timeline															
	HSC Budget	Other Source	Total																	
Tourist Loop Signage	\$92,546	\$0	\$92,546	\$0																
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
Wallaman Falls Infrastructure Project	\$50,000	\$0	\$50,000	\$0																
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
TYTO upgrade lighting	\$25,000	\$0	\$25,000	\$0																
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
Lannercost Street laneway artwork	\$25,000	\$0	\$25,000	\$0																
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
Cemetery lowering device (arrival due February)	\$16,000	\$0	\$16,000	\$0																
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															

DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES
ACTIVITY REPORT FOR MONTH ENDING DECEMBER 2017

Construction	Assessment	Procurement
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Project Description	Programme Estimate 2017/2018			2017/2018 Expenditure	Comments and Project Timeline															
	HSC Budget	Other Source	Total																	
TYTO Info Centre upgrade light and sound \$10K C/O	\$10,000	\$0	\$10,000	\$0		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
Aged Care Projects (aging in place)	\$10,000	\$0	\$10,000	\$0		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
Mobile phone black spot (Mt Fox)	\$10,000	\$0	\$10,000	\$0		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
Additional Shoring Box (cemetery)	\$8,000	\$0	\$8,000	\$0		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
Totals	\$1,053,592	\$100,000	\$1,153,592	\$69,847																



2017 DECEMBER MONTHLY REPORT

HVIL

Overview

December has been a relatively busy month for the centre with the annual Christmas celebration and Awards evening, final in house Ambassador Workshop taking place, Driver Reviver for the duration of school holidays, slight increase in visitor numbers and the first annual Santa Claus Hunt which was quite well attended by local children.

The Christmas shutdown period was quite busy with an increase of visitor numbers from previous year. It is possible that the driver reviver site was responsible for this increase.

The annual Ambassador Christmas function was well attended by 46 Ambassadors and 3 Councillors. HVIL Ambassadors worked 5884 hours for the year which was an amazing accomplishment. Awards were given to all ambassadors who worked over 250 hours across TYTO Precinct as a whole. Rini Dallavanzi and Fay Dumbleton assist in Gallery as well as HVIL.

- Rini Dallavanzi – 402 hours
- Ann Poggi - 340
- Fay Dumbleton – 328
- Judy Henderson – 265
- Margaret Pether – 261
- Judy Stokes – 254

20 year service awards were given to Mary Brescianini (HVIL) and Melanie Christensen (HVIL, HSL). Amelia Baker (HSL) received an award for her outstanding dedication throughout the year.

Visitor Numbers

December has seen a slight increase of visitor numbers especially in the 2nd half of the month. A significant decrease has been noted from local visitors. This is due to HVIL hosting a children's art exhibition in 2016 which attracted many parents and grandparents. This years event was booked into the Gallery. Overall Australian visitors have seen a slight decrease of 3.3%. This decrease is solely due to drop in Local visitors. International visitors have increased by 23%. This increase is possibly due to the National Park Camping Permits and Driver Reviver.

Key Achievements

- Annual Ambassador awards evening and celebration was a success and enjoyed by all (See appendix 3)
- The 1st annual Santa Claus Hunt held on Friday 22nd December in HVIL and TYTO Parklands was well attended and enjoyed by 65 local children and caregivers. (See appendix 4)
- Four annual operations volunteer workshops have been completed with the last one completed in December. These workshops concentrate on centre operations - namely cash register operations, brochure restocking and phone operations. Volunteers away during this time will do a catch up early in the New Year.
- National Park Camping Permit bookings continue to be steady with 16 permits booked for December. One of these permits included Fraser Island and a vehicle access permit. The majority of visitors booking permits indicate they would not have come into the centre without this service. While this number is relatively small, there is room for growth.



2017 DECEMBER MONTHLY REPORT

Priority Considerations

- Centre air conditioning needs repair/replacing ASAP. Electricians attended before Christmas and did a temporary repair, but the unit is failing. Temperatures are reaching in excess of 34 degrees most days. This is quite uncomfortable for visitors, ambassadors, and staff members. All louvres are open for ventilation and fans have been borrowed.
- 20 "Bird Fact Sheets" have been completed. These fact sheets could have multiple uses ie: website download, printed material, signage. HVIL Supervisor will continue with this project during the quiet season.
- Preparation for upcoming events
- HVIL will provide Driver Reviver Refreshments over December/January School Holidays.

RV PARK

Overview

NIL – park closed until March 2018

Key Achievements

Priority Considerations

- Annual report has been prepared
- Marking of lines need to be completed before the start of season next year
- Signage at front entrance needs changing to ensure every user is aware of the need to purchase permit from Information Lounge
- Drainage plan needs to be implemented before start of season
- Look into converting survey responses to Survey Monkey

HSL inc Halifax Sub Branch

Overview

December was an extremely busy month for the Hinchinbrook Shire Library with an abundance of customers using the facilities in the lead-up to Christmas. Our door count demonstrated a 61% increase in numbers for December, compared to December 2016. HSL spent the month preparing for the busy Christmas season and the annual Christmas Shutdown, as well as serving the massive influx of customers. The new laptop for the local history room has still not arrived yet so we have been unable to continue cataloguing. We completed a number of tasks that have been pending for some time, and were still able to successfully complete shutdown in time for our holiday break.

Visitor Numbers

- 7, 222 visitor numbers for December 2017. This is an increase of 61% from December 2016. This can be partly attributed to the increase in school children utilising our services due to school holidays and also due to end of year events. Additionally, there has been an increase in library activity by the public in the lead-up to the Christmas Shutdown.



2017 DECEMBER MONTHLY REPORT

- Transaction numbers through the library system showed an increase of 11% for circulation numbers.
- 28 new members in December. This is an increase of 87% from December 2016.
- December showed a significant drop in local/regional and State Visitors Numbers. There were only 2 Visitors from Queensland who reside outside the 400 km zone of the Library.

This is also accurate for Overseas Visitors coming into the HSL Library. All up we had 4 people come from Germany and 3 from Canada for December.

- A total of 260 patrons enjoyed the various activities on offer for the month of December at HSL. The eSkills classes had their annual breakup with 42 students attending their Morning Tea. The Texas Terror Morning Tea was held on Dec 17, 2017 with originally 25 pax to be catered for, however this number was increased to 45 due to the interest this annual event generated.

ESkill's break up Morning Tea	42
Texas Terror	45
Total HSL events attendance	260

Key Achievements

- Delivery of the Summer Reading Club Programme.
- On December 17, 2017, a Commemoration Day was held in honour of the 75th Anniversary crash of the Liberator Bomber known as "Texas Terror". The event was organized and run by Felix Reitano. Morning Tea and space was provided by Hinchinbrook Shire Library.

Forty five people and dignitaries attended the Morning Tea honouring the 12 American Crew and Passengers lost on December 18, 1942, when the B24 Liberator Texas Terror crashed into Hinchinbrook Island. The Texas Terror took off from Garbutt in Townsville bound for Iron Range in Cape York Peninsula, however experienced engine trouble. It was whilst heading back to Townsville that it crashed into the Hill on Hinchinbrook Island and all perished.

Special Guests at the honourable event included Colonel Raymond Powell, Senior Defense Official/Defense Attaché, and Mayor - Ramon Jayo of the Hinchinbrook Shire Council. We honour the sacrifices made by the brave servicemen who lost their lives in this tragic incident, they will never be forgotten. Please see *Appendix 1* for photographs.

- Changeover for the 31st Battalion – The Kennedy Regiment mini Museum completed.
- Marketing material completed for the STEM Engagement Grant Coding and Robotics Workshops – due to be held in February 2018.
- 2017 Ambassador Christmas Dinner – event organised by TCEC, and hosted by all areas. Amelia Baker (HSL) received an award for her outstanding dedication throughout the year.
- Break Up Morning Tea held for eSkills Computer Class patrons.
- Finalisation of Jan-June 2018 Exhibition programme for marketing.

Priority Considerations



2017 DECEMBER MONTHLY REPORT

- The Summer Reading Club Programme will finish in January 2018, culminating in the Summer Reading Club Presentation Party on January 19.
- Hinchinbrook Shire Library will be partnering with local schools in February in order to provide Coding and Robotics Workshops to children and young adults in the region. The robotics kits (including EZ-Robot, Ozobots, and Sphero SPRK+ kits) have been ordered through State Library, however there is currently a delay with the Ozobot kits involving procurement of certain components required to complete them. Once this issue has been resolved, the two remaining kits will be delivered. The first set of robotics has arrived from State Library – the Sphero SPRK+ kits. Staff began training in the use of the Sphero SPRK+ kits in November. HSL will be delivering these workshops in February 2018 so preparations are underway to ensure this programme runs as smoothly as possible.
- Library Procedures, Policies, and Forms Manuals to be completed.
- Library Coordinator, Fiona Robinson, on higher duties for January to fill in for Donna Prentice on annual leave.

TRAG

Overview

This month the Gallery broke away from its traditional traveling exhibition and put together a triple exhibition showcasing a Townsville pet portrait Artist, local Arthouse Studio students works and the Canossa collection of restored artworks by Ted Core (appendix 6). The restoration of these artworks was completed locally by David Rowe and partially funded by the HSC 2016/17 RADF Programme. The exhibition was completed with historical information compiled by Chris and Vivienne Parry with assistance from a number of local historians and community members. Scheduling this exhibition had the desired effect of increasing visitation through 'association' with the local public. Ted Core's artworks were extremely well received by the community and this exhibition grasped a number of patrons that had not attended the Gallery before. Likewise, new visitors were drawn in through Arthouse Studios students who brought friends and family along to see their work. 82 visitors attended the Exhibition Opening on Friday December 8 2017, with the exhibition officially opened by Cr Kate Milton. This is a great attendance compared with the same month in previous years that saw numbers of no more than 20.

As the Gallery Assistant was on leave for the first week of December, TYTO Casuals assisted the Gallery Coordinator with the installation of the exhibition.

New patrons to the Gallery were also acquired through word of mouth and social media promotion of Hans Bentzen's calendars featuring images of the Hinchinbrook Region. 25 calendars were sold during December trading.

As part of the RADF Council Initiated Projects (CIP), Linda Bates facilitated her third Glass Bead Making workshop on Sat 02/12/2017. The workshop was fully booked with 10 participants, all of whom thoroughly enjoyed the workshop. A fourth workshop is being negotiated for late January/ early February 2018. A basket weaving workshop facilitated by Sally Moroney has been confirmed for 20/01/2018. This would see the finalisation of funding for 2016/17 RADF CIP - 'Workshops'.

Visitor Numbers



2017 DECEMBER MONTHLY REPORT

- December 2017 followed November 2017's trend of an increase in visitors. 427 patrons visited the Gallery compared with 169 in December 2016. This is an increase of 152.66% or 258 pax in comparison to December 2016. The extra week of trading in December 2017 accounted for 88 patrons. The increase in visitation has been highly influenced by the type of exhibition. Last year saw a travelling show 'The Beanie Exhibition' at this time of year. This year the exhibition relates directly to locals through Ted Core's historical paintings of the Herbert Region and the exhibiting students of Arthouse studios revisiting with friends and family. A number of new visitors to the Gallery were noted (through direct conversation), who were attending due to the Ted Core exhibition. A number of visitors were drawn in to purchase items at the gift shop, particularly Hans Bentzen's calendars.
- Sundays saw 20 pax in Dec 2017 compared to 7 in December 2016 – an increase of 185.71%. Locals made up 406 of the total visitors.

Key Achievements

- 'Ted Core Historical Reflections; Animalia; Proof of Life' Exhibition Installations and Opening Night
- Isabelle Gair 'Sculptures with Soul' Niche Gallery Exhibition
- RADF Council Initiated projects – Linda Bates Wound Glass Bead Making 2/12/2017
- Round 1 RADF Applications for 2017/18 Funding Programme opened - announced via facebook, email and website

Priority Considerations

- HRE media release for current exhibition and to announce RADF Applications
- February Exhibition Installation and Opening of: Four Walls by David Rowe.
- RADF CIP - Linda Bates Murano glass bead making workshop
- RADF CIP – Basket making workshop by Sally Moroney 20/01/2018
- Continue updating Gallery Procedure Manual
- Review T&C and categories for Hinchinbrook Art Awards and Birdlife Art Awards
- Release 2018 HAA & BLAA Entry forms

TYTO Conference Centre / Events

TCEC inc TYTO Event Programme

Overview

In December 2017, the Events Team hosted 10 bookings. Of these bookings, 5 were external, 2 were HSC, 4 were for TYTO. One of the TYTO bookings was the Ambassador Christmas Party which was a thank you for contributions made to the Hinchinbrook Shire Council and the community. This annual event is shared



2017 DECEMBER MONTHLY REPORT

between all TYTO Pillars and this year was the TYTO Events Team's turn to organise the celebration. 56 Ambassadors attended the party with a smaller number who received their gift and certificate after the event, as they had prior engagements. Generally this event is held in November, 12 December was a very busy time and returning to November will be considered for 2018. Please see **Appendix 5** for photographs of this wonderful evening.

There was a total of 147 pax in the Conference and Events Centre and 566 pax attended the in flight events. 293 people attended the Seniors Morning Tea, held in the Shire Hall, on 1 December 2017. The TYTO Events team hosted this annual event for the first time. The high number of attendees is a tribute to the event's ongoing success. The Carols by Candlelight, 3 December 2017 was moved from Rotary Park to the Shire Hall due to the forecast of wet weather. 246 people braved the heavy rain to attend and celebrate in true festive style.

Christmas in Hinchinbrook also had a new addition with Christmas Wrapping which consisted of two stations. This was well received by those who participated, however only 5 people utilised the services to have their gifts wrapped.

Key Achievements

- Christmas in Hinchinbrook – Carols by Candlelight
- Christmas in Hinchinbrook - Seniors Morning Tea
- Ambassador Christmas Party

Priority Considerations

- 2018 Commonwealth Games Baton Relay
- 2018 Tasman Turtle Picnic Day – Entertainment, Contractors and Vendors

2017 DECEMBER MONTHLY REPORT

Appendix 1 – Texas Terror Morning Tea on December 17 @ HSL



Appendix 2 – eSkills Computer Classes End of Year Morning Tea Break Up Party @ HSL & Story Time on December 7 @ HSL





2017 DECEMBER MONTHLY REPORT

Appendix 3: TYTO Ambassador Celebration and Awards Function



Appendix 4: Santa Claus Hunt



Appendix 5 Ambassador Christmas Party



Senior's Morning Tea



Christmas Wrapping - Lannercost Street



Christmas Wrapping – Homemakers Shopping Centre



Appendix 6- TRAG Exhibition Opening

Official speeches



Arthouse Studios Student Josie Barrett and her Artworks



Arthouse Studios Student Kerry Matthews with one of her artworks



Niche Gallery Exhibition – Bird Papier Art Sculptures





HINCHINBROOK SHIRE COUNCIL

REPORT TO COUNCIL

EXECUTIVE MANAGER DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES MONTHLY STATUS REPORT – JANUARY 2018

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number 121217-28 – Native Title Determination – Nywaigi People Native Title Claim QWUD 148/2015

That Council defer the matter pending further discussions with the Native Title parties.

Status:

January 2018 Update – Matter is in progress.

Resolution Number 121217-27 – Siting Relaxation Application – T and K Olivero – 37 Sir Arthur Fadden Parade, Ingham – Lot 52 on RP727675, Parish of Cordelia

That Council approve the street boundary siting relaxation from 6m to 2.5m, for the replacement of the existing carports with a new carport on Lot 52 on RP727675, described as 37 Sir Arthur Fadden Parade, Ingham, on the grounds that the proposed location of the structure will not adversely impact on the amenity of neighbouring properties or compromise the aesthetics of the streetscape, subject to a number of conditions.

Status:

January 2018 Update – Decision Notice sent 15 December 2017 ECM Doc #2227549.

Matter Closed

Resolution Number 121217-26 – Rental for Honeycombes Sales and Service over Council's Halifax Water Tower Located at 26 Scott Street, Halifax

That the requested Negotiated Decision for:

- the waiving of condition 4 of Council Decision 311017-29 be granted;

Reason(s) for Decision

- The annual lease fee is in line with similar existing lease approved to HCPSL in 2011.

Status:

January 2018 Update – Amended Decision Notice sent 14 December 2017 ECM Doc #2227393.

Matter Closed

Resolution Number 121217-25 – Mahony, Mahony and Mahony proposed sale to Global AG Properties II Australia Pty Ltd Transfer of Trustee Lease No 714505377 – Lot 292 on CWL3088, Parish of Cordelia – Fudriga Road, Halifax

That Council approve the transfer of Trustee Lease No. 714505377 held by John Morrison Mahony, James Douglas Mahony and David Bruce Mahony to Council over Lot 292 on CWL3088, to Global AG Properties II Australia Pty Ltd, subject to the following conditions:

Status:

January 2018 Update – Resolution sent to Firth Lawyers and Global AG Properties II 13 December 2017 ECM Doc #'s 2227278 and 2227277

Matter Closed

Author: Rosemary Pennisi

Position: Executive Manager Development, Planning and Environmental Services

Date: 15 January 2018

Resolution Number 121217-18 – Community Activity Grants Sponsorship

That Council authorise payment of the sum of \$4,000 to Hinchinbrook Sportfishing Club for the NQ Sportfishing Championships to be held at Lucinda on 4 to 6 May 2018.

Status:

January 2018 Update – Successful resolution letter sent to the Club on 13 December 2017 ECM Doc # 2227202

Matter Closed

Resolution Number 121217-11 – Trial Overflow Parking Site for Self-Contained Recreational Vehicles at Reserve for Local Government Purposes – Caravan Park – Lot 340 on CWL 2296 – 3 Leichhardt Street, Allingham

That Council accept the offer from the Forrest Beach Progress Association Inc. to extend the period for the trial 48 hour RV parking site at 3 Leichhardt Street, Allingham from 1 April to 30 November 2018, subject to the site needing to be closed because of wet weather making it unsuitable for RV parking.

That Council approve a charge \$10 (incl. GST) per van per night with Council receiving a 20% commission.

Status:

January 2018 Update – Letter sent 9 January 2018 Doc #2229870.

Resolution Number 121217-10 – Community Activity Grants Sponsorship – 1 January 2018 to 31 March 2018 – Ingham Meals on Wheels Inc.

That Council approve Ingham Meals on Wheels Incorporated amended Community Activity Grant application to the value of \$3,626.00 (excl GST).

Status:

January 2018 Update – Letter sent to the FBPA 09 January 2018 with a meeting planned in February 2018.

Resolution Number 281117-27 – Referral from Department of Natural Resources and Mines – Renewal of Lease described as Lot 68 on CWL715 – being for Camping Purposes

That Council advise the Department of Natural Resources and Mines that:

- Lot 68 on CWL715 is still needed by Council as a Reserve for Camping Purposes;
- Council is not in support of taking on a Trustee Lease/Permit process for the land parcel;
- Council support the renewal of State Term Lease over Lot 68 on CWL715, Parish of Berwick for grazing purposes.

Status:

January 2018 Update – Council forwarded resolution to DNRM 5 November 2017 ECM Doc #2226252

December 2017 Update – Matter in progress.

Matter Closed

Resolution Number 260917-30 – Draft Hinchinbrook Shire Planning Scheme 2017 Community Consultation Report

That Council resolves to:

- Thank the community for the interest that was shown in the process during the consultation period;
- Accept and acknowledge the submissions as submitted by the community;
- Approve the Submissions Response Spreadsheet - Hinchinbrook Shire Planning Scheme 2017 Vs 1.0;
- Approve the response Column M of the Submissions Response Spreadsheet - Hinchinbrook Shire Planning Scheme 2017 Vs 1.0;
- Approve the draft Hinchinbrook Shire Planning Scheme 2017 document subject to the changes as reflected in Column M of the Submissions Response Spreadsheet - Hinchinbrook Shire Planning Scheme 2017 Vs 1.0 for submission to the Minister for Infrastructure and Planning for State assessment and approval.

Reason(s)

- The community consultation process undertaken was extensive and thorough;
- The community response in the form of 20 properly made submission only is an indication for the public support of the Draft Hinchinbrook Shire Planning Scheme 2017; and
- The majority of the submissions could be addressed and accommodated during the submissions assessment process.

Status:

January 2018 Update – The draft Hinchinbrook Shire Planning Scheme has been submitted to the State Government for assessment and approval dated 01/12/2017, ECM Doc #2227645.

December 2017 Update – The draft Hinchinbrook Shire Planning Scheme has been submitted to the State Government for assessment and approval.

November 2017 Update – The Consultants will be finalising the Planning Scheme Mapping in the week of 13-17 November 2017 with the submission of the draft Hinchinbrook Shire Planning Scheme 2017 to the Ministers office scheduled for not later than end of November 2017.

October 2017 Update – Decision Notice dated 28 September 2017, has been provided to Milford Planning Consultants Pty Ltd to update the draft Hinchinbrook Shire Planning Scheme as per Council Resolution and submit to the Minister for assessment and approval.

Resolution Number 260917-28 – Local Government Infrastructure Plan – 2018 – Endorse Draft LGIP to Proceed to First Compliance Check (Third Party and Minister's Review)

That Council endorse the draft Local Government Infrastructure Plan (LGIP) to proceed to the first compliance check.

Reason(s)

- The draft LGIP has been prepared consistent with statutory requirements;
- The draft LGIP is reflective of Council's current trunk infrastructure planning; and
- The draft LGIP needs to be in place by 1 July 2018 and the statutory approval process is expected to take up to 9 months.

Status:

January 2018 Update – The draft LGIP has been submitted and is with the State Government for assessment for Approval to Notify dated 14/11/2017, ECM Doc #2223981. .

December 2017 Update – The draft LGIP has been submitted and is with the State Government for assessment for Approval to Notify.

November 2017 Update – The draft LGIP has completed relevant administrative procedures with the State Government Departments and has been submitted to the Department of Infrastructure Local Government and Planning in the week of 13-17 November 2017.

October 2017 Update - Decision Notice dated 3 October 2017, has been provided to the consultants, PIE Solutions Pty Ltd.

Resolution Number – 260917-13 – JJ and MJ Morrissey – Trustee Lease of Reserve for Camping R.1041 – Lot 46 on Crown Plan WU44 Lease B and 47 on Crown Plan WU46

That this matter be deferred to the next available meeting for Council's further consideration.

Status:

January 2018 Update – Decision notice sent to applicants 4 December 2017 ECM Doc #2226214

December 2017 Update – Awaiting Council decision.

November 2017 Update – Report will be placed on the November agenda for further consideration by Council.

October 2017 Update – Report will be placed on the October agenda for further consideration by Council.

Matter Closed

Resolution Number – 290817-30 – Mungalla Aboriginal Corporation – Request for Event Support

That Council provide support to Mungalla Aboriginal Corporation up to the value of \$10,000 (excl. GST) to showcase the Shire through the platform Hinchinbrook Market Day.

Status:

January 2018 Update – Waiting on a mutual convenient meeting date to conclude proceedings.

December 2017 Update – Outcome report draft complete. Await final meeting with Mungalla.

November 2017 Update – Still awaiting Acquittal Report.

October 2017 Update – Event was held on Saturday 23 September. The Hinchinbrook Market Day was showcased on the day with 28 committed stallholders and a Council operated event information tent and kids corner activities.

September 2017 Update – Event preparation is progressing.

Resolution Number - 250717-36 – Works for Queensland

That the following list of proposed projects be forwarded to the Department of Infrastructure, Local Government and Planning confirming Hinchinbrook Shire Councils approved list of Works for Queensland projects:

Project Proposals	Estimated Cost
Lucinda Swimming Enclosure	\$ 50,000
Horse Arena	\$ 400,000
Toilet Block (Main Street) Male/Urinal, Female, Disability, baby change room	\$ 300,000
Bosworth Road (from Forrest Beach Road turnoff to the Forrest Beach side of the causeway)	\$ 350,000
Shade Structure (Mercer Street and Johnstone Street)	\$ 200,000
Wallis Street, Trebonne - Bitumen Widen	\$ 100,000
North End Taylors Beach near ramp – Bitumen	\$ 120,000
Stone Street, Ingham	\$ 200,000
Herbert Street - Activate Space ie viewing platform for the trains, tables/seating and cultural area for recognition of local heritage	\$ 320,000
Wattle Street - Footpath overspend	\$ 60,000
Forrest Beach Picaninny Park – pathway and boardwalk and bench seats	\$ 200,000
TOTAL	\$2,300,000
Possible Project Proposals	
Long Pocket Road Extension (to complete)	\$ 950,000
Halifax Footpath - Stevenson Avenue to Skene Street on Halifax Road	\$ 320,000
Forrest Beach - Play area for kids – baby swings, etc	\$ 20,000
Picnic tables upgrade from round cement to aluminium picnic set	\$ 20,000
Balance of Bosworths Road	\$ 700,000
TOTAL	\$2,010,000

Status:

January 2018 Update – Ongoing.

December 2017 Update – The projected cash flow forecasts for the 2017-19 W4Q projects have been approved by the Department.

November 2017 Update – The projected cash forecasts for the 2017-19 W4Q projects have been submitted to the Department for approval.

October 2017 Update – Council projects totalling \$2.3 million for the second round of W4Q were approved mid September 2017.

September 2017 Update – Anticipate departmental notification mid September 2017.

August 2017 Update – Project proposals were submitted to the Department for review - anticipate notification by the end of August.

Resolution Number – 300517-23 – Funding Application – Spirit of Service – Queensland ANZAC Centenary Small Grants Program

That Council support and ratify lodgement of the application for funding for an interactive touchscreen Digital Honour Board, through the ANZAC Centenary Grant program of the Department of the Premier and Cabinet, at a total cost of \$23,000. Council contribution being \$2,300.

Status:

January 2018 Update – The project is currently in progress.

December 2017 Update – The project is currently in progress.

November 2017 Update - Stage 1 Status Report has been submitted, with the Project having had a public announcement on 11 October 2017 informing the community of the successful application. It has also marked the commencement of the WW1 Link Project Club, led by a Secondary School teacher with the assistance of students, to commence research and collating data.

October 2017 Update – The WW1 Link Project Announcement was held on the 11 October 2017, where Dignitaries and Members of the Community were invited to announce the project commencement.

September 2017 Update – Council has been successful in funding approval and project is on track.

August 2017 Update – No further advice regarding the funding application. A response is expected by the end of August.

July 2017 Update – Application has been lodged and awaiting outcome.

June 2017 Update – In progress.

Resolution Number - 310117-13 – RFQ 001487 – Ingham CBD Free Wi-Fi Network

That Council accept the proposal submitted by Telstra Corporation and engage Telstra in two parts as per the following:

- a) Part One
Engage Telstra to conduct a detailed site survey of Stage One to ascertain optimal locations for all hotspot locations at Rotary Park and the TYTO Visitor and Wetland Centre and inform the design of the free Wi-Fi network;
- b) Part Two
Engage Telstra to supply, install, operate and maintain a public free Wi-Fi network in Rotary Park and at the TYTO Visitor and Wetland Centre.

That Council offset capital and operational costs for the design, supply, installation, operation and maintenance of the free public Wi-Fi network against the current Telstra Technology Incentive Funds credit balance.

Status:

January 2018 Update – Wi-Fi is up and running, media release sent 21 December 2017.

Matter Closed

December 2017 Update – Final inspection by Telstra on Thursday 30 November, launch date to be determined following inspection report.

November 2017 Update – Launch date being investigated.

October 2017 Update – Telstra is in the process of installing the nodes.

September 2017 Update – In progress and installation to commence shortly.

August 2017 Update – Contract has been executed by Hinchinbrook Shire Council and Telstra. Network configurations have been confirmed with Telstra. SSID has been confirmed as Hinchinbrook_Free_WiFi. Waiting for response from Telstra on installation and operational dates.

July 2017 Update – Council have received contract. Contract is currently being checked by Information Services Manager. Contract will then be ready for CEO to sign.

June 2017 Update – Survey report has been sent to Council. Report has indicated a reduced amount of hotspots needed resulting in cost savings for Council. Report will be attached to Contract and sent to Council. Telstra's legal team are looking at Report on Tuesday.

May 2017 Update – Detailed site survey for stage 1, 2 and 3 completed by Telstra – awaiting survey report.

April 2017 Update – Detailed site survey is planned for mid April.

March 2017 Update – No further update.

February 2017 Update – Telstra proposal accepted and have been engaged to conduct a detailed site survey of stage one.

Resolution Number – 081215-20 – Expression of Interest: Rotary Park Activation - Tourism Development Opportunity

That Council approve the public release of the Expression of Interest Document: Rotary Park Activation – Tourism Development Opportunity.

That applications for the Expression of Interest open at 9.00am Wednesday, 9 December 2015 and close Wednesday, 3 February 2016.

Status:

January 2018 Update – Media release sent 21 December 2017.

Matter Closed

December 2017 Update – Wi Fi date to be announced following final inspection report.

November 2017 Update – Network infrastructure has been installed, configuration being finalised ready for launch. Launch date to be coordinated between CCMO and Telstra

October 2017 Update – No further progress.

September 2017 Update – To be discussed at 21 September PDG meeting.

August 2017 Update – Update to be provided at next PCG meeting.

July 2017 Update – Update to be provided at next PCG meeting.

June 2017 Update – EDO to provide update at next PCG meeting.

May 2017 Update – No further update at this stage.

April 2017 Update – No further update at this stage.

March 2017 Update – No further update at this stage.

February 2017 Update – SEDTO to provide update at next PCG meeting.

January 2017 Update – SEDTO to provide update at next PCG meeting.

December 2016 Update - No further update at this stage.

November 2016 Update – No further update at this stage.

October 2016 Update – No further update at this stage.

September 2016 Update – Council received No Expressions Of Interest. SEDTO provided update at PCG Meeting.

August 2016 Update – EOI closes on the 26 August 2016 at 2:00pm.

July 2016 Update – New EOI to be released in mid July.

June 2016 Update – EOI to be presented at PCG being held 16 June 2016.

May 2016 Update – Awaiting presentation and further direction from Council.

March / April 2016 Update – Two non-conforming EOIs were received. This matter is on hold for further consideration by Council.

February 2016 Update – Expression of interest closed early 2016.

January 2016 Update – Expression of Interest was advertised in the local Herbert River Express in December 2015.

Resolution Number – 290915-27 –Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)

That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works – Lannercost Street Phase One as per the following:

- i. The development of an entrance statement within the centre median strip at the corner of Townsville Road and Lannercost Street subject to further consideration by the Project Control Group.

Status:

January 2018 Update – An update will be presented at the next PDG meeting.

December 2017 Update – Await final engineering drawings from contractor.

November 2017 Update – Design has been agreed and plans being supplied to address local supplier components. That is, to see if local suppliers can be engaged for separate components to both add a local flavour while supporting local industry. If this is not viable alternate RFQ to be composed. No movement on project.

October 2017 Update – Council has selected a design for the sign to be installed outside the front of the Hinchinbrook Visitor Information Lounge. MECD is in the process of progressing the project.

September 2017 Update – To be discussed at 21 September PDG meeting.

August 2017 Update – MECD to present a draft design at the PCG meeting.

July 2017 Update – Entrance statement deemed problematic in proposed location, decided to be incorporated into signage at TYTO. See PCG minutes for more information.

June 2017 Update – Concept and further details to be provided at next PCG meeting.

May 2017 Update – New design is being sourced and update to be provided at next PCG meeting.

April 2017 Update – No further update.

March 2017 Update – No further update.

February 2017 Update – Fortisem engaged to produce initial concept drawings.

January 2017 Update – DTMR supports the current entrance statement proposal.

December 2016 Update - The development of an entrance statement within the centre median strip at the corner of Townsville Road and Lannercost Street subject to further consideration by the Project Control Group.

November 2016 Update – DTMR is unable to support the current entry statement proposal but are agreeable to a new design in line with public art work / statement piece.

October 2016 Update - Permits currently being assessed by DTMR Tourist Signage Team.

September 2016 Update – Permits currently being assessed by DTMR.

August 2016 Update – Plans for the design have been submitted to DTMR for approval.

July 2016 Update – No update at this stage.

June 2016 Update – Council are preparing materials to present to Main Roads.

May 2016 Update – The Public Art Committee has had two meetings to discuss and is expected to finalise the design to be recommended to Council in the next fortnight.

March / April 2016 Update – EOI closed on 21 March 2106. A meeting of the Public Art Committee has been scheduled to consider the designs and make a recommendation to Council.

February 2016 Update – EOI was finalised at the meeting of 20 January and has been released.

January 2016 Update – First PAC meeting held in late December 2015. Terms of Reference and EOI being reviewed by PAC for public art work associated with the Lannercost Street Entry Statement.

December 2015 Update – Public Art Committee appointed. Correspondence issued to successful applicants.

November 2015 Update – Public Art Committee to be established. Community positions advertised in Herbert River Express and online.

October 2015 Update – Concept design confirmed by PCG. Option on concept design variations to be tabled at PCG on 15/10/2015.

Resolution Number – 290915-23 –Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)

That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works as per the following:

- i. Develop and implement a signage design guide for way-finding devices and information signs throughout Ingham.

Status:

January 2018 Update – Still waiting on the final location for the toilets, Facilities Department are currently in charge of the RFQ and progress with this project.

December 2017 Update – Final draft Signage Design Package has been paused pending confirmation of locality of new toilet facilities in Lannercost Street.

November 2017 Update - Final draft Signage Design Package has been paused pending confirmation of locality of new toilet facilities in Lannercost Street.

October 2017 Update – Final draft Signage Design Package has been paused pending confirmation of locality of new toilet facilities in Lannercost Street.

September 2017 Update – Final draft Signage Design Package has been paused pending confirmation of locality of new toilet facilities in Lannercost Street.

August 2017 Update – Final draft Signage Design Package has been paused pending confirmation of locality of new toilet facilities in Lannercost Street.

July 2017 Update – Preparation for RFQ's and internal consultation regarding signage locations underway. Further update provided at PCG meeting.

June 2017 Update – Wayfinding Design package approved at May PCG meeting. EDO progressing with preparing documentation needed for contractors before RFQs are sent.

May 2017 Update – Signage panels have been designed and design is with PCG for comment.

April 2017 Update – No further update.

March 2017 Update – Signage panels are being designed.

February 2017 Update – RCP has been approved by DTMR. Signage panels are being designed.

January 2017 Update – Engineering drawings, RPEQ Certification and Safety Audit reports required by DTMR are in progress. RFQ for lighting installation of tower signage closes on 19 January 2017.

December 2016 Update – RFQ for engineering drawings required by DTMR closed on 29 November 2016. Successful candidate will be notified by 16 December 2016.

November 2016 Update – In the process of preparing a Request for Quotation for engineering designs for DTMR application.

October 2016 Update - Concept completed awaiting designed and quotation package.

September 2016 Update – Concept completed awaiting designed and quotation package.

August 2016 Update – Design guide and signage standards are currently being developed.

July 2016 Update – Design guide and signage standards are currently being developed.

June 2016 Update – Design guide and signage standards are currently being developed.

May 2016 Update – Design guide and signage standards are currently being developed.

March / April 2016 Update – Design guide and signage standards are currently being developed.

February 2016 Update – Design guide and signage standards are currently being developed.

January 2016 Update – Design guide and signage standards are currently being developed.

December 2015 Update – Design guide and signage standards are currently being developed.

November 2015 Update – Design guide and signage standards are currently being developed.

October 2015 Update – Design guide and signage standards are currently being developed.

Resolution Number – 290915-22 –Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)

That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works as per the following:

- i. Design and install signage to create a loop walk along existing pathway networks from TYTO Information and Wetland Centre to Lannercost Street.

Status:

January 2018 Update – Brass plaques have been supplied, pending installation by Auditors Builders

December 2017 Update – All interpretative signage has been installed. Awaiting supply and installation of brass floor plaques.

November 2017 Update - All interpretative signage has been installed. Awaiting supply and installation of brass floor plaques

October 2017 Update – All signage except three signs have been installed. Final three signs to be installed by the end of month.

September 2017 Update – Formal RFQ for Fabrication and Supply of brass plaques closes 15 September 2017. All other interpretative signage is in final stages of fabrication and likely to be installed prior to 22 September 2017. Walk brochure has been finalised and uploaded to Hinchinbrook Way Website.

August 2017 Update – The Sign Company (and subcontractor Firmi Engineering) and Auditore Builders have been engaged for all fabrication, printing and installation of all interpretative signage. Procurement progressing with brass floor plaques.

July 2017 Update – QTDDIF funding not successful. Company who was providing plaques has closed down. Once alternative company is sought, project can commence installation stage. Further update at PCG meeting.

June 2017 Update – Decision at May PCG to put project on hold pending decision of QTIF funding.

May 2017 Update – Loop signage envisaged to be completed or near completion by end of financial year.

April 2017 Update – No further update.

March 2017 Update – Signage panels are being designed.

February 2017 Update – RCP has been approved by DTMR. Signage panels are being designed.

January 2017 Update – Engineering drawings, RPEQ Certification and Safety Audit reports required by DTMR are in progress. RFQ for lighting installation of tower signage closes on 19 January 2017.

December 2016 Update - RFQ for engineering drawings required by DTMR closed on 29 November 2016. Successful candidate will be notified by 16 December 2016.

November 2016 Update – DTMR require engineering drawings for consideration.

October 2016 Update – No further update at this stage.

September 2016 Update – Council awaiting DTMR approval.

August 2016 Update – Design guide and signage standards are currently being developed.

July 2016 Update – No update at this stage.

June 2016 Update – Signage package being released for request for quotation week ending 17 June 2016.

May 2016 Update – The content is still being finalised, signage likely to be ordered in June.

March / April 2016 Update – Final design is complete. The content for the signage is being finalised. The signage is to commence being installed late May to early June.

February 2016 Update – Final design is continuing to be developed.

January 2016 Update – First draft has been delivered for Council review.

December 2015 Update – Design guide and signage standards are currently being developed.

November 2015 Update – Design guide and signage standards are currently being developed.

October 2015 Update – Design guide and signage standards are currently being developed.

Resolution Number – 290915-21 – Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)

That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works in Rotary Park as per the following:

- i. Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park
- ii. Design and install tourist information signage in Rotary Park
- iii. Design and install signage for Rotary Park to Lannercost Street walk
- iv. Install Free Wi Fi network in Rotary Park
- v. Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders.

Status:

January 2018 Update – Free Wi Fi network is active.

December 2017 Update – As per August update – no further update.

November 2017 Update - As per August update – no further update.

October 2017 Update – As per August update – no further update.

September 2017 Update – As per August update – no further update.

August 2017 Update –

Item i. and v. are on hold,

Item ii. To be considered as part of the Rotary Park Master Planning process

*Item iii Part of the Ingham CBD Wayfinding Signage Project. Refer to **Resolution Number – 290915-23***

*Item iv. Refer to **Resolution Number - 310117-13 – RFQ 001487***

July 2017 Update – Items i. and v. are on hold. Items ii. and iii. are still in progress. Item iv. is currently being installed.

June 2017 Update – Projects updated in previous sections (Wayfinding design package approved at May PCG; Received Telstra report and their legal team creating contract).

May 2017 Update – Wayfinding signage design finalised and with PCG for comment. Detailed site survey completed by Telstra and awaiting survey report.

April 2017 Update – No further update.

March 2017 Update – No further update.

February 2017 Update – Telstra has been engaged to commence site survey for Stage 1 Rotary Park and TYTO Information and Wetlands Centre.

January 2017 Update – RFQ submissions for free Wi Fi service closed on 13 December 2016. Submissions are under review.

December 2016 Update – RFQ for engineering drawings required for signage by DTMR closed on 29 November 2016. Successful candidate will be notified by 16 December 2016. RFQ submissions for free Wi Fi service closes on 13 December 2016.

November 2016 Update – DTMR require engineering drawings for consideration. Preparing a RFQ for installation of WiFi service.

October 2016 Update – Council has to reconsider the establishment of a commercial lease. The development of the information signage is progressing along with the way finding signage. An assessment of the best location for Wi-Fi emission is being undertaken.

September 2016 Update – No Expression Of Interest received, directions sought from next PCG meeting.

August 2016 Update – New EOI closes Friday 26 August 2016 at 2:00pm.

July 2016 Update – New EOI to be released in mid July.

June 2016 Update – Revised EOI to be considered by next PCG Thursday 16 June 2016. New signage for Rotary Park to be presented to PCG meeting 30 June 2016.

May 2016 Update – Council briefing required and future direction determined.

March / April 2016 Update – Council received 2 non-conforming EOI's for this matter. Council to reconsider proposed works.

February 2016 Update – EOI applications closed early February. Tourist information signage is being developed.

January 2016 Update – Expression of Interest released in December 2015. Applications close early February 2016.

December 2015 Update – Expression of Interest completed for consideration at December General Meeting.

November 2015 Update – Rotary Park Stakeholder Meeting held regarding location of commercial lease. Draft Expression of Interest presented to the CBD Project Control Group on 12 November 2015.

October 2015 Update – EOI currently being prepared. To be considered by CBD Project Control Group on 22 October 2015.

Resolution Number – 280715-25 –Hinchinbrook Meeting Place - Reserve for Botanical Gardens and Nursery R.635

That Council approve commencement of the process to re-survey and re purpose, via application to the Department of Natural Resources and Mines, to become a reserve for recreation in the area currently occupied by the structures known as the Hinchinbrook Meeting Place within the reserve for Botanical Gardens and Nursery, in Lot 3 on Crown Plan I22484.

That Council resume management of the facility and offer the facility for hire to community groups and individual community members with terms and conditions for hire based on those currently used for the Showgrounds and Halifax Hall accessing the existing fee structure for the Hinchinbrook Meeting Place detailed in Councils 2015/2016 Commercial Charges, Regulatory Fees and other Charges.

Status:

January 2018 Update – Awaiting a response from DNRM from correspondence sent to DNRM in October.

December 2017 Update – Awaiting a response from DNRM from correspondence sent to DNRM in October.

November 2017 Update – Council awaiting response from DNRM.

October 2017 Update –An enquiry has been sent to DNRM 9 October 2017.

September 2017 Update – No further update.

August 2017 Update – No further update.

July 2017 Update – No further update.

June 2017 Update – No further update.

May 2017 Update – No further update.

April 2017 Update – No further update.

March 2017 Update – No further update.

February 2017 Update – Briefing to Council will occur in March.

January 2017 Update – A further Briefing will be organised if requested by Council.

December 2016 Update – Update provided at Briefing Session of 6 December 2016.

November 2016 Update – Ongoing.

October 2016 Update – Ongoing.

September 2016 Update – Ongoing.

August 2016 Update – Ongoing.

July 2016 Update – Ongoing.

June 2016 Update – Ongoing.

May 2016 Update – In progress.

March / April 2016 Update – In progress.

February 2016 Update – In progress.

January 2016 Update – Land repurpose in progress. Council managing property.

December 2015 Update – No further update.

November 2015 Update – In progress. No further update.

October 2015 Update – Meeting planned with users to explain application process for community grants.

September 2015 Update – Land repurpose in progress.

August 2015 Update – Users advised of Council's resolution by letter. Hire terms and conditions on Council website and forwarded to current users. Process to repurpose land in progress.

Resolution Number – 150714-21 – Additional Land for Forrest Glen Retirement Village

That Council approve the commencement of the process to acquire additional reserve land for lease from Department Natural Resources and Mines of approximately 0.475ha to create a buffer zone around the existing sub-surface irrigation system at Forrest Glen Retirement Village facility.

That should the land acquisition be successful, Council approve HSC Engineering Department to commence application to amend the Environmental Authority Release Limits to be the same as those for the Standard Conditions of Approval on the basis that the land area is adequate to create a buffer zone around the existing sub-surface irrigation system.

Status:

January 2018 Update – DNRM received lodgement of Survey Plan December 2017 ECM Doc #2227492. Council awaiting response from DNRM.

December 2017 Update – A draft Survey Plan has been prepared.

November 2017 Update – After discussions with DNRM on 7 November 2017, Council is progressing with submitting Survey Plan for the additional land.

October 2017 Update – October 2017 Update – An enquiry has been sent to DNRM.

September 2017 Update – Information for the additional land has been sent to Gilkerson Legal so that it can be considered during the Nywaigi and Native Title ILUA process and for assessment under the Cultural Heritage requirements.

August 2017 Update – In progress. The close proximity of the area to a wetland is requiring further investigation.

July 2017 Update – In progress. The close proximity of the area to a wetland is requiring further investigation.

June 2017 Update – In progress.

May 2017 Update – Action plan for discharge quality being progressed.

April 2017 Update – Ongoing. Meeting held with HCSC and EHP to discuss options for achieving discharge quality compliance. An action plan has been drafted and forwarded to EHP, which identifies other potential solutions to the discharge quality problem. Should any of these alternative options be successful it may not be necessary to pursue the acquiring of additional land.

March 2017 Update - Ongoing.

February 2017 Update – Ongoing.

January 2017 Update – Ongoing.

December 2016 Update – Ongoing.

November 2016 Update – Ongoing.

October 2016 Update – Ongoing.

September 2016 Update – Ongoing.

August 2016 Update – DNRN have granted an extension until 9 January 2017 in accordance with Section 442 of the Land Act 1994, to allow the below offer requirement to be finalised:

- a) Hinchinbrook Shire Council to continue to address Native Title by way of Compulsory acquisition for area of land described as Lot 1 on Drawing TSV2014-59.*

If Council believe they will be unable to comply with the above offer requirement by 9 January 2017, Council should apply in writing for an extension of time.

July 2016 Update – Council requested an extension of time from 8 July to allow native title issue to be addressed.

June 2016 Update – Correspondence received from NQLC on behalf of the Applicant (Nywaigi Peoples) to RNM. The comparison of the draft work plan against the current work plan shows only one amendment being the inclusion of item 12 which requires the State to complete its assessment of the connection material by 21 September 2016.

- 12. On or before 21 September 2016, the State to complete its assessment of connection material provided by the Applicant and advise the Applicant whether or not it accepts connection for the purpose of substantive mediation.*

It is advised by RNM that this inclusion will not materially affect or change Council's rights in the matter at all, and proposes not to submit any comments to NQLC regarding the updated work plan.

May 2016 Update – Ongoing.

March / April 2016 Update – At the suggestion of Council's Lawyers, all native title matters currently under issue shall be dealt with as one agenda item. The Land Title Claim for Lot 382 by the Nywaigi people, which is now going to be part of a claim for a much larger parcel of various State Reserve Land lots. Following discussion with Solicitor Cheryl Thompson for the North Queensland Land Council, Council is quietly confident that a compulsory acquisition proposal for part of Lot 382 will be successful, albeit a slow process.

Council needs to finalise the above acquisition issue first to address grey water issues at the Forest Glen Retirement Village, before negotiating with DNRN the transfer of the retirement village (on State Leasehold land) to a registered provider, with a preference for Hinchinbrook Community Support Centre.

Council decided not to register for NRSCH before 31 December 2014, it has to finalise its exit from the social housing system (e.g. by transferring to another registered provider) by 30 June 2017. It may take some time for Council to negotiate transfer arrangements with DNRM. It will also take some months for this department public works and housing to process a transfer request when received, obtain approval at the delegated level and finalise the program financials and the required new contract documentation.

February 2016 Update – No further update.

January 2016 Update – Nywaigi Native Title Applicants / representatives attending 16 February Connect Session.

December 2015 Update – No further update.

November 2015 Update – Nywaigi Native Title Applicants / representatives attending November Connect Session.

October 2015 Update – Native Title negotiations in progress.

September 2015 Update – Council has now received instructions from the Nywaigi Native Title applicants. They are ready to proceed by way of agreement regarding the compulsory acquisition of part of Lot 382 on SP136985.

They wish to speak with the Hinchinbrook Shire Council in terms of their economic development 2020 program. Meeting to be arranged – TBA date

August 2015 Update – Meeting with North Queensland Land Council on 11 August 2015.

July 2015 Update – Ongoing.

June 2015 Update – Required address of native title in process by RNM.

May 2015 Update – No further update.

April 2015 Update – Ongoing.

March 2015 Update – Native title extinguishment options being considered in conjunction with solicitors

February 2015 Update – Council notified by DNRM that the land requested requires Native Title extinguished. Further negotiations underway.

January 2015 Update – No further update.

December 2014 Update – DNRM confirmed land requested with HSC – matter being considered for approval by DNRM.

November 2014 Update – No further progress.

October 2014 Update – No further progress.

September 2014 Update – Application acknowledged by DNRM awaiting approval or other.

August 2014 Update – Process for request for additional land commenced.

Resolution Number – 180613-24 – National Regulatory System for Community Housing (NRSCH)

That Council advise the Department of Housing and Public Works that we no longer wish to be a community housing provider and that we intend to investigate the possibility of a local community housing provider taking over ownership of the Forrest Glen Retirement Units.

Status:

January 2018 Update – Council has been in discussions with the Department of Housing and Public Works in December 2017 and are progressing with this matter.

December 2017 Update – Matter is progressing.

November 2017 Update – Awaiting installation of improvements to waste water disposal system prior to being able to hand the facility over.

October 2017 Update –Awaiting determination of the Nywaigi Native ILUA case and acquisition of additional land for waste water disposal prior to being able to progress this matter further.

September 2017 Update – No further update.

August 2017 Update – Matter is progressing.

July 2017 Update – EMDPES is currently investigating the above matter and will advise in due course. Initial discussions with a representative from Hinchinbrook Community Support Centre (HCSC) were held regarding Forrest Glen.

June 2017 Update – No further update.

May 2017 Update – No further update.

April 2017 Update – Ongoing.

March 2017 Update - Ongoing.

February 2017 Update – Ongoing.

January 2017 Update – Ongoing. Recommended to be closed due to the fact that this matter is closely related to Resolution 150714-21 (Additional Land for Forrest Glen Retirement Village) and dependant on the outcome of the Native Title process (the Nywaigi claim).

It is noted that the action arising from the resolution has been completed in 2014 (i.e. the Department was advised the “we no longer wish to be a community housing provider and that we intend to investigate the possibility of a local community housing provider taking over ownership of the Forrest Glen Retirement Units”).

December 2016 Update – Ongoing.

November 2016 Update – Ongoing.

October 2016 Update – Ongoing.

September 2016 Update – Ongoing.

August 2016 Update – Ongoing.

July 2016 Update – Ongoing.

June 2016 Update – Ongoing.

May 2016 Update – Ongoing.

March / April 2016 Update – Ongoing see Council resolution 150714-21.

February 2016 Update – Ongoing.

January 2016 Update – Ongoing.

December 2015 Update – Ongoing.

November 2015 Update – Ongoing.

October 2015 Update – Ongoing.

September 2015 Update – Ongoing.

August 2015 Update – Ongoing.

July 2015 Update – Ongoing.

June 2015 Update – Compulsory address of native title process in place – registration on hold till further land can be acquired following native title resolution. Department of Public works and housing updated as appropriate.

May 2015 Update – No further update.

April 2015 Update – No further update.

March 2015 Update – No further update.

February 2015 Update – No further update.

January 2015 Update – No further update.

December 2014 Update – No further update.

November 2014 Update – Discussions held with HCSC.

October 2014 Update – Further correspondence sent to Department formalising the exit plan.

September 2014 Update – No further update.

August 2014 Update – No further update.

July 2014 Update – Report to Council for July meeting to approve process as advised by DEHP to seek an extension of land to create a buffer zone around the existing sub-surface irrigation system to facilitate the Environmental Authority Release Limits to be the same as those for the Standard Conditions of Approval.

This action shall allow the Bio Cycle sewerage treatment plant results to comply with the release limit specified for nitrogen in the Environmental Authority.

June 2014 Update – No further update.

May 2014 Update – No further update.

April 2014 Update – No further update.

March 2014 Update – Council officers reviewing the financial arrangements for Forest Glen (in particular any provisions for maintenance and depreciation funds) and will forward this to DHPW. This will allow DHPW to advance the options to progress Council's relinquishing of ownership.

February 2014 Update – No further update.

January 2014 Update – No further update.

December 2013 Update – Following advice from DHPW, Council officers will review the financial arrangements for Forest Glen (in particular any provisions for maintenance and depreciation funds) and will forward this to DHPW. This will allow DHPW to advance the options to progress council's relinquishing of ownership.

November 2013 Update – Conference call proceeded 23 October 2013 between EMECS, CSO, DHPW's representatives; Rose Hogarth, Julie Cosgrove, Candy Butler and Tanya Davern to discuss Council responsibility as social housing provider and way forward to relinquish this responsibility considering the options open to Council. Awaiting further advice from DHPW.

October 2013 Update – Conference call booked with Rose Hogarth from Department Housing and Public Works upon EMECS Tudor Tanase's return 16/10/13 to discuss Council's options and the way forward.

September 2013 Update – No further update.

August 2013 Update – No response has been received from the Department of Housing and Public Works at this stage.

July 2013 Update – A letter has been sent to the Department of Housing and Public Works advising Council no longer wishes to be a community housing provider and requesting details of contact in the Department to discuss Council's options.

Resolution Number – 180613-17 – Hinchinbrook Tourist Loop – Signage Plan

That Council approve the Tourist Loop based on Option B which incorporates the Loop passing through Four Mile Road and that the Loop be labelled as Tourist Drive as designated with a number as determined by DTMR.

That Council approve the aerial photograph of Hinchinbrook Island to be used on the Highway Signage as being the most suitable for the drive.

Status:

January 2018 Update – No further update.

December 2017 Update – Project paused whilst other priority tourism projects are finalised.

November 2017 Update - Project paused whilst other priority tourism projects are finalised.

October 2017 Update – Project paused whilst other priority tourism projects are finalised.

September 2017 Update – Project paused whilst other priority tourism projects are finalised.

August 2017 Update – The See and Do panels are being finalised.

July 2017 Update – Internal approval of see and do panels currently underway. Progress Associations will then approve.

June 2017 Update – EDO received 'see & do' panel dot points, now creating text around those. Will then send back to Progress Associations.

May 2017 Update – Economic Development Officer has contacted via phone and email all progress associations to discuss the "see & do" panel.

April 2017 Update – Signage panels are being designed and wording for the signage is being collated.

March 2017 Update – Signage panels are being designed.

February 2017 Update – RCP approved by DTMR.

January 2017 Update – Engineering drawings, RPEQ Certification and Safety Audit reports required by DTMR are in progress. RFQ for lighting installation of tower signage closes on 19 January 2017

December 2016 Update - RFQ for engineering drawings required for signage by DTMR closed on 29 November 2016. Successful candidate will be notified by 16 December 2016.

November 2016 Update – DTMR require engineering drawings for project consideration.

October 2016 Update - SEDTO to prepare a Report for Council consideration.

September 2016 Update – Completed and released for quotation. Quotation received, awaiting direction from council.

August 2016 Update – Work is progressing and development of print material is being prepared.

July 2016 Update – No further update at this stage.

June 2016 Update – Destination Node structures being released for request for quotation by 24 June 2016.

May 2016 Update – Design firm Dot Dash is currently finalising signage design with initial construction of the signage commencing in June 2016. The loop will be included in the Hinchinbrook Way regional brochure.

March / April 2016 Update – The Hinchinbrook Way Website to be operational 16 April 2016 and the loop information will be included from July. Design firm Dot Dash is currently finalising signage design with construction of the signage commencing in June 2016. The loop will be included in the Hinchinbrook Way regional brochure.

February 2016 Update – Material being prepared for brochure and website.

January 2016 Update – Material being prepared for brochure and website.

December 2015 Update – Final layout to be confirmed by Council at December General Meeting.

November 2015 Update – Final layout to be confirmed by Council at December General Meeting.

October 2015 Update – Briefing Session to Council on Hinchinbrook Way Drive on 13/10/2015.

September 2015 Update – Awaiting completion of the Shire branding project the Hinchinbrook Way.

August 2015 Update – Work progressing.

July 2015 Update – Work is progressing on the Hinchinbrook Way with documentation being prepared. It is expected that the documentation will be finalised by the end of September.

June 2015 Update – Work is progressing on the Hinchinbrook Way with documentation being prepared. It is expected that the documentation will be finalised by the end of September.

May 2015 Update – Work is progressing on the Hinchinbrook Way with documentation being prepared.

April 2015 Update – Work is progressing on the Hinchinbrook Way with documentation being prepared.

March 2015 Update – Timeframe to be confirmed on Tuesday 24 March 2015 at Economic Development Strategy presentation.

February 2015 Update – Signage Committee to be updated. Progress Associations to be updated in late march, early April on split project – directional signage and ‘Hinchinbrook Way – Drive tourism product’. Update to be presented to Council mid March 2015.

January 2015 Update – Senior Economic Development Officer is developing the strategy and documentation required to meet MRD requirements.

December 2014 Update – Senior Economic Development Officer has been developing the drive strategy. Information will be provided to Council at the Briefing Session on 2 December 2014.

November 2014 Update – Senior Economic Development Officer is working with TEL to finalise the tourist loop and register with DTMR.

October 2014 Update – No further progress this month. Will be one of the first actions the Senior Economic Development and Tourism Officer will be tasked with assisting the EMDP.

September 2014 Update – No further progress this month. Will be one of the first actions the Senior Economic Development and Tourism Officer will be tasked with assisting the EMDP

August 2014 Update – No further progress this month. Will be one of the first actions the Senior Economic Development and Tourism Officer will be tasked with assisting the EMDP.

July 2014 Update – Work has commenced on providing the relevant information for recognition by Townsville Enterprise Ltd of the new tourist loop.

June 2014 Update – Some preliminary discussions have been held with Townsville Enterprise Ltd.

May 2014 Update – TMR have advised that essential criteria need to be met regarding the promotion of tourism routes. This includes the following:

- *The route must have significant tourism and/or scenic appeal, including a reasonable frequency of quality tourist attractions to maintain the interest of the visitor*

- The route **MUST NOT** be based on attractions which are strictly seasonal or are not a permanent feature of the route
- The route must allow for the safe passage of private passenger vehicles at all times (avoiding hazardous alignments or grades, or single lane roads)
- The route must use only suitably maintained roads, preferably sealed, which are also capable of accommodating the higher volumes of traffic attracted to the route
- Promotional material (e.g. map, brochure and website) covering the drive and attractions **MUST** be developed and made available through visitor information centres and other outlets on an ongoing basis. It is expected that tourist drives will not occur on expressway type roads
- Support of the Regional Tourist Organisation (RTO).

EMDP has discussed options with Council's Works Engineer and we have divided the project into two (2) components once being the directional signage and the other being the tourist information signage. The Works Engineer will progress the directional signage and the EMDP will progress the tourist information signage. The Works Engineer believes she can move quite quickly to get approval from TMR for this standard signage and have it erected by the end of June. If possible space will be allowed on these signs for the insertion of tag lines and the route number at a later date. With regard to the tourism information signage the EMDP has contacted Townsville Enterprise Limited and Tourism and Events Qld about the development of a tourist loop this will take some time to develop to a standard which meets the TMR requirements.

April 2014 Update – Further consultation with TMR regarding Tourist Loop signage and necessary requirements to ensure approval.

March 2014 Update – Further consultation with TMR regarding the name and logo of the tourist drive is required. Options will be taken to the Signage Committee for discussions. Once the name and logo have been decided, final amendments to the signs will be required and then forwarded to TMR for final approval.

February 2014 Update – Feedback from TMR has been received. Amendments to signage and locations have been requested. Project to be reviewed based on comments provided from TMR.

January 2014 Update – An onsite location inspection of the four highway signs has occurred between HSC and TMR. Awaiting response from TMR regarding the outcome of the site visit. Further consultation is required within the HSC Engineering Department to determine the progression of all other signage.

December 2013 Update – DTMR are reviewing the proposal. MTS has organised a meeting to fast-track DTMR in providing a response.

November 2013 Update – DTMR are reviewing the proposal to provide a solution for the issues raised previously. Council is awaiting comment from DTMR.

October 2013 Update – Further consultation with DTMR has occurred and issues were raised regarding the area descriptions and the two main highway signs being too congested. Consultants are in the process of working up a solution to resubmit to DTMR for final approval.

September 2013 Update – DTMR recently informed that although the Northern Regional Office approved the proposal the Brisbane Office had some issues that need to be worked through. Further consultation with DTMR now required.

August 2013 Update – DTMR Townsville have approved the proposal but have sent it to Brisbane for final approval.

July 2013 Update – Signage and footing design has been completed. Waiting on Main Roads to issue a Route Number for proposal, once received Council will need to apply for a Road Corridor Permit from Main Roads. Purchase order has been issued for signage fabrication.

Resolution Number – 210513-30 – Pelorus Island

That Council formally write to the Department of Natural Resources and Mines and request confirmation that a Trustee Lease or Permit can be issued to a commercial operator for part of Pelorus Island.

Further that the Department be requested to provide examples of terms and conditions of instances where similar leases have been issued.

Status:

January 2018 Update – Progressing.

December 2017 Update – The Pelorus EOI has been amended and submitted to EcoDev to develop a professional looking tender.

November 2017 Update – A draft EOI document was discussed with the Mayor, discussed changes to the EOI is underway where after the document will be reviewed and finalised.

October 2017 Update – PDM and EMDPES are preparing a draft Expression of Interest seeking commercial tourism operations on the island for a period of up to 3 years.

September 2017 Update – No further update.

August 2017 Update – Council Solicitors Roberts Nehmer Mckee are reviewing the Local Laws and drafting documentation to allow permitting of commercial uses on the island.

July 2017 Update – Council has received copy of the Garden Island Management Plan and is currently liaising with the DNRM regarding the requirements to progress this matter.

June 2017 Update – EMDP is currently drafting amendments to Council's Local Law No 4 and associated documentation for restricted and prescribed activities for uses on Pelorus Island.

May 2017 Update – The applicants consultant met with DNRM officers who indicated that the Council could deal with the issue under local laws similar to Cassowary Coast Regional Council.

April 2017 Update – Council's consultant was scheduled to meet with DNRM officers on the 27 March 2017.

March 2017 Update – Department of Natural Resources and Mines are reviewing the draft plan and will advise of further requirements for the plan.

February 2017 Update – Department of Natural Resources and Mines are reviewing the draft plan and will advise of further requirements for the plan.

January 2017 Update – Further discussions with the Department of Natural Resources and Mines is planned.

December 2016 Update - No further progress.

November 2016 Update – No further progress.

October 2016 Update – Discussions were held with Department of Natural Resources and Mines Officers regarding the draft plan. Other alternative ways of allowing facilities on the island were discussed such as licensing will be investigated. This was discussed with DNRM representatives at a meeting on the 28/9/16 and they agreed that this is the best way forward at this point in time. Designs of QPWS toilets at Jourama Falls and requirements for toilets on islands given to EMECS for securing quotes for erection of a suitable public toilet on the island.

September 2016 Update – The State has not yet provided an official response to the proposed draft plan.

August 2016 Update – The draft has been submitted to the State. The State has provided some feedback for consideration.

July 2016 Update – Passed over to Economic Development Department.

June 2016 Update – No further update.

May 2016 Update – No further update.

March / April 2016 Update – No further update.

February 2016 Update – No further update.

January 2016 Update – No further update.

December 2015 Update – No further update.

November 2015 Update – No further update.

October 2015 Update – No further update.

September 2015 Update – No further update.

August 2015 Update – No further update.

July 2015 Update – No further update.

June 2015 Update – No further update.

May 2015 Update – No further update.

April 2015 Update – Meeting organised with Remote Area Dive to discuss a range of issues including permitting, food hygiene, sanitation and tourism development.

March 2015 Update – No further update.

February 2015 Update – No further update.

January 2015 Update – No further update.

December 2014 Update – No further update.

November 2014 Update – No further update.

October 2014 Update – No further update.

September 2014 Update – No further update.

August 2014 Update – No further progress.

July 2014 Update – No further progress.

June 2014 Update – No further progress.

May 2014 Update – No further progress.

April 2014 Update – No further progress.

March 2014 Update – No further progress.

February 2014 Update – No further update.

January 2014 Update – Officers have contacted QPWS and neighbouring Councils to obtain information as to the fees and charges applicable in the region for commercial camping on public reserves.

December 2013 Update – Preliminary investigations indicate that the most practical and efficient option for the control of commercial camping activities on the island is via existing Local Laws, similar to the Crystal Creek area. A Report will be prepared for Council's consideration recommending possible options and camping fees.

November 2013 Update – No further progress.

October 2013 Update – Moved from Executive Manager Development and Planning to the new responsibility of

the Executive Manager Environment and Community Services who will progress on his return from leave.

September 2013 Update – No further update.

August 2013 Update – A letter has been received from the Department of Natural Resources and Mines with information on options of leases for Council to consider. A report to Council will be prepared for Councils consideration when these options have been investigated.

July 2013 Update – No response has been received from the Department at this time.

June 2013 Update – Council has written to the Department of Natural Resources and Mines requesting information.

SUMMARY OF GRANT APPLICATIONS QUARTER ENDING 31 DECEMBER 2017

Executive Summary

To date 95 funding applications have been submitted.

The details and status of these applications can be found in Table 1 below.

Upcoming funding programs can be found in Table 2.

Funding application statistics are listed below in Table 3.

For Council Decision – Recommendation

That the Report be received and noted.

Background

TABLE 1: Funding Applications submitted

FUNDING DEPARTMENT	FUNDING TITLE	COUNCIL APPLICATION	APPLICATION STATUS
Dept of Infrastructure, Local Govt and Planning	LGGSP – 2017-19	Flood Monitoring Instruments – Remote Cameras and River Gauges \$53,100	Successful
Dept of Infrastructure, Local Govt and Planning	LGGSP – 2017-19	Kerb Crossings \$117,000	Successful
Dept of Tourism, Major Events, Small Business and the Commonwealth Games	Community Celebrations Grant Program – Embracing 2018 Queens Baton Relay	Hinchinbrook Festival of Nations \$5,450	Successful
Department of Tourism, Major Events, Small Business and the Commonwealth Games	Game on Queensland – Game on Program	Fins and Fitness Program – Hinchinbrook Aquatic Centre \$15,800	Successful
Queensland Reconstruction Authority	2017-18 Get Ready Queensland	Hinchinbrook – satchels, video, booklets \$11,640	Successful
Dept of Communities, Child Safety and Disability Services	Queensland Womens Week 2018	Celebrating Women Morning Tea \$3,000	Unsuccessful

SUMMARY OF GRANT APPLICATIONS QUARTER ENDING 31 DECEMBER 2017

FUNDING DEPARTMENT	FUNDING TITLE	COUNCIL APPLICATION	APPLICATION STATUS
Department of Tourism, Major Events, Small Business and the Commonwealth Games	Sports Assets Legacy Program – Embracing 2018 Sports Assets Legacy	Sports Equipment gifted post 2018 Commonwealth Games	Unsuccessful
Department of Industry, Innovation and Science	Smart Cities and Suburbs Program – Round 1	Hinchinbrook Automatic Meter Reading Project \$550,000	Unsuccessful
Safer Queensland Community Grant	Safer Queensland Community Grant	Dungeness Boat Ramp Car Park Solar Lighting \$8,985	Unsuccessful
Northern Queensland Primary Health Network	Active Healthy Northern Qld Grants Program – Round 2	Fins and Fitness Program – Hinchinbrook Aquatic Centre \$15,000	Unsuccessful
Department of Tourism, Major Events, Small Business and the Commonwealth Games	Game on Queensland – Game on Event	Come and Try Football \$12,300	Unsuccessful
Department of Tourism, Major Events, Small Business and the Commonwealth Games	Game on Queensland – Game on Program	Over 40's Functional Lifestyle and Wellbeing Program \$35,000	Unsuccessful
Dept of Transport and Main Roads	Black Spot Programme 2017/18	Abergowrie Road Dips \$436,500	Awaiting Outcome
Department of Infrastructure and Regional Development	Stronger Communities Program – ROUND 4	Community Parkland – Wetland Circuit Connector \$19,475	Awaiting Outcome
Dept of Attorney General	Safer Communities Fund – Round 2	Hinchinbrook Community Crime Prevention Project \$42,300	Awaiting Outcome
Department of National Parks, Sport and Racing	Get In The Game – Female Facilities Program	Herbert River Netball Association Facilities Upgrade \$55,450	Awaiting Outcome
Dept of Infrastructure and Regional Development – Round 2	Building Better Regions - Infrastructure Projects Stream	Dungeness Boat Ramp Car Park Extension \$544,950	Awaiting Outcome
Dept of Infrastructure and Regional Development – Round 2	Building Better Regions - Community Investment Stream	Hinchinbrook Master Plan \$75,000	Awaiting Outcome

TABLE 2: Available Grants:

FUNDING DEPARTMENT	FUNDING TITLE	OPENING DATE	CLOSING DATE
Tourism and Events Qld	Qld Destination Events Program Round 9/10	Dec 2017 March 2018	Feb 2018 June 2018
Dept of Industry, Innovation and Science	Incubator Support Initiative	01/10/2016	Ongoing for 24 months
Dept of Education and Training	Skilling Qlders for Work (Community Work Skills – Traineeships)	01/10/2016	Ongoing – two funding rounds per annum
Dept of Communications and The Arts	Festivals Australia	Ongoing	Ongoing – twice a year
Department of Infrastructure, Local Government and Planning	Innovation and Improvement Fund (Round 2)	Feb 2018	April 2018
Northern Queensland Primary Health Network	Active Healthy Northern Qld Grants Program – Round 4 – (up to \$150,000 in funding)	Jan 2018	Feb 2018
Department of National Parks, Sport and Racing	Get Planning Spaces – Planning Documents – (up to \$75,000 in funding)	Feb 2018	April 2018
Department of National Parks, Sport and Racing	Get Playing Plus – Deliver infrastructure to encourage participation in sports and rec (up to \$1,500,000 in funding)	April 2018	June 2018
Department of National Parks, Sport and Racing	Get Playing Places and Spaces – Round 7 – new or upgraded sport and recreation facilities (up to \$150,000 in funding)	July 2018	Aug 2018

Attachments

- Acquittal Reporting Spreadsheet
-

Statutory Environment

Nil.

Policy Implications

Currently drafting a policy around submitting grant applications to ensure the projects/applications fit within the HSC Corporate and Operational Plans and can be funded and maintained in a financially sustainable manner.

Consulted With

- Executive Management Team
 - Executive Manager Development, Planning and Environmental Services
-

Financial and Resource Implications

Projects for which grants and funding are sought are included in Council's 2017/2018 budget.

Risk Management Implications

Risk Management Implications vary depending on the type of funding application.

Strategic Considerations

Strategic Direction Four

Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire.

Officers Comment

TABLE 3: Summary of Funding Applications:

FUNDING APPLICATIONS SUBMITTED	SUCCESSFUL APPLICATIONS	UNSUCCESSFUL APPLICATIONS	AWAITING OUTCOME
95	56	33	6

CURRENT GRANTS/ FUNDING PROJECTS	Funding Body	Grant Number	Funding Period Ends	Project	Estimated - Total Project Cost	Funding amount	Estimated Council Cost	Purpose of Funding	Payments made	Account Number (Receipt)	Amount owing	Costs incurred 31.12.2017	Audited Acquittal required Y/N	Reporting Requirements	Notes
DEPARTMENT OF NATIONAL PARKS, SPORT AND RACING - GET PLAYING PLUS	STATE	16/11	30/09/2018	Ingham Showgrounds Covered Horse/Multi Purpose Sports Arena	\$850,000	\$560,000	\$290,000	Design and Construct open sided covered arena	Second Extension to 12 January 2018 approved 25.10.18 to meet pre construction milestones		\$560,000	\$39,023.78	N	Claim Payment Instalments: Approved Funding of Eligible Expenditure up to a total of 95% of Approved Funding- Progressively within 20 days days of receipt of a claim Final Payment: 5% - Within 20 days of compliance and acquittal documents	James Stewart Deed Executed 19/08/2016 Pre-Construction Items require completion prior to receiving funding - extension to 12.01.18 approved
DEPARTMENT OF STATE GOVERNMENT - BUILDING OUR REGIONS - ROUND 2 -REGIONAL CAPITAL FUND	STATE	16/29	Construction to commence by no later than 30 June 2017.	Hinchinbrook Shared Footpath Connectivity Project	\$1,600,000	\$640,000	\$960,000	Project aims at interconnecting existing footpath infrastructure with shared footpaths, providing connectivity and increasing assessability.	\$130,000 21/04/2017		\$510,000	17F2 \$591,246.00	N	First Milestone : Due 30 March 2017 \$130,000 Completed and PAID Second Milestone: Due 14 June-30 Sept 2017 \$280,000 (per Variation 1) Completed but not paid as waiting to incur additional costs Third Milestone: Due 30 Sept-2017 28 Feb 2018 \$230,000 (per Variation 1) HSC Signed Variation to contract V2 13.12.17 - waiting to be executed by Dept	James Stewart Deed executed 13/02/2017 Project Variation Form (V1) signed by CEO 30/06/2017 - requesting extension to completion from Sep 2017 to 28 Feb 2018. Awaiting execution from Dept. Variation 1 Approved by Dept - approved variation 18/07/17.
DEPARTMENT OF NATIONAL PARKS, SPORT & RACING	STATE	16/30	Commencement Date: 01.01.2017 Completion Date: 30.09.2018	Lucinda Progress Association	\$125,433	\$100,000	\$25,433	Multi purpose sports Court - Lucinda	\$50,000 23/11/2017	200054-1001-41327	\$50,000	\$81,928.96	N	Upon compliance with all pre-construction conditions: 1st Payment: \$50,000 Within 30 days of receipt of first payment acquittal report acquitting first payment: 2nd Payment: \$50,000	Dave Tombs Deed executed 16/01/2017 Jonathon Pavetto will be Project Manager LPA jopavetto@gmail.com Completed application and attachments email to Jonathon 22.03.2017
DEPARTMENT OF COMMUNICATIONS	STATE	16/13	Roll out over two years	Mobile Black Spot Program - ROUND 2	Incurred by Dept	Incurred by Dept	\$10,000	Mt Fox - Communication Tower			\$0	\$0.00	N	HSC will co-contribute \$10,000 to priority 1 Mt.Fox (with additional in kind contributions). No deed required. Dept to advise when \$10,000 payment required.	Rosemary Pennisi No Deed required.
DEPARTMENT OF TRANSPORT AND MAIN ROADS	STATE	16/53	Practical Completion by 31-December-2017 June 2018	Grant funding for an additional floating walkway at the Dungeness boat launching facility	\$450,000 \$667,425.00	\$450,000 \$667,425.00	\$0	Additional floating walkway at the Dungeness boat launching facility	\$450,000 \$217,425. 31/01/2017 10/01/2018	200726-8266-41427	\$0	\$7,036.64	N	Monthly reporting required by the 8th - Deed stipulates HSC required to keep and maintain records and accounts. Aiming to complete construction DEC-2017. Revised to JUNE 2018 completion Amended Executed Deed 11.12.17 for an additional \$217,425	James Stewart Deed executed 03.01.2017 Revised Deed Executed 11.12.17
DEPARTMENT OF AGRICULTURE AND FISHERIES	STATE	16/50	2018/19	Qld Feral Pigs Initiative	Estimated Project Cost: \$181,635		In Kind \$77,860 HSC \$27,700 Total \$105,560	Funding for 3 years: 2016/17; 2017/18; 2018/19. Project will include control activities such as aerial shooting, ground based trapping, shooting and 1080 baiting.	\$30,430.00 (40%) 10/05/2017		\$45,645	\$0.00	N	Execution of Deed - 40% - 14 days after grant execution - \$30,430 (40%) PAID 10/05/2017 Payment 1 - Completion of Milestone 1 \$7,607.50 (10%) Payment 2 - Completion of Milestones 2,3,4,5a,6a,7a and Progress Report \$15,215 (20%) Payment 3 - Completion of Milestones 5b,6b and Progress Report \$15,215 (20%) Final Payment - Completion of Milestones 5c,6c,7b,8 and Final Report \$7,607.50 (10%)	Tudor Tanase Deed executed 08.05.2017. Draft monitoring and Reporting Report sent to Dept 22.05.17 for review (Milestone 1 of 10% funding) 12.09.17 - requested confirmation from dept M&E Plan fulfilled requirements???
DEPARTMENT OF ENVIRONMENT AND HERITAGE PROTECTION - COASTAL HAZARD ADAPTATION PROGRAM	STATE	16/37	31/08/2017	Coastal Hazard Adaptation Program: Establishment of the Local Government Coastal Hazard Adaptation Fund to assist Local Government organisations develop coastal hazard adaptation strategies and pilot programs. \$4 M per annum is available from the Old State Government for the delivery of the Coastal Hazards Adaptation Program. www.qcoast2100.com.au	Estimated Project Cost: \$42,120 \$40,000	\$39,200	\$800	CHAS 1 & 2	\$8,624.00 (20%) 15/08/2017 \$17,248.00 (40%) 31/10/2017 \$13,328 (40%) sent to Dept 06.12.17 31.12.17 Waiting on final Scoping Study Report approval by LGAQ then can complete acquittal and receive funds	200170-1001-41426	\$13,328	\$40,000.00	N	Execution Date : 13/06/2017 19/06/17 - Project Commencement - contract in place, project inception meeting completed,finalised contract scope,project plan completed. (20%) COMPLETED 28/07/17 14/08/17 - Milestone 1 - Stakeholder communication and engagement plan completed (40%) - COMPLETED 11/10/2017 04/09/17 - Milestone 2 - Scoping Report completed (40%) Sent Email to James 14.11.17 for update Called Dept 06.12.17 - once Phase 2 Report approved by LGAQ I will be provided template for acquittal - not due until January 2018	James Stewart Deed Executed 13/06/2017
DEPARTMENT OF NATIONAL PARKS, SPORT AND RACING	STATE	17/05	30/06/2018	Get Out Get Active ROUND 3 GETTING HINCHINBROOK WOMEN ACTIVE	Estimated Project Cost \$6,000	\$4,800	\$1,200	Four key components: - Functional Fitness for Women - Trail Walk - Yoga for Mums and Bubs - Self Defence Classes	\$4,800 (100%) 16/11/17		\$0	\$0.00	N	20.10.2017 - One off payment of \$4,800 30.06.2018 - Final report and acquittal	Rosemary Pennisi Executed Deed 01/09/2017
DEPARTMENT OF STATE GOVERNMENT - BUILDING OUR REGIONS - ROUND 3 -REGIONAL CAPITAL FUND	STATE	17/02	Projects need to have commenced construction by 30 April 2018 Completion estimated 01/04/2019	Hinchinbrook Water Security Project	Estimated Project Cost \$4,400,000	\$2,000,000	\$2,400,000	The duplication in the design and construction of new bores and raw water delivery infrastructure, together with the augmentation of the WTP by an additional 2.6ML/day.	\$1,000,000 (50%) 05/12/17	200122-1001-41427	\$1,000,000	\$20,334.60	N	Execution Date: 11/09/2017 Milestone 1: Subsidy claim form; updated project plan; progress report; project benefits report 03/11/2017 \$1,000,000 Submitted 03.11.2017 Milestone 2: Subsidy Claim Form; progress report; RPEQ required?; DTMR corridor permit granted; training policy? 01/05/2018 \$600,000 Milestone 3: Subsidy Claim Form; RPEQ?; certificate of completion; local content policy?; training policy?; project completion report; project benefits report 01/08/2019 \$400,000	James Stewart Executed Deed 11/09/2017
DEPARTMENT OF INFRASTRUCTURE, LOCAL GOVERNMENT AND PLANNING INNOVATION AND IMPROVEMENT FUND (ROUND 1)	STATE	17/13	Projects need to commence within 3 months of execution of Deed, and completed by July 2018	Hinchinbrook Flood Zone Web - App	Estimated Project Cost \$31,500	\$31,500	\$0	The development of a web application to simply and clearly communicate: - flood hazard categories; development requirements	\$22,050.00 (70%) 06/09/2017	200042-1001-41427	\$9,450	\$0.00	N	First Claim 70% completed on 10.08.17 for \$22,050 (PAID 06/09/2017) Last and Final Claim due 30.06.18 for \$9,450 (30%) Monthly Reports Required.	Rosemary Pennisi Deed Documentation executed under the existing DILGP funding arrangement dated 22.11.2016 Melissa Coles from the Dept is contact ph 3452 7113
DEPARTMENT OF INFRASTRUCTURE, LOCAL GOVERNMENT AND PLANNING DEPARTMENT OF STATE DEVELOPMENT, MANUFACTURING, INFRASTRUCTURE AND PLANNING (DSDMIP) MATURING THE INFRASTRUCTURE PIPELINE PROGRAM	STATE	16/44.01	No timeframe specified	Forrest Beach Sewerage Scheme - Stage 1	N/A	N/A	N/A	Develop and identify projects to enable them to be matured from conceptually good ideas into proposals supported by evidence and strategic thinking.	N/A	N/A	N/A	\$0.00	N	This is not funding and no need for a Deed. Instead, inclusion of a special condition in the contract which states contract final Draft RFQ being undertaken by the Dept - HSC reviewed 23.08.17	James Stewart Spoketo Dimitti Huxley phone 3452 7194 in relation to the contractual agreement - an MOU is currently being reviewed.
DEPARTMENT OF INFRASTRUCTURE, LOCAL GOVERNMENT AND PLANNING DEPARTMENT OF STATE DEVELOPMENT, MANUFACTURING, INFRASTRUCTURE AND PLANNING (DSDMIP) MATURING THE INFRASTRUCTURE PIPELINE PROGRAM	STATE	16/44.02	No timeframe specified	Herbert River Intake Pre-treatment System	N/A	N/A	N/A	Develop and identify projects to enable them to be matured from conceptually good ideas into proposals supported by evidence and strategic thinking.	N/A	N/A	N/A	\$0.00	N	Draft RFQ being undertaken by the Dept - HSC reviewed 23.08.17	James Stewart Spoketo Dimitti Huxley phone 3452 7194 in relation to the contractual agreement - an MOU is currently being reviewed.
DEPARTMENT OF INFRASTRUCTURE, LOCAL GOVERNMENT AND PLANNING DEPARTMENT OF STATE DEVELOPMENT, MANUFACTURING, INFRASTRUCTURE AND PLANNING (DSDMIP) MATURING THE INFRASTRUCTURE PIPELINE PROGRAM	STATE	16/44.03	No timeframe specified	Lucinda Long Term Marina Access Project	N/A	N/A	N/A	Develop and identify projects to enable them to be matured from conceptually good ideas into proposals supported by evidence and strategic thinking.	N/A	N/A	N/A	\$0.00	N	Draft RFQ being undertaken by the Dept - HSC reviewed 23.08.17	James Stewart Spoketo Dimitti Huxley phone 3452 7194 in relation to the contractual agreement - an MOU is currently being reviewed.
DEPARTMENT OF COMMUNITIES, CHILD SAFETY AND DISABILITY SERVICES	STATE	17/12	Must be completed within 12 months of Deed Execution	Age Friendly Seating Project	\$120,000.00	\$100,000.00	\$20,000.00	Provision of appropriate age friendly seating and shade shelters throughout the CBD and public open spaces.	\$50,000 11.10.2017	200054-1001-41427	\$50,000.00	\$0.00	N	Commencement Milestone: Deed Executed - 50% payment PAID 11.10.17 Milestone 1 - DUE 31 MARCH 2018 - Progress Report - 50% payment Milestone 2 - DUE 30 SEPT 2018 - Final Report Directors Certification - DUE MID OCTOBER 2018 - Complete and submit form	CEO Deed Executed 29/09/17

DEPARTMENT OF EDUCATION AND TRAINING - SKILLING QUEENSLANDERS FOR WORK - FIRST START INITIATIVE	STATE	17/08	Employment of 4 full time trainees and registration of training contracts by 31/03/18	First Start Program 2017/18 4 Fulltime positions	Ongoing	\$50,000	Ongoing	Employ 4 full time trainees	\$50,000	17.10.17		\$0.00	\$0.00	N	1. Monthly Participant Reports 10th each month 2. Acquittall Report due 30 days after delivery period completion DUE 31.07.2018	CEO Deed Executed 13.10.17
QUEENSLAND ANZAC CENTENARY - SPIRIT OF SERVICE	STATE	16/38	12/11/2018	Digital Honour Roll - Putting a Face and a Story to a Name	\$21,122 Initially \$22,381 however reduced to \$21,122 as a result of catering capped at \$300	\$13,822 Funding \$5,000 Donations	\$2,300.00	Commemorate WW1	\$11,057.60	03.11.17	200726-8266-41427	\$2,764.40	\$1,900.14	N	Stage One: Status Report -Due 06.10.2017 (\$11,057.60) Done 04.10.2017 PAID 3.11.17 Stage Two: Status Report - Due 10.03.2018 Stage Three: Status Report - 10.09.2018 Final Report: Due - 11.12.2018 (\$2,764.40)	Rosemary Pennisi Deed Execution 06.09.2017
GREENING AUSTRALIA (QLD) LTD	STATE	17/19	31/12/2018	Mungalla Pig Eradication and Management Program	\$34,536.00	\$34,536.00	\$0.00	Restoration of Great Barrier Reef, Wetlands and Coastal Ecosystems HSC will design and deliver a pig trapping and eradication program on Mungalla Station for Greening Australia as part of its project to restore coastal wetlands adjacent to the Great Barrier Reef. Will also engage Mungalla Station personnel to participate in the pig trapping and eradication program on Mungalla Station. This will support Greening Australia's objectives to restore coastal wetland habitats at Mungalla.		\$0.00		\$34,536.00	\$0.00	N	Milestone 1: Execution of contract \$10,000 Milestone 2: Progress Report - 31.12.17 \$10,000 Milestone 3: Progress Report - 30.06.18 \$10,000 Milestone 4: Final Project Report - 31.12.18 \$4,536	Rosemary Pennisi Matt Buckman Deed Executed 22.08.17
DEPARTMENT OF INFRASTRUCTURE, LOCAL GOVT AND PLANNING - WORKS FOR QUEENSLAND 2017-2019	STATE	17/14	30/11/2017	- Lucinda Swimming Enclosure W4Q2.01 - Horse Arena Improvement W4Q2.02 - Toilet Block Lannercost St W4Q2.03 - Bosworth Rd W4Q2.04 - Shade Structure Mercer Lane W4Q2.05 - Wallis Street W4Q2.06 - North End Taylors Beach W4Q2.07 - Stone St W4Q2.08 - Herbert St:Activate Space W4Q2.09 - Wattle St Footpath: Stage 2 W4Q2.10 - Forrest Beach Picaninny Park W4Q2.11				Projects can improve the condition of existing assets, not in 2017/18 budget, new minor infrastructure works, create or sustain jobs	\$25,000 200155-1001-41427 \$200,000 200076-8266-41427 \$150,000 200085-1001-41427 \$175,000 200726-1001-41427 \$100,000 200166-1001-41427 \$50,000 200726-1001-41427 \$60,000 200726-1001-41427 \$100,000 200726-1001-41427 \$160,000 200045-1001-41427 \$30,000 200726-1001-41427 \$100,000 200159-1001-41427 (TOTALS \$1,150,000 PAID 19/09/17)			\$1,150,000	Refer to monthly report	N	As this was a state govt allocation, no Deed provided. Monthly reporting requirementsn due 8th of each month. - 50% upon endorsement - 40% upon expending 50% of allocation - 10% upon acquittal	CEO Projects endorsed 13.09.2017
QUEENSLAND RECONSTRUCTION AUTHORITY RACQ GET READY QLD 2017-18	STATE	17/21	30/09/2018	List of Activities: - Satchel containing magnets, torches, USB's - Storm surge/tide information video displayed throughout community and on socila media - Emergency Action Guide Booklets	\$11,640	\$11,640	\$0	Assist with community preparedness and resilience building activities	\$10,476	12/10/2017	200022-8233-41426	\$1,164.00	\$2,559.98	N	Claim Payment Milestones: FIRST PAYMENT - 90% upon exection of deed FINAL PAYMENT - 10% upon receipt of final acquittal documentation DUE 30.09.2018	Dan McKinlay Authosied List of Activities 09.10.2017
DEPARTMENT OF INFRASTRUCTURE, LOCAL GOVERNMENT AND PLANNING 2017-19	STATE	17/18.01	30.06.2019	Flood monitoring Instruments - Cameras and Gauges	\$88,500	\$53,100	\$35,400	This funding will support the Community to be more resilient to natural disasters and reduce future expenditure on asset restoration	\$15,930	21/12/2017	200726-1001-41427	\$37,170.00	\$0.00	N	15/12/2017 - Project Management Plan to be completed to initiate first payment PMP sent to Dept 13.12.17 - approved 20.12.2017	James Stewart
DEPARTMENT OF INFRASTRUCTURE, LOCAL GOVERNMENT AND PLANNING 2017-19	STATE	17/18.02	30.06.2019	Kerb Crossings	\$195,000	\$117,000	\$78,000	This funding will meet community needs, contributing to sustainable and liveable communities	\$35,100	21/12/2017	200726-1001-41427	\$81,900.00	\$0.00	N	15/12/2017 - Project Management Plan to be completed to initiate first payment PMP sent to Dept 13.12.17 - approved 20.12.2017	James Stewart
Department of Tourism, Major Events, Small Business and the Commonwealth Games		17/22.03		PROGRAM - Fins and Fitness Program (Aquatic Centre)	\$15,800	\$15,800	\$0	Combines aqua walking, water aerobics, kicking and basic swimming with kick boards, fins and water noodles.	\$15,800 inv sent 15/11/17		200078-1001-41426	\$15,800.00	\$0.00	N	15.11.2017 - Tax Recipient Invoice provided to Dept, one off full payment of \$15,800 21.01.2018 - Advertising and Promotion; facility availability; equipment availability 16.02.2018 - Interim Report due 31.07.2018 - Final Report and Acquittal due	Dave Tombs Deed executed 09/11/2017 Email sent to Aquatic Centre to confirm session times and dates on 09/01/2018
DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES	FEDERAL	17/27	30/04/2018	Hinchinbrook Festival of Nations incorporating the 2018 Commonwealth Games Queen Baton Relay	\$5,450	\$5,450	\$5,450	A community celebration in honour of the nations of our heritage	\$5,450 - inv sent to dept 09.01.18		200054-1001-41426	\$5,450.00	\$0.00	N	01.03.18 - Celebration Run Sheet - evidence the planning to successfully deliver the celebration 30.04.18 - Final Report and Acquittal due	Rosemary Pennisi Deed Executed 18/12/2017
DEPARTMENT OF INFRASTRUCTURE AND REGIONAL DEVELOPMENT - ROADS TO RECOVERY	FEDERAL	R2R	5 YEARS 01.07.2014 - 30.06.2019	1. Lannercost Bridge Extension 2. Lagoon Creek Bridge 3. Lee Creek Bridge 4. Yard Creek Bridge	\$2,462,337	\$2,462,337	\$27,700 (Cash)	Extension of existing Lannercost bridge -\$1,484,154	\$25,000 11/11/2014 \$25,000 03/03/2015 \$622,053 18/11/2015 \$397,391 26/02/2016 \$364,410 12/05/2016 \$50,300 13/08/2016 \$45,006 23/11/16 \$30,129 09/03/17		200131-1001-41421 Allocation advised (Dec 2016) \$50,000 2014-15 \$1,383,854 2015-16 \$125,435 2016-17 \$537,828 2017-18 \$234,214 2018-19 Note 16/17 based on actuals paid to date 10.03.2017	Total funding: \$2,462,337 Total paid to date: \$1,559,289 Balance: \$903,048 Ends 2018-19	Refer to report	N	100% funded	James Stewart
TRANSPORT INFRASTRUCTURE DEVELOPMENT SCHEME - TIDS	STATE	TIDS	2015/16 2016/17 2017/18 Beyond	2015/16: Mt Gardiner Road Wallaman Falls Rd Mt Fox Road Hawkins Creek Rd 2016/17: Mt Gardiner Road Wallaman Falls Rd Mt Fox Road	2015/16 \$1,008,368 2016/17 \$1,008,368 2017/18 \$522,816 Beyond \$1,045,632	2015/16 \$504,184 2016/17 \$504,184 2017/18 \$261,408 Beyond \$522,816	\$77,860 (in-kind)	2016/17: Mt Gardiner Rd (Sealing Works) Wallaman Falls Rd (Widen and Seal) Mt Fox Road (Pavement Improvement)	Total claimed and paid 30/06/2016 \$504,184.04 2016/17: Aug 2016 \$52,855.76 Sept 2016 \$10,870.56 Oct 2016 \$6,228.25 Nov 2016 \$26,013.16 Dec 2016 \$28,473.06 Jan 2017 \$21,757.40 Feb 2017 \$25,864.97	Project #s: 2016/17 16R5 15T1 & 16T1 15T2 & 16T3	2016/17: \$504,184 Paid to date: \$172,063.16 Balance : \$332,120.84	Refer to report	N	Monthly reports submitted to dept on expenditure incurred to date - reimbursed 50%	James Stewart	

LOCAL LAW – WASTE MANAGEMENT

Executive Summary

The purpose of this report is to recommend that Council resolve to commence the local law making process in response to the impending expiry on 1 July 2018 of the waste management provisions contained within Chapter 5a of the *Environmental Protection Regulation 2008* (“EPR”) and Section 7 of the *Waste Reduction and Recycling Regulation 2011* (“WRRR”).

The proposed new local law would replicate these provisions and ensure Council can contribute to adequately manage risks associated with the supply, storage, removal and treatment of waste in its local government area. It also allows Council to continue to have designated areas for waste and recycling collection within its local government area. Further, it includes penalties for deliberate contamination of recycling bins and disobeying instructions from waste facility staff.

For Council Decision – Recommendation

That Council commence the local law making process to adopt a local law to replace the waste management provisions contained within Chapter 5a of the *Environmental Protection Regulation 2008* (“EPR”) and Section 7 of the *Waste Reduction and Recycling Regulation 2011* (“WRRR”) and which expire on 1 July 2018.

Background

Chapter 5A of the *Environmental Protection Regulation 2008* (“EPR”) and Section 7 of the *Waste Reduction and Recycling Regulation 2011* (“WRRR”) are due to expire on 1 July 2018.

The provisions of Chapter 5A of the EPR address:

- Provision of waste containers (ie. wheelie bins)
- Storage of waste in waste containers
- Keeping and use of waste containers
- Removal of waste
- Storage and treatment of industrial waste
- Material and activities that are unlawful at a waste facility
- The ability to give direction to a waste transporter.

The provisions of Section 7 of the WRRR permits a Local Government to designate areas within the LGA where general waste or green waste collections will occur and the frequency of these collections.

The loss of these provisions will allow any waste company to come to Hinchinbrook and make private arrangements with property owners to service their wheelie bins. These companies would likely take on Ingham as the population centre but not less populated areas such as Abergowrie, Long Pocket, Hawkins Creek, Bemerside etc where the economy of scale is less favourable.

Introduction of a local law to re-introduce the terms of the expiring legislation can also be expanded to introduce additional provisions which give Council more leverage in relation to people who:

- deliberately contaminate recycling bins (a recent contamination caused the entire load to be landfilled);
- deliberately place material in a wheelie bin that causes damage to the truck when the bin is serviced (concrete, paint etc.)
- ignore the instructions of waste facility operators
- illegally dump waste at council’s waste facilities (without paying);

- deliberately place their wheelie bins in such a place as to cause an odour nuisance for a neighbour.

This additional leverage can be achieved through the ability to issue a compliance notice or infringement notice.

Attachments

Chapter 5A *Environmental Protection Regulation 2008*

Section 7 *Waste Reduction and Recycling Regulation 2011*

Statutory Environment

Local Government Act 2009 and its adopted local law making process

Legislative Standards Act 1992

Local Laws

Policy Implications

Council may be required to develop a policy relevant to the enforcement of additional provisions as mentioned above.

Consulted With

Consultation with members of LAWMAC including representatives from EHP, LGAQ, Waste Management Services at Townsville City Council, other local government waste management representatives.

Financial and Resource Implications

Some costs may be incurred to seek legal advice to ensure the proposed local law complies with all relevant legislation.

No additional resources will be required to enforce this local law.

Risk Management Implications

There are no risks associated with progressing the local law making process, however the making of local laws is a lengthy process and time is of the essence.

Risks associated with not endorsing this process include:

- reduced Council control over waste services in the Shire
 - possible reduced services to outlying areas
 - a negative impact on public safety due to increased truck movements in township areas
 - reduced income to Council from waste services charges on rates
 - complex and time consuming management of waste service charges which could not be applied 'across the board'.
-

Strategic Considerations

The impending expiry of the provisions impacts Council's current waste contract and may adversely impact negotiations with prospective waste contractors when the contract is due for renewal.

Officers Comment

The expiry of these provisions affords Council an opportunity to introduce additional provisions in order to encourage improved waste management throughout the Shire.

Environmental Protection Regulation 2008

Reprint current from 3 July 2017 to date (accessed 15 January 2018 at 16:00)

Chapter 5A Waste management by local governments

Part 1 Preliminary

81ZC Application of ch 5A

This chapter applies to a local government area unless—

- (a) the local government for the area makes a local law about waste management for the area; and
- (b) the local law states it replaces this chapter.

Note—

[Section 81ZU](#) states that this chapter expires on 1 July 2018.

81ZD References to local government

In this chapter, a reference to a local government in the context of dealing with waste produced at relevant premises is a reference to the local government for the local government area in which the relevant premises is situated.

81ZE Meaning of serviced premises

Relevant premises in a local government area are serviced premises if—

- (a) the relevant premises are in an area designated by the local government under the [Waste Reduction and Recycling Regulation 2011](#), section 7 as an area in which the local government may conduct general waste collection; or
- (b) the local government has required the owner or occupier of the relevant premises to arrange for removal of general waste from the relevant premises.

Part 2 Waste management in local government areas

Division 1 Storage of general waste

81ZF Owner or occupier of relevant premises to supply waste containers

- (1) The owner or occupier of relevant premises in a local government area must—
 - (a) subject to subsection (2), supply enough standard general waste containers at the relevant premises to contain the general waste produced at the premises; or
 - (b) if required by the local government, supply at the relevant premises, enough waste containers, other than standard general waste containers, to contain the general waste produced at the relevant premises.

Examples of ways a local government may require waste containers for paragraph (b)—

by a local law, resolution of the local government, development approval for the premises

Maximum penalty—20 penalty units.

- (2) However, subsection (1)(a) does not apply if the local government supplies to the relevant premises the number of standard general waste containers the local government reasonably considers is required at the relevant premises.
- (3) If the local government supplies a standard general waste container to relevant premises under subsection (2), the reasonable cost of supplying the container is a debt payable by the owner or occupier of the relevant premises to the local government.
- (4) However, subsection (3) does not prevent a local government from supplying a standard general waste container to relevant premises without cost to the owner or occupier of the relevant premises.

81ZG Requirements for storing general waste in waste containers

- (1) The occupier of relevant premises must—
 - (a) store general waste at the relevant premises in a standard general waste container or, if required by the local government, in another type of waste container; and
 Examples of ways a local government may require waste to be stored in another type of waste container—
 by a local law, resolution of the local government, development approval for the premises
 - (b) keep each waste container at the relevant premises clean and in good repair; and
 - (c) ensure that each waste container at the relevant premises is securely covered, except when the waste is being placed in, or removed from, the container or the container is being cleaned.

Maximum penalty—20 penalty units.

- (2) A person must not—
 - (a) place any of the following in a waste container—
 - (i) a liquid, semi-liquid or moist substance, unless the substance is securely wrapped or contained to prevent the substance leaking from the wrapper or container;
 - (ii) material that is smouldering or aflame;
 - (iii) matter or a thing that is alive; or
 - (b) remove or disturb the cover of a waste container, except when placing waste in or cleaning the container; or
 - (c) use or damage a waste container so that it is not weatherproof or serviceable or can not be securely covered; or
 - (d) disturb or otherwise interfere with the contents of a waste container.

Maximum penalty—20 penalty units.

- (3) The occupier of the relevant premises must not allow a person to place a thing in a waste container at the premises in contravention of subsection (2)(a).

Maximum penalty—20 penalty units.

- (4) It is a defence in a proceeding against a person for an offence under subsection (3) for the person to prove the contravention was due to causes over which the person had no control.

81ZH General requirements for keeping waste containers at serviced premises

- (1) Subject to subsection (2), the occupier of serviced premises must ensure that a waste container supplied for the premises is kept—

- (a) if the local government requires the container be kept at a particular place at the premises—at the place; or

Examples of ways a local government may require waste containers to be kept at a particular place—

by a local law, resolution of the local government, development approval for the premises

- (b) otherwise—at ground level close to the rear alignment of a building at the premises.

Maximum penalty—20 penalty units.

- (2) Subsection (1) does not prevent the occupier of the serviced premises from placing a waste container in a place outside the premises for the collection of general waste from the container, if—
 - (a) the local government has arranged to collect waste from the container at the place; and
 - (b) the container is in the place for no longer than—
 - (i) the period, if any, allowed under a local law of the local government; or
 - (ii) is otherwise reasonably appropriate before and after the collection.

Example of a place outside serviced premises—

the kerb adjacent to the serviced premises

- (3) If a local government has arranged for the collection of general waste from a waste container at the serviced premises, the occupier of the premises must ensure there is unobstructed access to the container for removal of the waste.

Maximum penalty—20 penalty units.

- (4) It is a defence in a proceeding against a person for an offence under subsection (3) for the person to prove the contravention was due to causes over which the person had no control.

81ZI Other requirements for storing general waste at particular serviced premises

- (1) This section applies to any of the following persons (each a prescribed person) for serviced premises, other than a single detached dwelling—
 - (a) the owner or occupier of the premises;
 - (b) the registered suitable operator for a prescribed environmentally relevant activity carried out at the premises;
 - (c) the holder of an environmental authority for a mining activity or petroleum activity carried out at the premises.
- (2) The prescribed person must, if required by the local government, ensure each of the following is supplied at the premises—
 - (a) either—
 - (i) an elevated stand at a level required by the local government for holding all waste containers; or
 - (ii) an imperviously paved area, drained as required by the local government, where all waste containers can be placed;
 - (b) a hose cock and hose in the vicinity of the stand or paved area;
 - (c) a suitable enclosure for the area where the waste containers are kept.

Examples of ways a local government may require a prescribed person to comply with subsection (2)—

by a local law, resolution of the local government, development approval

Maximum penalty for subsection (2)—20 penalty units.

Division 2 Removal of general waste

81ZJ Local government may give notice about removal of general waste

- (1) This section applies to a local government that has arranged for the removal of general waste produced at a relevant premises.
- (2) The local government may give the occupier of the relevant premises a written notice stating—
 - (a) the days on which the waste is to be collected; and
 - (b) where the waste container is to be placed for collection of the waste (the designated location); and
 - (c) the time by which the waste container is to be placed in the designated location for collection of the waste.

81ZK Depositing or disposal of general waste from premises other than serviced premises

- (1) This section applies if general waste is produced at a relevant premises, other than serviced premises.
- (2) The local government may—
 - (a) give a written approval to the owner or occupier of the relevant premises for depositing or disposing of the waste; and
 - (b) impose conditions on the approval, including, for example, conditions about—
 - (i) the place for depositing or disposing of the waste; or
 - (ii) the method of depositing or disposing of the waste.
- (3) A person must not deposit or dispose of the waste unless the person deposits or disposes of the waste—
 - (a) at a waste facility in accordance with part 3; or
 - (b) in accordance with—
 - (i) an approval under subsection (2) for disposal of the waste; and
 - (ii) if the approval has been given on conditions, the conditions of the approval.

Maximum penalty for subsection (3)—20 penalty units.

Division 3 Storage and treatment of industrial waste

81ZL Requirements for storing industrial waste

- (1) The occupier of relevant premises where there is industrial waste must, if required by the local government—
 - (a) supply at the premises the number of industrial waste containers required by the local government for storing the waste at the premises safely, efficiently and without causing a nuisance; and
 - (b) keep the waste containers at a place at the premises the local government requires; and

- (c) keep each waste container clean and in good repair.

Examples of ways a local government may require compliance with subsection (1)—

by a local law, resolution of the local government, development approval

Maximum penalty—20 penalty units.

- (2) If the occupier does not supply at the relevant premises the number of industrial waste containers required by the local government for subsection (1)(a), the local government may supply industrial waste containers at the premises.
- (3) If a local government supplies an industrial waste container to relevant premises under subsection (2), the reasonable cost of supplying the container is a debt payable by the occupier of the premises to the local government.
- (4) In this section—

industrial waste container means a waste container of a type approved by the local government for storing industrial waste at premises within the local government's area.

81ZM Requirement to treat industrial waste for disposal

The occupier of relevant premises where there is industrial waste must, if required by the local government, treat the waste to a standard approved by the local government for disposal of the waste at a waste facility.

Examples of ways a local government may require an occupier to treat industrial waste for disposal—

by a local law, resolution of the local government, development approval for the premises

Maximum penalty—40 penalty units.

Division 4 Compliance notices

81ZN Authorised person may give notice to comply

- (1) If an authorised person believes on reasonable grounds that a person (an affected person) has contravened division 1, 2 or 3, the authorised person may give the affected person a written notice about the contravention.
- (2) The notice must state—
- (a) the act or omission comprising the contravention; and
 - (b) the action the affected person must take to rectify the alleged contravention; and
 - (c) the day by which the affected person must take the action.
- (3) The stated day must be at least 28 days after the notice is given.
- (4) If an affected person is given a notice under subsection (1), the person must comply with the notice unless the person has a reasonable excuse for not complying with it.

Maximum penalty—10 penalty units.

- (5) If an affected person is given a notice under subsection (1) in relation to an alleged contravention of division 1, 2 or 3, the person can be prosecuted for the contravention only if the person does not comply with the notice.
- (6) However, this section does not require an authorised person to give a person a notice under subsection (1) before the person may be prosecuted for a contravention of division 1, 2 or 3.

Part 3 Receiving and disposing of waste

81ZO Unlawful disposal of waste at waste facility

- (1) A person must not deposit the following waste at a waste facility—
- (a) liquid or semiliquid waste;
 - (b) hot ash;
 - (c) material that is smouldering or aflame;
 - (d) material that can spontaneously combust;
 - (e) material containing a substance that may be harmful to persons or property because, if it reacts with air or water, it may produce toxic gases or become corrosive or explosive;
 - (f) an explosive;
 - (g) ammunition, other than ammunition that no longer contains explosives, pyrotechnics or propellants apart from trace residues that are no longer capable of supporting combustion or an explosive reaction.

Maximum penalty—20 penalty units.

- (2) Subsection (1) does not apply to waste deposited with the consent of—
- (a) the person who—
 - (i) is the registered suitable operator for the facility; or
 - (ii) holds an environmental authority for the facility; or
 - (b) the person in charge of the facility.

81ZP Restrictions on burning waste at waste facility

A person must not set fire to, or burn, waste at a waste facility other than—

- (a) under an environmental authority; or
- (b) under a development condition of a development approval; or
- (c) under the [Fire and Emergency Services Act 1990](#) .

Maximum penalty—20 penalty units.

81ZQ Restrictions on use of waste facility

- (1) A person must not, without the consent of a waste facility's owner or operator—
- (a) enter the facility other than to deposit waste; or
 - (b) remain on the facility after depositing waste; or
 - (c) interfere with waste at, or remove waste from, the facility.

Maximum penalty—10 penalty units.

- (2) Subsection (1) does not apply to—
- (a) the facility's owner or operator; or
 - (b) an authorised person.

81ZR Waste transporter to comply with directions and give information

- (1) This section applies to a person who transports waste to a waste facility.
- (2) The person must—
- (a) comply with all relevant and reasonable directions contained in any sign displayed at the facility by the facility's owner or operator; and

- (b) deal with the waste in accordance with reasonable instructions given by the person in charge of the facility; and
- (c) if asked by the facility's owner or operator—give information to the owner or operator about the type and amount of waste being delivered.

Maximum penalty—10 penalty units.

Part 4 Devolution of powers

81ZS Devolution—waste management in local government areas—Act, s 514

The administration and enforcement of part 2 is devolved to each local government for its local government area.

81ZT Devolution—receiving and disposing of waste—Act, s 514

The administration and enforcement of part 3, to the extent it relates to a waste facility owned, operated or otherwise controlled by a local government, is devolved to that local government.

Part 5 Expiry

81ZU Expiry

This chapter expires on 1 July 2018.

Part 2A Designation of areas by local governments for general or green waste collection

7 Designation of areas

A local government may—

- (a) by resolution, designate areas within its local government area in which the local government may conduct general waste or green waste collection; and
- (b) decide the frequency of general waste or green waste collection in the designated areas.

Note—

If a local government conducts general waste or green waste collection as a significant business activity, see the *Local Government Act 2009*, chapter 3, part 2, division 2 (Business reform, including competitive neutrality) and the *City of Brisbane Act 2010*, chapter 3, part 3, division 2 (Business reform, including competitive neutrality).

7A Expiry

This part expires on 1 July 2018.

Part 3 Obligations of operators of waste disposal sites

Division 1 Weighbridges

8 Weighbridge requirement provision—Act, s 43

- (1) For section 43(1) of the Act, each waste disposal site located in the local government area for a local government mentioned in schedule 5 is prescribed.

OVERGROWN AND UNSIGHTLY ALLOTMENTS POLICY

Executive Summary

The policy is made in line with the Local Law No.3 to determine overgrown and unsightly intervention level and enforcement actions.

For Council Decision – Recommendation

That Council adopt the Overgrown and Unsightly Allotments Policy.

Background

Hinchinbrook Shire is located in a tropical area. Vegetation (lawn grass and trees) grows very fast in the wet season and Council receives many complaints regarding overgrown allotments. This policy has been developed assist Officer's to assess and deal with each case in a consistent way.

Attachments

Overgrown and Unsightly Allotments Policy
Fact Sheet 0001 – Overgrown or Unsightly Allotments
Relevant local laws
Local Government Act 2009 Section 138AA

Statutory Environment

Local Law No. 3 (Community and Environmental Management) 2012 Part 3, Section 13-14 defined the overgrown and unsightly allotments.
Local Law No. 1 (Administration) 2012 Part 5, Section 27(6) defined the maximum penalty for non-compliance with a Compliance Notice – 50 penalty units (\$6307.5).
Local Government Act 2009 Part 2, Division 2, Section 138AA (3)(b) defined a reasonable entry notice for a contractor to enter the property to conduct the remedial action.

Policy Implications

Introducing of this policy will shorten remedial time from 21 days to 17 days for overgrown and unsightly allotments and keep consistency for land owners and Local Laws Officers to manage overgrown allotments.

Consulted With

Hinchinbrook Shire Councillors
Chief Executive Officer
Executive Manager Development, Planning and Environmental Services

Financial and Resource Implications

It may cause financial burden and more resource demand at the beginning of implementing this new policy as more allotments may be classified as overgrown and more remedial action will be taken, i.e. contractor's remedial work directed by an Authorised Local Laws Officer.

OVERGROWN AND UNSIGHTLY ALLOTMENTS POLICY

Risk Management Implications

Nil

Strategic Considerations

N/A

Officers Comment

By implementing this Policy it may assist to reduce the number of overgrown and unsightly allotments and the risk of these allotments attracting and harbouring vermin and reptiles.

1. Policy Statement

Council has a responsibility under Local Laws No.3 (Community and Environmental Management) 2012 to protect the environment and public health, safety and amenity within the Hinchinbrook Shire area. This Policy details the requirements for land owners and Authorised Local Laws Officers. The purpose of this policy is to adopt suitable criteria for the management of overgrown and unsightly allotments to ensure a level of service acceptable to the Community and Council.

2. Scope

This policy covers Council's criteria for determining overgrown and unsightly allotments that require investigation and further regulatory compliance action and remedial action.

3. Responsibility

3.1 The responsible person for an allotment should ensure that:

- (a) Vegetation on an allotment is not overgrown to such an extent that it seriously effects the visual amenity of the allotment or is likely to attract or harbour reptiles; and/or
- (b) Objects and materials brought on to, or allowed to accumulate on the allotment are not to such an extent as to seriously affect the visual amenity of the allotments or are likely to attract or harbour reptiles.

3.2 Local Laws Authorised Officers are responsible for ensuring overgrown or unsightly complaints are investigated and any necessary regulatory compliance actions are taken.

3.2 Supervisors/Managers and Executive Managers are responsible for –

- (a) Ensuring authorised officers abide by and enforce their delegated duties and are familiar with this and any other relevant policies and procedures;
- (b) Ensuring this Policy is available for public viewing on Council's website.

3.3 The Chief Executive Officer has the overall responsibility for the implementation and execution of this policy.

4. Definitions

Allotment	An individual parcel or piece of land
Vegetation	Includes a tree, bush, shrub, plant or grass, but does not include vegetation that is protected under a law of state or commonwealth or under the local government's planning scheme.
Overgrown allotment	Where an authorised person forms the opinion that an allotment is overgrown with vegetation to such extent that it (a) has seriously affected the visual amenity of the allotment; or (b) is likely to attract or harbour reptiles.
Accumulation of objects and materials on allotments	Where an authorised person forms the opinion that objects or materials brought on to, or allowed to accumulate on, an allotment (a) have seriously affected the visual amenity of the allotment; or (b) are likely to attract or harbour reptiles
Responsible person	The person who has control or management of place and includes a person in charge of activities or structures in the place that may result in contravention of local law No.3.
Authorised person	A person who holds office under section 202 (Local Government Act 2009).
Compliance notice	A compliance notice given under (a)section 26 Local Law No.1; or (b) another local law that authorises the giving of a compliance notice
Authorised officer	A person who holds office under section 204D (Local Government Act 2009).

5. Policy

Electronic version current. Uncontrolled Copy current only at time of printing

Policy Number:

Authorised By: Local Laws Officer

Document Maintained By: Environmental Services

Version No: 1.0

Initial Date of Adoption: TBA

Next Review Date: 12 months from adoption

Criteria for determination of Overgrown allotment

1. An allotment will be deemed overgrown and unsightly when the extent of vegetation growing thereon is:
 - (i) Visible from the outside; and
 - (ii) Known to cause a significantly lower visual standard in the area due to visible lack of maintenance; and
 - (iii) Providing the potential to harbour vermin and reptiles and pose a fire risk.
2. As a general rule, any allotment containing pest weed species such as Para or Guinea Grass not kept below 200mm – 250mm will be determined overgrown.
3. Trees and branches are overgrown over property boundaries. E.g. branches over neighbour's yard, council's footpath.

Criteria for determination of untidy/unsightly (accumulation of objects and materials)

1. An allotment will be deemed to be unsightly when objects or material brought on to, or allowed to accumulate on, an allotment:
 - (i) Have seriously affected the visual amenity of the allotment; or
 - (ii) Are likely to attract or harbour reptiles.

(Example of objects and material that may seriously affect the visual amenity of an allotment:

- Discarded or disused machinery or machinery parts.
- Broken-down or severely rusty vehicles.
- Discarded bottles, containers or packaging.
- Refuse or scrap material.)

2. The allotment does not have a fence or a shed in which to store accumulated materials, and the objects or materials are spread over the majority of the allotment in an ad hoc manner.
3. Sufficient evidence has been obtained of harbourage of reptiles (photos, witness statements).

Criteria for enforcement

1. A first Compliance Notice will be sent to the land owner by a registered mail and allow the land owner to comply with the notice in 10 days once overgrown is established after the first inspection completed by an authorised officer. Prior to any further regulatory action being taken, a second inspection will be conducted. If the land owner has not complied with an overgrown or unsightly Compliance Notice, photographs will be taken of the allotment and its condition.
2. An authorised officer will contact the contractor who will advise the date for the remedial works to be completed (this date must be after 7 days).
3. A Penalty Infringement Notice will then be issued to the land owner in conjunction with a second compliance notice advising that the contractor will enter their property on the set date to complete the necessary works. The land owner will have 28 days in which to pay the fine at Council or to follow one of the other payment options as outlined on the back of the Penalty Infringement Notice (see attached copy).
4. An outstanding fine reminder letter will be sent to the land owner to be paid within 28 days. After this date, the fine will be forwarded to SPER for further enforcement collection.

Criteria for remedial works

Electronic version current. Uncontrolled Copy current only at time of printing

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Initial Date of Adoption: TBA

Next Review Date: 12 months from adoption

1. The land owner has to complete the remedial works in due course as specified on the first Compliance Notice. This date may be extended under certain circumstances. If the allotment fails a second inspection, the Council's authorised mowing contractor will be engaged for mowing, whipper-snipping as directed by an authorised officer. At other times it may be necessary to utilise staff and machinery from the Council Depot to complete remedial works on an allotment.
2. Overgrown grass should be cut as short as possible (without damaging the lawn itself) and any overgrown vegetation (such as trees etc) should be trimmed. Other remedial works should be completed to satisfaction by authorised officer following further inspection.
3. The contractor will issue an invoice for remedial works completed. Council will then raise an invoice to be issued to the land owner which will also include on-costing of 20%. This debt then becomes a charge against the property.

Criteria for repeat offenders

1. A repeat offender is one who has been issued more than two (2) offences on the same allotment in the previous 12 month period.
2. An authorised Officer will check the repeat offenders' allotments fortnightly from October to March inclusive and monthly from April to September.
3. The repeat offender will be sent a pamphlet of overgrown allotment which includes land owner's responsibilities and legal obligations.
4. As the repeat offenders have a history of similar offences in relation to the non-compliance with a notice and the offence has the potential for serious consequence for community health, safety, amenity or environmental harm, a prosecution will be considered by the Executive Manager and Council CEO. Maximum penalty for non-compliance with a notice – 50 penalty units (court action).

6. Legal Parameters

Local Government Act 2009
State Penalties Enforcement Act 1999
State Penalties Enforcement Regulation 2014
Local Laws No.1 Administration 2012
Local Laws No.3 Community and Environmental Management 2012
Subordinate Local Laws No.3 Community and Environmental Management 2012

7. Associated Documents

Customer Service Charter

Electronic version current. Uncontrolled Copy current only at time of printing

Policy Number:

Authorised By: Local Laws Officer

Document Maintained By: Environmental Services

Version No: 1.0

Initial Date of Adoption: TBA

Next Review Date: 12 months from adoption



Overgrown or Unsightly Allotments

An overgrown property can be both a nuisance and a danger to neighbour's and the community. Please note that all residents have a responsibility to keep their properties neat and tidy to improve the appearance of our community, remove places for vermin to breed, and reduce health risks.

Overgrown allotments

Hinchinbrook Shire Council defines "Overgrown" as vegetation (grass) that affects the visual amenity of the allotment is likely to attract reptiles or vermin or is deemed a fire hazard.

There are several problems caused by overgrown land. Residential properties with overgrown land create a visual eyesore and may impede the public's access to footpaths and streets. If you have difficulty walking along footpaths or driving along streets as a result of hedges or trees growing out into your path or line of sight, you can report the problem to Council with the address or the location of the property.

Overgrown land is associated with a number of problems within our community which, if left unnoticed, are potentially disastrous. Other problems associated with overgrown land are:

- The land can become a breeding ground or a resting place for vermin such as rats, mice and snakes, all of which can live and nest in tall grass. These can cause disease and become a problem for surrounding residents.
- Overgrown trees and shrubs may obstruct traffic control devices and pose a safety hazard to pedestrians and drivers.
- The land becomes a perfect breeding ground for mosquitoes, especially in the wet season. This can increase the risk of mosquito borne disease outbreaks.
- In the dry season, the land becomes a fire hazard which may hamper fire fighters and can quickly spread to buildings and neighbouring properties.

Unsightly allotments

Hinchinbrook Shire Council defines "Unsightly" as objects or materials that are brought on to, or allowed to accumulate on, an allotment causing its visual amenity to be seriously affected. "Unsightly" objects or materials are those such as discarded or disused machinery, second-hand material and similar objects. They also include derelict vehicles, old white goods, building materials and household waste.

Prevention

The Hinchinbrook Shire is a great place to live. Keeping our yards free from overgrown vegetation makes our residential streets more visually appealing and protects the community from vermin and reptiles. Here are a few tips on how to take pride in the appearance of your home:

- Store goods out of sight in your garage or shed.
- Put your rubbish out weekly. Take advantage of Council's kerbside collection service for general waste and recycling and four free virtual dump vouchers waste disposal at your local waste transfer station.
- Store objects or materials out of view and neatly stacked but ensure they do not harbour vermin.
- Dispose of old vehicles and machinery - some metal recyclers may collect and remove them free of charge.
- Cut or slash your overgrown vegetation regularly (whether dead or alive) and dispose of it responsibly, such as composting in an appropriate compost bin.

What if I notice an overgrown property?

In most cases the best way to resolve an overgrown or unsightly property issue is through polite and productive communication between yourself and the property owner. If you haven't already spoken with the resident about the overgrown property we strongly recommend you try this approach first.

If you have concerns about approaching or entering communication with your neighbor, or these measures have proven ineffective, you can report the problem to Council with address or the location of the property by phone (07) 4776 4600 and will begin our investigation.

How Council deals with overgrown and unsightly allotments

Council regulates a range of risks and threats relating to overgrown and unsightly conditions on private property under its Local Law No 3 - Community and Environmental Management 2012. When Council receives a complaint about overgrown vacant land or neglected dwellings, a Local Laws Officer will inspect the property and if necessary, make arrangements for the property to be cleared.

Council must give due notice (10 days) to the land's owner to remedy the breach. If no action has been taken when relevant time periods lapse, Council will issue an Enter and Remedial Notice to the Landowner and Council or its subcontractors WILL ENTER THE PROPERTY appropriately treat the overgrown or unsightly property.

These costs are invoiced to the property owner for payment. Additional penalties may apply if the owner has a history of non-compliance.

It is important to note that achieving compliance under this process may take in excess of three weeks.

Please Note: Failure to observe Council's requirements regarding maintaining property vegetation or unsightly accumulations could result in penalties.

How can you contact us?



(07) 4776 4600



(07) 4776 3233



Click [here](#)



EnvironmentalServices@hinchinbrook.qld.gov.au



www.hinchinbrook.qld.gov.au

- (c) contain infestation by declared local pests within a localised area; or
 - (d) reduce the density or extent of infestation by declared local pests; or
 - (e) remove harbour provided to declared local pests.
- (3) The notice may require the repetition of a specified action at stated intervals or on the reappearance of the declared local pest within a specified period.

Division 4 Prohibition of sale and propagation

11 Prohibition on sale

A person must not—

- (a) sell or supply a declared local pest; or
- (b) offer or display a declared local pest for sale or supply.

Maximum penalty—50 penalty units.

12 Prohibition on introducing, propagating etc a declared local pest

- (1) A person must not—

- (a) introduce, propagate or breed a declared local pest; or
- (b) provide harbour to a declared local pest.

Maximum penalty for subsection (1)—50 penalty units.

- (2) However, subsection (1) does not apply to a person who has been prescribed under a subordinate local law for this subsection as exempt from the offence in subsection (1) in relation to a specified pest.

Example of persons that might be exempted from subsection (1) in relation to specified pests—

- Staff of research organisations such as universities or the CSIRO who require a particular pest for research purposes.
- An employee of a circus using a particular pest to provide entertainment to the public.
- Staff of an organisation using a particular pest as part of an education program.
- An employee of a zoo that keeps a particular pest.

- (3) In this section—

introduce means to introduce, or cause to introduce, into the local government's area.

Part 3 Overgrown and unsightly allotments

13 Overgrown allotments

- (1) This section applies where an authorised person forms the opinion that an allotment is overgrown with vegetation to such an extent that it—
- (a) has seriously affected the visual amenity of the allotment; or

- (b) is likely to attract or harbour reptiles.
- (2) The authorised person may, by compliance notice⁷ given to the responsible person for the allotment, require the responsible person to clear the vegetation to an extent specified in the notice.
- (3) However, the notice cannot prevent a use of land authorised under the Planning Act⁸ or the *Environmental Protection Act 1994*.
- (4) In this section—
vegetation includes a tree, bush, shrub, plant or grass, but does not include vegetation that is protected under a law⁹ of the State or Commonwealth or under the local government's planning scheme.

14 Accumulation of objects and materials on allotments

- (1) This section applies where an authorised person forms the opinion that objects or materials brought on to, or allowed to accumulate on, an allotment—
- (a) have seriously affected the visual amenity of the allotment; or
- (b) are likely to attract or harbour reptiles.

Examples for paragraph (a) of objects and materials that may seriously affect the visual amenity of an allotment—

- Discarded or disused machinery or machinery parts.
- Broken-down or severely rusted vehicles.
- Discarded bottles, containers or packaging.
- Refuse or scrap material.

- (2) The authorised person may, by compliance notice¹⁰ given to the responsible person for the allotment, require the responsible person to—
- (a) remove objects or materials that are causing the circumstance mentioned in subsection (1)(a) or (b); or
- (b) take other specified action to remedy the circumstance mentioned in subsection (1)(a) or (b).

Example of action that might be required under paragraph (b)—

Erecting an appropriate structure (in accordance with requirements under the Planning Act) to screen unsightly objects or materials from public view.

- (3) However, the notice cannot prevent a use of land authorised under the Planning Act or the *Environmental Protection Act 1994*.

⁷ See footnote 5.

⁸ See definition of *Planning Act* in the Act, schedule 4.

⁹ For example, vegetation may be protected under the *Nature Conservation Act 1994*, the *Vegetation Management Act 1999*, the *Planning Act*, the *Queensland Heritage Act 1992*, the *Fisheries Act 1994* and the *Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)*.

¹⁰ See footnote 5.

- (c) how long the recipient has been aware of the contravention.
- (5) The compliance notice may also state the reasonable steps the authorised person considers necessary to remedy the contravention or avoid further contravention.

Examples of reasonable steps to avoid further contravention—

- The repetition of a specified action at stated intervals for a certain period.
 - Stopping taking an action that is prohibited by a local law or condition of an approval.
- (6) The compliance notice must include, or be accompanied by, an information notice.
- (7) The recipient must comply with the compliance notice.¹²

Maximum penalty for subsection (7)—50 penalty units.

27 Compliance notice authorised by local law

- (1) This section applies if—
- (a) a local law provides that an authorised person may give a compliance notice to a person;¹³ and
 - (b) the authorised person gives¹⁴ a compliance notice to the person (the *recipient*).¹⁵
- (2) The compliance notice must state the following—
- (a) the provision of the local law that authorises the authorised person to give a compliance notice; and
 - (b) the specified action that the recipient must take to comply with the notice; and
 - (c) the time by which the recipient must comply with the notice; and
 - (d) that it is an offence to fail to comply with the notice; and
 - (e) the maximum penalty for failing to comply with the notice.
- (3) The specified action in subsection (2)(b) must not be inconsistent with action required, by a remedial notice, to be taken under another Local Government Act.
- (4) The time under subsection (2)(c) must be reasonable having regard to the risk to public health and safety, the risk of damage to property or loss of amenity and the risk of environmental harm that may result from failure to comply with the notice.
- (5) The compliance notice must include, or be accompanied by, an information notice.

¹² See also sections 17(e) and 18 regarding the local government's power to amend, suspend or cancel an approval where a notice is not complied with, and the Act, section 142, regarding the local government's power to enter property and take action that is required under a remedial notice.

¹³ For example, see *Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2012*, section 9(1) (Power to require owner of land adjoining road to fence land) and *Local Law No. 3 (Community & Environmental Management) 2012*, section 10(1) (Pest control notices), section 13(2) (Overgrown allotments), section 14(2) (Accumulation of objects and materials on allotments), section 16(2) (Fire hazards), section 19(2) (Community safety hazards).

¹⁴ See also footnote 10.

¹⁵ See also footnote 11.

- (6) The recipient must comply with the compliance notice.¹⁶

Maximum penalty for subsection (6)—50 penalty units.

28 Power to remove and cost recovery

- (1) This section applies where—
- (a) a structure or other material thing has been brought onto a local government controlled area or road in contravention of a local law; or
 - (b) a structure has been erected or installed in, on, across, under or over a road in contravention of a local law.
- (2) An authorised person may seize (by dismantling if necessary) and impound the structure or thing if its immediate removal is necessary—
- (a) in the interests of public health or safety; or
 - (b) to prevent environmental harm, property damage or loss of amenity.
- (3) Where subsection (2) does not apply, an authorised person may seize (by dismantling if necessary) and impound the structure or thing if—
- (a) the owner, or person in possession, of the structure or thing has not complied with a compliance notice requiring the owner or person to remove it; and
 - (b) the time for making an application for review of the compliance notice under section 22 has expired.
- (4) The local government may recover the cost of action taken under this section as a debt from the person responsible for the activity mentioned in subsection (1).
- (5) In this section—
thing does not include an animal.

29 Stop orders

- (1) An authorised person may give a relevant person an order to immediately stop a prescribed activity if the authorised person believes that continuation of the activity poses—
- (a) an urgent and serious threat to public health or safety; or
 - (b) an urgent and serious risk of environmental harm, property damage or loss of amenity.
- (2) An order under this section—
- (a) may be given orally or in writing; and
 - (b) operates until the earliest of the following happens—
 - (i) the expiry of the period, of no more than 3 days, specified by the authorised person when the order is given;
 - (ii) the local government immediately suspends the approval for the prescribed activity under section 19.

¹⁶ See also footnote 12.

- (5) However, the local government may authorise an employee or agent to act under this division only if the employee or agent is appropriately qualified or trained to exercise a power or perform a responsibility under this division.
- (6) Force must not be used to enter a property under this division, unless the property is entered under a court order that specifically authorises the use of that force.

138AA Notices for this division

- (1) A **remedial notice** is a written notice that requires the owner or occupier of a property to take action under a Local Government Act in relation to the property (including fencing a pool, for example).
- (2) A remedial notice may only be given by a local government to the person who, under a Local Government Act, is required to take the action stated in the notice.
- (3) A **reasonable entry notice** is a written notice about a proposed entry of a property that—
 - (a) informs the owner or occupier of the property of—
 - (i) who is to enter the property; and
 - (ii) the reason for entering the property; and
 - (iii) the days and times when the property is to be entered; and
 - (b) is given to the owner or occupier of the property at least 7 days before the property is proposed to be entered.
- (4) A remedial notice and a reasonable entry notice may not be combined unless—
 - (a) the owner of the property is also the occupier of the property; or
 - (b) the occupier of the property is the person who, under a Local Government Act, is required to take the action stated in the remedial notice.

OFFICE OF THE MAYOR AND CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR MONTH ENDING 31 DECEMBER 2017

Executive Summary

This Report is presented for the information of Council and includes an activity update for the month ending 31 December 2017.

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment

Nil

CAPITAL WORKS CURRENTLY IN PROGRESS

- See attached

MEDIA ENGAGEMENT

- Media releases sent - 4
- Media enquiries carried out – 7
- Hinchinbrook Shire Council Facebook page – 1,858 likes (1,840 likes as at 30 November)
- Most engaged post from November – Would you like to come work with the team at Council? Records & Customer Service Trainee, Finance Trainee, Planning and Development Trainee, Finance Officer – Revenue (Maternity Relief) (3,019 from organic reach and 0 from paid reach), 545 post clicks, 60 reaction/comments/shares
- Press articles – 24
- TV coverage – nil
- Radio coverage – 6
- Web coverage - 10

HUMAN RESOURCE SERVICES

HRS activities also include addressing all other HR matters which are not identified in this Report

Recruitment:

Advertised Vacancies: Advertised 16.12.2017 Closing 05.01.2018

- Finance Trainee

- Planning and Development Trainee
- Records and Customer Service Trainee
- Finance Officer Revenue Maternity Relief
- Ganger
- Casual Labourers

Recruitment not finalised:

- Infrastructure Engineer – 12 month Fixed Term, Full Time (Maternity Relief) in final stages, recommendation ready to go to CEO
- Operations Manager – Environmental, Waste and Local Laws in final stages, recommendation ready to go to CEO
- Expression on Interest – Local Plumbing Business for Apprentice Secondment opportunities
- Technical Officer (Maternity) 9 months Fixed Term Panel packs delivered 20.12.17 for shortlisting and Interviews
- INTERNAL - Customer Service Supervisor, Facilities Coordinator and Records Supervisor – ready for verbal offer by CFO

New Employees:

- Dannielle Moffat, HR Trainee
- Ella Begg, Stores Trainee

Resignations

- Christine Stephens, TYTO
- Lissa Thompson
- Dave Tombs

Work Experience:

- Nil

Customer Service Improvement Program:

General

- EBA negotiations continuing and are now well progressed.
- Training:
 - Still not resolved - Cert III in Civil Plant Operations continues to struggle to finalise plant competencies, there have been change of management with the RTO and the trainer is attempting to finalise this training so that Council does not have to pay fee for service to finish qualifications.
 - Still not resolved - Cert III in Driving Operations - HR licencing for employees that are completing Plant Operations to enable them to move plant from site to site – still have not been confirmed due to paperwork going missing
 - Matrix identifying Training and Skills gap linking Policies and PD's continues to be developed, this is being transferred into TechOne - 40 % Completion to be finalised 21.12.2017
- Updating of Org Structure is nearly complete, due to some minor changes within Infrastructure.

- Amending TechOne Org Structure will commence once Org Structure is finalised,
- Updating Position Descriptions inline with new changes and new format
- Performance Appraisals continue to be rolled out across the organisation and are progressing well. Over 90% completed.
- Continuation of Policy Statements, Policy and Procedures updating for CEO approval.

WORKPLACE HEALTH AND SAFETY

- **Incident Reports**
See graphs attached
- **Hazard Reports**
See graphs attached
- **Public Liability Claims**
See graphs attached
- **Workers Compensation and Rehabilitation**
See graphs attached
- **WHS Training**
 - Dogging
 - Traffic Management – Stop/Slow

PARTNERSHIP, REGIONAL AND STATE ACTIVITIES

- **North Queensland Regional Organisation of Councils - NQROC**
 - Nil
- **Far North Queensland Regional Organisation of Councils – FNQROC**
 - 11 December – Deputy Mayor attended meeting in Cairns
- **Regional Economic Development Regional Organisation of Councils – RED-ROC**
 - Nil

EMERGENCY DISASTER MANAGEMENT

- **Activities**
 - 6 December – Townsville DDMG Meeting
 - 13 December – LDMG Meeting
- **Training**
 - Nil

PROJECTS

- **CSI Project**
CRM –
 - CRM data is now finalised. The next step is the development of profiles to facilitate the securities. This will have to be done in conjunction with assistance from TechOne or another knowledgeable source. It will need to be carried out over a weekend so as not to interfere with users during working hours. This will need to be scheduled when assistance is available.

- **Customer Service Charter**

Charter is now in place. Continue to review and focus on the various gateways that impact on meeting targets such as CRM system, timely feedback on queries / complaints. Generally there has been a good improvement across the organisation.

- **Actions from Staff Survey Results**

Although a number of improvements have occurred which have previously been detailed, further focus is required. This will be discussed at the second / third tier session on 21 February 2018. The aim is to have further staff sessions in March / April.

- **Internal Audit – Fuel Management**

Summary of progress attached

MANAGEMENT ACTIVITY

- **Conference Attendance**

- Nil

- **Training Attendance**

- Nil

- **Meeting Attendance**

In addition to the meetings already documented the CEO attended the following meetings:-

- 1 December – Internal staff meetings
- 4 December – Onground Airport Investigations Meeting
- 4 December – Internal staff meetings
- 4 December – Meeting with Inspector General Emergency Management
- 5 December – Councillor Briefing Session
- 6 December – Internal staff meetings
- 7 December – Safety Committee Meeting
- 7 December – Internal staff meetings
- 7 December – Executive Management Team meeting
- 8 December – Internal staff meetings
- 11 December – Qld Climate Resilient Councils (QCRC) Governance Assessment meeting
- 11 December – Teleconference with Gilkersons Legal
- 12 December – General Meeting
- 13 December – Corporate Services meeting
- 13 December – Executive Management Team meeting
- 13 December – Internal staff meetings
- 15 December – Internal staff meetings
- 15 December – Meeting with GBC Australia Pty Ltd
- 18 December – Meeting with resident
- 18 December – Mayoral Meeting
- 18 December – Internal staff meeting
- 19 December – EBA Negotiations
- 20 December – Teleconference with Building and Asset Services

- 20 December – Internal staff meeting
- 21 December – Internal staff meetings

- **Events**
 - 1 December – Seniors Christmas Morning Tea
 - 1 December – Employee Service Award Presentation
 - 4 December – Lucinda Progress Association Meeting
 - 20 December – Employee Service Award Presentation

BUSINESS IMPROVEMENT TEAM

Key initiatives arising from the Business Improvement Team meetings to date are as follows:

- Onboarding Process
- Corporate Identity Manual
- Software program for grave maps - mapping software to be available on mobile devices
- Change to Higher Duties Procedure
- Introduction of Sustainability Policy and Procedure
- Inspection Apps for Field Work
- Depot Wash Down Bay Improvements
- Functional Operational Plans
- Team Operational Plans
- Permanent Signage at Flood Prone Areas
- Pre-recorded message for Council phones
- Staff Silos
- IT Request Box for Outdoor Staff
- Purchase of Portable Site Office / Lunchroom
- Multi-tyred Roller Attachment for Council Graders
- Wifi Access to Pest Management Shed
- Hot and Cold Water Tap at Works Depot Kitchen
- Lunch room Improvements
- Use of Gravel from Shoulders of Unsealed Roads

MAYORAL DISCRETIONARY FUND

- Nil

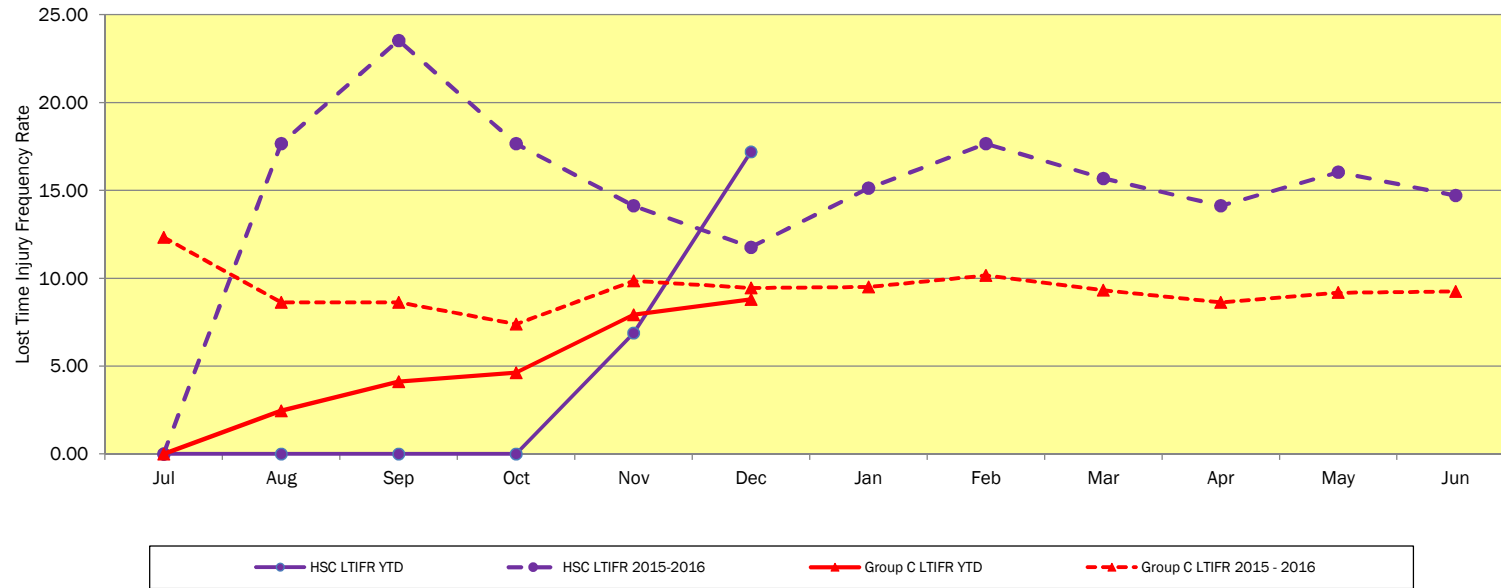
OFFICE OF THE MAYOR AND CEO ACTIVITY REPORT FOR MONTH ENDING 31 DECEMBER 2017

Office of the CEO Capital Progress Report:

P	Procurement
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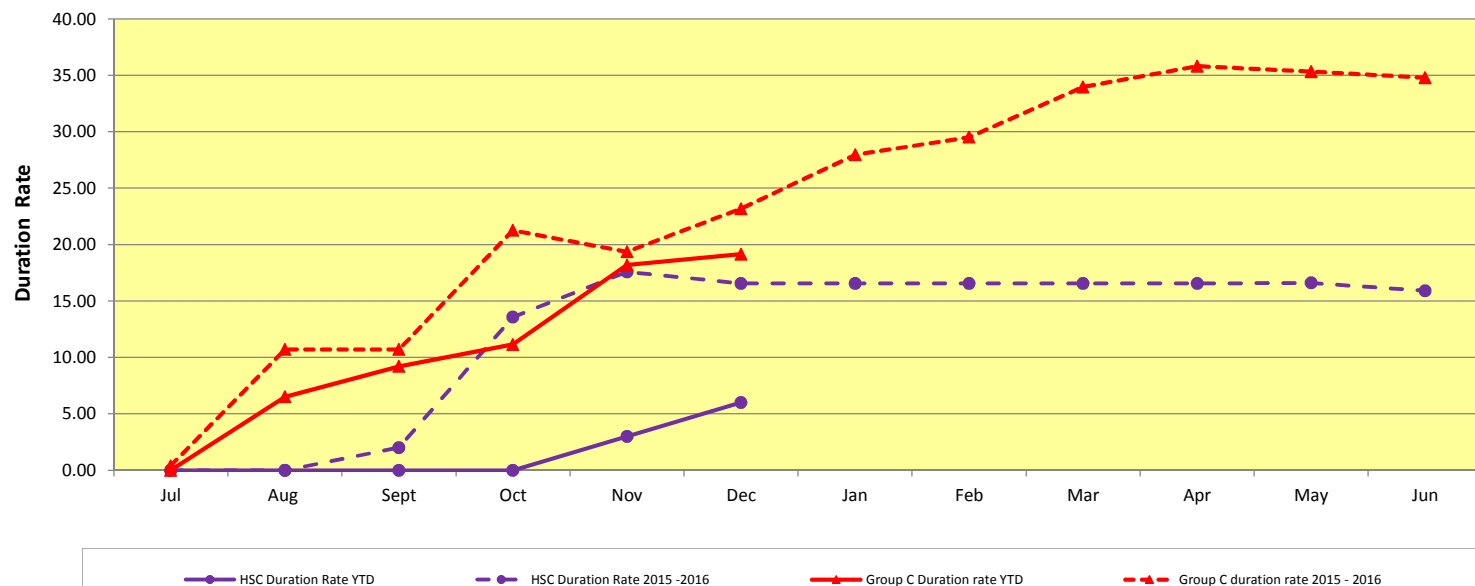
Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 YTD Expenditure	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
CSI Project 2016/2017	\$82,000	\$0	0	Dec 2017 \$57,609	Carryover from 2016/17 project												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
New Website 2016/2017	\$17,000	\$0	\$0	Dec 2017 \$14,079	Carryover from 2016/17 project												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Unallocated Capital Fund 2017/2018	\$650,000	\$0	\$650,000	Dec 2017 \$0.00													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												

LTIFR Comparison: HSC / Group C Councils in Scheme - 2017/18



LGW Data		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
HSC LTIFR YTD		0.00	0.00	0.00	0.00	6.87	17.18						
HSC LTIFR 2016 - 2017		0.00	17.65	23.53	17.65	14.12	11.76	15.12	17.65	15.68	14.12	16.04	14.70
Group C LTIFR YTD (Councils with wages \$10-20 mil)		0.00	2.45	4.11	4.62	7.92	8.79						
Group C LTIFR 2016-2017		12.32	8.62	8.62	7.39	9.85	9.44	9.50	10.16	9.31	8.62	9.18	9.24

LTI Duration Comparison: HSC/Group C Council's in Scheme 2017/18



LGW Data		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
HSC Duration Rate YTD LGW data.		0.00	0.00	0.00	0.00	3.00	6.00						
HSC Duration Rate 2016 - 2017		0.00	0.00	2.00	13.57	17.57	16.56	16.56	16.56	16.56	16.56	16.60	15.91
Average duration rate for Group C		0.00	6.50	9.20	11.14	18.18	19.14						
Duration Rate Group C 2016 - 2017		0.40	10.71	10.71	21.25	19.35	23.17	27.96	29.52	33.97	35.80	35.33	34.79

Workers Comp and Rehabilitation 2017/2018

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Totals
New Claims (accepted)													0
Lost Time Injuries		2	1		1	3							7
Medical Treatment Only	1				1	2							4
Time Lost (hours) Workers Comp	0.5	8.5	260	51	30	29.6							350
Suitable duties (hours) Rehab	0.5			34	221	238							255.5

Area	Ref	Audit Recommendation	Status/Response	March Update	April Update	May Update	June Update	July Update	August Update	September Update	October Update	November Update	December Update	Expected Completion Date
Depot	Diesel Pump Calibration													
	5.1	The diesel pump be correctly calibrated to ensure that the DataFuel console and the pump are properly synchronised. This will enable greater accuracy in reported information and allow more reliable data analysis to detect anomalies that may require further investigation.	Datafuel has now provided information to calibrate/synchronise the console and pump. Initial Expected Completion Date of 31 January deferred until 14 February. Requires calibration by external party, currently receiving quotes.	Datafuel has now provided information to calibrate/synchronise the console and pump & with external assistance the pump has been successfully calibrated.	NA									Completed
	Segregation of Duties													
	5.2.1	Receipts of fuel be processed by the Finance Officer who captures supplier's invoices.	Fuel is part of the Inventory system and as such it is not applicable or feasible for the Accounts Payable officer to receipt fuel deliveries. The purchase order process is followed so orders have to be receipted prior to matching & payment by Accounts Payable. Any issues/discrepancies would be highlighted or investigated.	Fuel is part of the Inventory system and as such it is not applicable or feasible for the Accounts payable officer to receipt fuel deliveries. The purchase order process is followed so orders have to be receipted prior to matching & payment by Accounts Payable. Any issues/discrepancies would be highlighted or investigated.	NA								NA	
	5.2.2	Bulk issues of fuel should be made on requisitions signed by supervisors and managers.	This is not really practical and the electronic capture of fuel usage and its subsequent review means that this not necessary neither	Fuel issues are manually entered into the Inventory system using Datafuel reports which captures plant number, litres taken, odometer readings etc. At present only the plant & litres are recorded. However we are already looking at getting the Datafuel report uploaded but this requires system configuration by TechOne. Don't believe introducing another manual paper based step into the process would add value and once the Datafuel reports are automated the Fleet Manager will have the ability to monitor usage. Within Datafuel, parameters have already been put in place to limit the amount of fuel that can be issued at one time therefore reducing the risk of fuel taken exceeding tank capacity.	NA								NA	
	5.2.3	At least once a month the dipping procedure should be witnessed by the Depot manager and the fuel reconciliation completed by a Finance Officer.	Stores officers dip prior to & after every fuel delivery to check quantity delivered. As part of the month end process Stores dip again to check & reconcile the stock report & going forward this will be witnessed by the Depot Manager.	Stores officers dip prior to & after every fuel delivery to check quantity delivered. As part of the month end process Stores dip again to check & reconcile the stock report & going forward this will be witnessed by the Depot Manager.	NA								Completed	
	5.2.4	All new, unused fuel key-tags should be kept in a secured location by the Fleet Manager and only issued to stores when a new item of plant is issued and recorded in a register. The process to replace a lost fuel key-tag should include a statement from the operator when the tag is lost.	The Fleet Manager currently keeps a record of all plant called 'Fuel Rego' & this will be expanded to incorporate key-tag information & become a plant register. This spreadsheet is locked by the Fleet Manager. Fleet Manager will be responsible for the safe keeping of key-tags & Stores will be responsible for the activating/deactivating of key-tags on Datafuel under instruction from Fleet Manager. Key-tags cannot be used until activated & we re-cycle old keys rather than return to Datafuel as there is a cost incurred for new ones.	The Fleet Manager currently keeps a record of all plant called 'Fuel Rego' & this will be expanded to incorporate key-tag information & become a plant register. This spreadsheet is locked by the Fleet Manager. Fleet Manager is responsible for the safe keeping of key-tags & Stores will be responsible for the activating/deactivating of key-tags on Datafuel under instruction from Fleet Manager. Key-tags cannot be used until activated & we re-cycle old keys rather than return to Datafuel as there is a cost incurred for new ones.	NA								Completed	
	5.2.5	Old key-tags should be recorded on the register and returned to DataFuel for recycling or destroyed immediately.	Covered in 5.2.4	Covered in 5.2.4 above	NA									Completed
	5.2.6	Management should consider implementing a fuel key-tag register, and conduct period "audits" of the fuel key-tag register against the fleet register to ensure completeness and demonstrate that fuel key-tag use is being monitored	Stores Manager has updated the " Fuel Rego" spreadsheet with key-tag numbers & is now liaising with Fleet Manager to complete an audit. On going process.	Stores Manager is updating the " Fuel Rego" spreadsheet with key-tag numbers & once complete will liaise with Fleet Manager to complete an audit. see 5.2.4 above	All key tags have been matched to the relevant Fleet and checked and updated on spreadsheet.									Completed
	Small Fuel Containers Not identified													
	5.3.1	All small containers be engraved with the words "Property of HSC" and identified with a unique number.	Not feasible to do as engraving would create a weak point in the container & other labelling could easily be removed.	Not feasible to do as engraving would create a weak point in the container & other labelling could easily be removed.	NA									NA
	5.3.2	Periodic reconciliations should be undertaken by Stores and Fleet Officers to ensure that all containers are official Council Property and are also fully accounted for. Discrepancies should be investigated.	When full, these containers are locked away & are issued to a particular item of plant rather than a specific person. Various employees may handle the same container, return or re-fill making full reconciliation difficult.	When full, these containers are locked away & are issued to a particular item of plant rather than a specific person. Various employees may handle the same container, return or re-fill making full reconciliation difficult. Empty containers are a low value item & don't have a long shelf life however to address the issue Stores will prepare a simple spreadsheet to keep count of containers & record lost or damaged containers where possible.	A detailed format for the spreadsheet is still in progress to address variables in the process outside a simple despatch and on hand.	A spreadsheet has been set up however the process still needs to be refined.								31-May-2017
Tanker and Fuel Pods														
Tanker and Fuel Pod Records Should be Formalised														
6.1.1	The records of fuel issues from the tanker should be maintained in a register that is retained by the tanker operator.	A new Fuel Management System has been ordered which will record fuel issues from the tanker and communicate these transactions to system software.	Fuel management systems have been ordered for tankers which will allow for automatic recording of fuel issues from the tanker against the fleet item being fueled.	2 tankers are still outstanding on order. Mobile consoles from Data Fuel have not arrived as Data Fuel is waiting to finalise another order to commence an extended run.	The tankers have not been delivered since the April update. The mobile consoles were still awaiting delivery at the end of May. (Consoles now arrived early June).	Tankers remain undelivered. 2 Consoles have been set up - 1 is at workshop and 1 fitted to tanker at Warren's Hill. Console for underground fuel tank has been configured. Data fuel technician due for site visit next week.	Data fuel on site visit complete - installed consoles successfully reporting to Stores for underground tanker and tanker at Warren's Hill. 2 tankers have arrived and should be completed in week ending 18.08.17.	Tankers received and operating					Complete	
6.1.2	Ideally, issues of fuel from the tanker should be signed for by another person, if the tanker driver is the same individual as the plant operator.	The new system negates the need for manual signing											NA	
6.1.3	The fuel pod issues should be recorded in a register that is kept with the utility vehicle and issues should be signed for by the plant operator	The new system will enable this		Waiting for receipt of consoles, testing and installation	This is still in progress as noted at 6.1.1	This is still in progress as noted at 6.1.1	To be completed with 6.1.1	Fuel pod issues being recorded via data fuel.					Complete	
Data Capture into Technology One														
7.1.1	Management conduct discussions with the vendors of DataFuel and Starcard to determine whether the information can be downloaded in a manner that would allow integration into Technology One.	We have already started looking into this with the assistance of a TechOne consultant. Further consultancy time is required to progress, including fully testing the system.	We have already started looking into this with the assistance of a TechOne consultant. Further consultancy time is required to progress, including fully testing the system.	Further discussions have been held with the T1 consultant, it has been identified that Data fuel consoles need to be delivered and installed prior to further T1 involvement to allow identification of data fuel fields required in reporting.	This item is dependent on the progress at 6.1.1	This item is dependent on the progress at 6.1.1	Data cleansing is required - a meeting arranged with supervisors for 14.08.17 to address the issues. T1 have been notified that further work required for integration is pending.	Meeting with supervisors held to improve recording of odometers when receiving fuel. Marked improvement noted by stores since the meeting. T1 have commenced work on the conversion file. Further information requested by T1 provided early September.	The Store supervisor has been on leave for 5 weeks (Sept - returning 2nd week of October). Upon his return contact with T1 to advance the conversion file is a priority.	Tech One has been engaged and working with HSC staff to set up data transfer configuration for data fuel and Starcard. Further consultancy is required to progress this and the consultant has been booked for 23rd November.	Tech One consultant worked remotely with Council staff on 21st November, progress was made however there is still work to be done in relation to correctly capturing odometer readings, GST, errors when uploading the Caltex transfer file. Ongoing communication with Tech One is occurring to resolve the issues. Further consultancy may be required to finalise. Tech1 have been asked to confirm availability before Christmas.	Consultation for completion was not available with T1 prior to Christmas close down. The matter will be progressed subject to T1 availability on return of the Management Accountant from leave at end of January.	January/February depending on consultant availability	
7.1.2	Alternatively, management may wish to explore the use of spreadsheet data, with the use of macro's, to allow data to be formatted and uploaded into the Technology One system.	see 7.1.1	Refer comment at 7.1.1.	NA	NA	NA							NA	
7.1.3	Determine whether BP have an electronic platform that Council could utilise to receive data, including odometer readings.	Accounts Payable Supervisor will contact BP Halifax to make initial enquiries. AP confirmed BP do have an electronic platform.	7.1.3 Accounts Payable Supervisor has made contact BP Halifax to make initial enquiries.	It has been confirmed that BP has an electronic platform.									Completed	
7.1.4	Utilise the Caltex Online Business Centre reporting capability through their online portal which contains a number of detection reports that are in a format that allows data analysis.	see 7.1.1	Refer comment at 7.1.1.	Refer comment 7.1.1.	Refer comment 7.1.1.	Refer comment 7.1.1.		Refer comment 7.1.1	Refer comment 7.1.1	Refer comment 7.1.1	Refer comment 7.1.1	Refer comment 7.1.1	Refer comment 7.1.1	January/February
7.1.5	Remind all operators of the purpose and importance of the odometer/hour readings. Regular incorrect records should be treated as deliberate attempts to corrupt data and disguise activities.	Done. Review of records will be ongoing.	Tuesday 10th January 2017 Stores attended pre-start meetings at the Depot to advise of new measures already put in place regarding issue of fuel & reiterated the need for odometer/hour reading to be accurately entered.	NA									Completed	
7.1.6	Once data is uploaded into Technology One, Fleet Officers should routinely analyse the usage of fuel to confirm that usage patterns appear reasonable (and, if not, investigated). The key fuel data analytics that could be considered are: § Fuel tank size vs actual volume purchased (Indicates more than one car being filled at a time) § Number of purchases in a month (Indicates potential for filling another car on the key/card) § Weekend and out of hours' purchases (Indicates that personal vehicles may be filled)	To be reviewed and implemented based on outcomes achieved via the automation of Datafuel and Caltex fuel entries and invoices into CSI. This is work in progress but is a high priority	An electronic communication device has been ordered to allow for the transfer of data between electronic consoles and PC/IT infrastructure. On completion of this installation and consultancy works undertaken by TechOne the example reports will be investigated and developed as required.	Dependent on previous step - see 7.1.1.	Dependent on previous step - see 7.1.1.	Dependent on previous step - see 7.1.1.	Dependent on previous step - see 7.1.1	Dependent on previous step - see 7.1.1	Dependent on previous step - see 7.1.1	Dependent on previous step - see 7.1.1	Dependent on previous step - see 7.1.1	Dependent on previous step - see 7.1.1	Dependent on previous step - see 7.1.1	January/February

OFFICE OF THE MAYOR AND CHIEF EXECUTIVE OFFICER MONTHLY STATUS REPORT – JANUARY 2018

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number – 121217-29 – Mayor Jayo – Solar Projects Feasibility Assessment

That Council accept the quote from Resource Analytics for \$27,400 (excl. GST) for the preparation of a feasibility assessment to assess the suitability of rooftop solar on Council's main Administration Building in Ingham, as well as large scale solar photovoltaic (PV) on Council's preferred site to offset Council's electricity usage (project).

Phase One will cover Tasks 1 to 6 which will cover:

- Task 1 Electricity Profile Analysis
- Task 2 Rooftop Solar at Council Administration building
- Task 3 Constraints Assessment site visit
- Task 4 Ergon Liaison
- Task 5 Technical Feasibility of large scale solar
- Task 6 Report and Communication
- Task 7 Council Workshop

The sum of \$27,400 (excluding GST) will be funded from the repurposing of the \$100,000 provided in the Capital Budget for solar on Council's Administration Building roof.

Status:

January 2018 Update – Resource Analytics appointment has been confirmed. Funding will be repurposed at the December budget review.

Resolution Number – 121217-16 – Chief Executive Officer – Annual Leave

That Council approve leave of absence for the Chief Executive Officer from Council from Friday 22 December 2017 to Friday 5 January 2018 inclusive.

That Council appoint Executive Manager Development, Planning and Environmental Services to the position of Acting Chief Executive Officer for the period from Tuesday 2 January to Friday 5 January 2018 inclusive.

Status:

January 2018 Update – Complete.

Matter Closed

Resolution Number – 121217-15 – Hinchinbrook Local Disaster Management Plan (LDMP)

That Council call Expressions of Interest for an appropriately qualified consultant to prepare a viability / suitability report.

That Council adopt the Hinchinbrook Local Disaster Management Plan Version 1.6 as presented and copies of updated pages be forwarded to members detailed on Distribution List contained within the Plan.

Status:

January 2018 Update – Report has been circulated to members.

Resolution Number – 281117-17 – Agricultural Diversification Study

That Council call Expressions of Interest for an appropriately qualified consultant to prepare a viability / suitability report.

Status:

January 2018 Update – In progress.

December 2017 Update – In progress.

Resolution Number – 311017-20 – Councillor Opportunities – Attendance at Townsville Enterprise Edu Tourism Cluster

That Deputy Mayor Mary Brown travel to Singapore in January / February 2018 to participate in the Townsville Enterprise Edu Tourism Cluster.

Status:

January 2018 Update – Still awaiting confirmation of tour.

December 2017 Update – Awaiting confirmation of tour.

November 2017 Update – Expression of Interest lodged for Deputy Mayor to attend.

Resolution Number – 260917-32 – Councillor Skinner

That Councillors Skinner and Tack be authorised to attend an inspection of the Sunshine Coast Regional Council solar farm on Thursday 19 October 2017 at Council's cost and expense in pursuance to the terms of the Councillors Expenses Reimbursement Policy.

Status:

January 2018 Update – Resource Analytics have now been appointed.

Matter Closed

December 2017 Update – Joel Harris from Resource Analytics met with Council on 14/11/17. Initial proposal of estimated costs relating to each stage now received.

November 2017 Update – Briefing to occur at Council's Briefing Session on Tuesday 5 December 2017.

October 2017 Update – Councillors Skinner and Tack attended Sunshine Coast Regional Council on Thursday 19 October. Briefing to be held regarding outcome of investigations.

Resolution Number – 290915-47 – Southern Atherton Tablelands Development Scheme (SATDS)

That Council agree to:

- The formation of a Southern Atherton Tablelands Steering Committee with the objectives of exploring the potential benefits of the Southern Atherton Tablelands Development Scheme and lobbying for funding to prepare appropriate feasibility studies and master planning.
- Endorsement of the Steering Committee consisting of two representatives from each of Hinchinbrook Shire Council, Tablelands Regional Council and Herbert River Improvement Trust and one each from Townsville Enterprise, Advance Cairns and the Department of State Development, subject to agreement from each organisation.

- A Memorandum of Understanding between participating organisations to initially form the basis for the Steering Committee, delegating authority to the Committee to develop its own Terms of Reference and to authorise expenditure of available funds to achieve its objectives.
- A seeding fund contribution for the Committee as part of its first 2015 / 2016 budget review.

Status:

January 2018 Update – No further update.

December 2017 Update – Still awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council. Further letter sent requesting copy of TRC EOI for Feasibility Study.

November 2017 Update – Still awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council. Further letter sent requesting copy of TRC EOI for Feasibility Study.

October 2017 Update – Still awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council. Further letter sent requesting copy of TRC EOI for Feasibility Study.

September 2017 Update – Still awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council.

August 2017 Update – Awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council.

July 2017 Update – CEO corresponding with Tablelands Regional Council CEO advising that as Tablelands Regional Council will not release the Funding Agreement, Council will only agree to pay \$8,000 which was Council's share of costs incurred to date in February 2016.

June 2017 Update – Tablelands Regional Council CEO has advised that “on legal advice” they will not release the Deed as it was an agreement between Tablelands Regional Council and two Governments.

May 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.

April 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.

March 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.

February 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.

January 2017 Update – CEO of Tablelands has verbally confirmed that Hinchinbrook Shire Council has been included in the funding agreement re: flood mitigation. Still waiting to see copy of agreement.

December 2016 Update – CEO has formally written to Tablelands Regional Council asking confirmation that funding agreement has been changed to also reflect flood mitigation in its own right.

November 2016 Update – Council still awaiting confirmation that funding agreement has been changed to also reflect flood mitigation in its own right.

October 2016 Update – The Tablelands Regional Council passed the following resolution at its last Council meeting:

- *Write to the members of the Southern Atherton Tablelands Irrigation Development and Flood Mitigation Steering Committee and thank them for their hard work and dedication in advocating for the development of the Southern Tablelands region;*
- *Endorse working together with Hinchinbrook Shire Council and Herbert River Improvement Trust to support the investigation of new dams, weirs, pipelines and channels to support significant new irrigated agricultural development in the upper Herbert River, taking into consideration flood mitigation and power generation possibilities;*
- *Continue to advance the National Water Infrastructure Development Fund agreement for the purpose as stated above;*
- *Approve the expenditure of up to \$10,000 (ex-GST) for project management leading up to the finalisation of the Grant Deed and that these funds be expended from joint funds provided by the Herbert River Improvement Trust and Hinchinbrook Shire Council with their express agreement.*

Hinchinbrook Shire Council is still confirming the change to the agreement to reflect flood mitigation in its own right.

September 2016 Update – Steering Committee meeting was held at the Tablelands Shire Council on 5 September 2016. In attendance were Mayor Ramon Jayo, Councillor Wally Skinner along with CEO. Key outcomes were:

- 1. Joint Arrangement between the Tablelands Regional Council (TRC) and Hinchinbrook Shire Council (HSC) and Herbert River Improvement Trust (HRIT) – to be negotiated*
- 2. Note that each party may be required to contribute a further \$25,000 each to the project in order to meet the current terms of the funding arrangement (applicant's contribution) pending consideration by the relevant parties*
- 3. HSC and HRIT to draft an agreement between themselves*
- 4. TRC and HSC to exchange letters in agreement of the way forward with expenditure of funds for the project management in the interim with an anticipated cost of \$10,000 ex GST via an agreed scope between the parties*
- 5. TRC negotiate with the terms of the grant deed*
 - Item 1 – leave as it currently exists in the draft*
 - Item 2 - Activity - Scope to include reference to flood mitigation and power generation such as: "whilst recognising that some flood mitigation capacity may be provided for the Lower Herbert Floodplain"*
 - Item 3 – Clarification around pre-feasibility and feasibility – can this be done with the total funds*
 - Item 4 – commencement and term – negotiation to start and be completed before the end of this term of local government*
 - Item 5 – Milestone payments – negotiate*
 - 35 % to engage contractors*
 - 35 % on receipt of investigation reports*
 - 20 % on receipt of draft pre-feasibility study*
 - 10 % on receipt of pre-feasibility study*
 - Item 6 – negotiate \$75,000 initial contribution from the parties and see if day-labour can be costed to this contribution*
- 6. Joint media release agreed between the parties*
- 7. Respective CEO's to present report covering the above to their next General Meetings.*

August 2016 Update – No further progress.

July 2016 Update – No further update.

June 2016 Update – Meeting held between Hinchinbrook Shire Council Mayor and CEO and Tablelands Regional Council Mayor and CEO on Friday 10 June 2016. Decided that Mayor and CEO would visit Tablelands in the future to receive a full briefing with the Tablelands Regional Council.

May 2016 Update – No further update at this stage.

March / April 2016 Update – Meeting was held on 9 March 2016. Business Case has also been developed for a Preliminary Indicative Economic Analysis completed by Cummings Economics. Department of Agriculture and Water Resources were considering recommending \$750,000 in funding to focus on economic viability and business case development of the preferred infrastructure for the proposal.

A flying minute will need to be confirmed at the next meeting of the Committee as follows:

- That Committee Members agree to \$750,000 in funding to focus on economic viability and business case development of the preferred infrastructure for the proposal*
- That Committee Members agree to employing GHD under Local Buy, for an amount up to \$4,000, to amend the original application to provide a revised project plan and budget which will focus on economic viability and business case development of the preferred infrastructure for the proposal, for an amount of \$750,000.*

February 2016 Update – Draft Memorandum of Understanding and Contribution Agreement for the Joint Steering Committee now received. Tablelands Regional Council's Mayor and Deputy Mayor are keen to progress the matter to facilitate an inaugural meeting of the Joint Steering Committee being held as soon as possible in February.

January 2016 Update – Correspondence dated 4 December 2015 received from Tablelands Regional Council (TRC) advising of their adoption on 19 November 2015 of the Report. TRC will now form the Steering Committee and prepare a draft Memorandum of Understanding in consultation with member organisations. TRC adopted a further resolution on 3 December 2015 to provide \$25,000 seed funding. Expressions of Interest under the National Water Infrastructure Development Fund close 21 January 2016 and they will proceed to lodge an EOI.

December 2015 Update – Understand that Tablelands Regional Council have adopted the Report but yet to receive correspondence from them in relation to this.

November 2015 Update – Tablelands Regional Council have not yet considered the matter at a formal Council meeting but this will be reported to their Ordinary Meeting on 19 November 2015 and will advise Council of the outcome after that point.

October 2015 Update – Letter written to Tablelands Regional Council advising them of resolution outcomes.

LATE BUSINESS ITEMS FROM GENERAL MEETINGS

- **GENERAL MEETING – 29 AUGUST 2017**

- 3.4 **COUNCILLOR MARC TACK – ROTARY PARK TOILETS**

Discussions regarding Rotary Park toilets – urinal plumbing leaks.

Action - CEO to follow up with the Facilities Manager.

January 2018 Update – Privacy screen has been installed.

Matter Closed

December 2017 Update – Privacy screen installation which was scheduled for November has actually been deferred until December.

November 2017 Update – Privacy Screen and whirly birds have been installed.

October 2017 Update – It was decided at Councillor Portfolio Meeting 19/09/2017 the child's urinal will no longer be considered. Leak at the cistern repaired and whirly birds have been installed. Seeking quotations for privacy screen options.

September 2017 Update – The smell in these toilets does not appear to be caused by leaks. Various amendments to these toilets are currently under discussion including installing a child's urinal, whirlybirds and a privacy screen.

- **GENERAL MEETING – 25 JULY 2017**

- 3.3 **MAYOR JAYO – ROAD TO ITALIAN RADIO STATION ON WARREN'S HILL**

The Mayor informed that complaints had been received concerning the state of access to the Italian Station Repeater on Warren's Hill. He also commented that due to legal liability issues, access to the area should be restricted to authorised personnel only (people with infrastructure only) and that a licence system incorporating specific terms and conditions of access, safety induction requirement and indemnification issues be prepared.

Action - EMDPES to ensure access to the area is restricted to authorised personnel only (people with infrastructure only).

EMDPES prepare a licence system incorporating specific terms and conditions of access, safety induction requirement and indemnification issues.

January 2018 Update – Agreement is now finalised and is being implemented.

December 2017 Update – Policy is now with CEO for final sign off.

November 2017 Update – WHS recommendations were received and Policy has been finalised and sent to CEO for approval. The authorised sign has been erected for a few months. The gate key currently is assessed by a number of people and an idea was delivered by Council's Community Services Facilities Officer to the CEO (principally that Council should take away the Council and Italian Radio locks and replace with a Council lock which is a sub-lock of Warren's Hill Transfer Station lock, but it can only be opened by the user or by the Warren's Hill Transfer Station key, the second gate has that type on lock on it and then issue a key to Mario Torrisi which would give Council the security for this site).

October 2017 Update – Procedure is being finalised with HR.

September 2017 Update – Authorised Personnel Only sign has been installed and the Procedure is in final stages with HR.

August 2017 Update – A draft document has been prepared setting out requirements for use of the access road. A locked gate is currently in place to restrict access to the road.

- **GENERAL MEETING – 30 MAY 2017**

- 3.2 **MAYOR JAYO – PASSAGEWAY BETWEEN GRANDSTAND AND OLD GRANDSTAND – INGHAM SHOWGROUNDS**

Action - Installation of a removable fence panelling (near passageway between Grandstand and old Grand Stand) to act as a gate including a cross-over over the drain to allow pedestrians to access the oval for events such as Relay for Life.

January 2018 Update – Workshop personnel are aware of the project pending. Expected action date is towards the end of February to be confirmed on return of staff from annual leave at end January.

December 2017 Update – Councillor Skinner advised at Portfolio Meeting 21 November that Relay for Life would like the gate installed. Liaising with workshop personnel on a suitable date for completing the work.

November 2017 Update – No further progress. Still on hold pending further feedback.

October 2017 Update – No further progress. Still on hold pending further feedback.

September 2017 Update – No further progress. Still on hold pending further feedback.

August 2017 Update – No further progress. Have been advised by Councillor Skinner to put on hold until further notice.

July 2017 Update – No further progress.

June 2017 Update – Aerial photo and photos of existing gates provided to Mayor for decision as to desired location of gate.

- **GENERAL MEETING – 26 APRIL 2017**

- 3.4 **MAYOR – DESIGNATED RESERVE PARKING FOR COASTGUARD AT DUNGENESS**

Consideration of a designated exclusive parking area for the Coastguard at Dungeness.

Action - Council to investigate an appropriate exclusive parking area for the Coastguard at Dungeness.

January 2018 Update – Carpark has now been widened. "No Parking" sign will be installed in the next few weeks.

December 2017 Update – Feedback received that the carpark is too narrow. Works crews have been notified that the car park needs to be widened and work will be scheduled when resources allow.

November 2017 Update – Carpark works have been completed. The only outstanding item is the installation of a “No Parking” sign in front of the area to discourage vehicles blocking the designated parking area.

October 2017 Update – Works scheduled for early October 2017.

September 2017 Update - Council have contact the Coastguard representative and have confirmed dimensions of the park. Works will be commencing imminently.

August 2017 Update – Works have been programmed, works staff confirming final layout and dimensions with Coastguard representatives.

July 2017 Update – Works to be programmed.

June 2017 Update – Inspection with Councillors confirming alternative location occurred on 13/06/17. Works will be programmed and completed when resources allow.

May 2017 Update - Preliminary scope, location and cost estimate provided to Councillor Tack on 5 May 2017 to confirm with stakeholders. Awaiting response.

- **GENERAL MEETING – 25 OCTOBER 2016**

- 3.3 **COUNCILLOR ANDREW LANCINI – LUCINDA SWIMMING ENCLOSURE**

Councillor Lancini raised whether Council could investigate other treatments for the eastern side of the Lucinda Swimming Enclosure (e.g. recycled plastic slats) to alleviate sand encroachment which currently causes problems on the eastern side of the enclosure.

Action – Executive Manager Engineering Services and Executive Manager Environment and Community Services to brief Council at a future Briefing Session.

January 2018 Update – The swimming enclosure net has now been installed and the floats have been attached to the net on a trial basis as per the discussions with Council and the LPA. The \$50,000 Works for Queensland Round 2 project is on hold until the outcome of trial is known.

December 2017 Update – As per last months update, still awaiting feedback from LPA to finalise Management Plan.

November 2017 Update – The LPA were issued a draft of the 2017/2018 Management Plan for comment on 04/09/17 (ECM # 2217091). Some feedback received and further discussions required to finalise the Plan. It is currently unclear when the LPA intend to trial attaching floats to the swimming enclosure.

October 2017 Update – Repairs have been completed and Lucinda Progress Association have been notified of the planned dates the net is to be reinstated.

September 2017 Update - Repairs are currently being undertaken. The net has sustained a large amount of damage. NOTE - \$50,000 Works for Queensland Round 2 Funding confirmed for net replacement.

August 2017 Update - Swimming enclosure net has been removed and is currently being repaired. Lucinda Progress Association will then trial fitting buoys and the net will be re-installed.

July 2017 Update – As communicated via the Mayor, current strategy is the local operators in charge of maintaining the stinger net are planning to trial attaching buoys to the net to keep the net from being buried by debris and sand.

June 2017 Update – EMECS provided briefing on 12 June 2017. Matter still being investigated.

May 2017 Update – Noted on future Briefing Session list.

April 2017 Update – Noted on future Briefing Session list.

March 2017 Update – Noted on future Briefing Session list.

February 2017 Update – Noted on future Briefing Session list.

January 2017 Update – Noted on future Briefing Session list.

December 2016 Update – Noted on future Briefing Session list.

November 2016 Update – Noted on future Briefing Session list.

- **GENERAL MEETING - 26 APRIL 2016**

- 3.1 **COUNCILLOR MARY BROWN – SHIRE DIRECTIONAL SIGNAGE IN FRONT OF PUBLIC TOILETS AT VINCE CORBETT PARK, FORREST BEACH**

Forrest Beach Progress Association have reported that the directional signage is unreadable and of poor quality. Executive Manager Environment and Community Services advised that the electronic notice board was originally thought to be able to notify the public however Council is currently in the process of awaiting receipt of a signage design.

Action - Outcome of investigations to be provided to Council.

January 2018 Update – No further update.

December 2017 Update – Awaiting installation of the Highway Tourist Drive, which is on hold.

November 2017 Update – Awaiting installation of the Highway Tourist Drive, which is on hold.

October 2017 Update – Awaiting installation of the Highway Tourist Drive, which is on hold.

September 2017 Update - This matter is still in progress.

August 2017 Update – This matter is still in progress.

July 2017 Update – EDO has sought response from Forrest Beach Progress Association. EDO is now seeking confirmation of text internally which will be sent back to Forrest Beach Progress Association for approval. Once text is approved by both parties, this can be added to design package ready for sign manufacturer.

June 2017 Update – EDO has contacted the Forrest Beach Progress Association regarding wording for signage.

May 2017 Update – Economic Development Officer (EDO) is currently liaising with Progress Associations to discuss “see and do” elements of drive signage.

April 2017 Update – Discussions will be held with EMECS regarding park signage at the April Briefing Session. A Hinchinbrook Way drive sign will be erected in the area. It is anticipated that the sign will be installed early in the 2017 / 2018 financial year.

March 2017 Update – Directional signage continues to be progressed by SEDTO.

February 2017 Update – Faded sign removed and will be replaced with directional signage being progressed by SEDTO.

January 2017 Update – The existing faded sign will be removed before end of January 2017.

December 2016 Update – Applying for Queensland Transport Infrastructure Funding (QTIF) and envisage regardless of funding that the sign will be erected at Forrest Beach no later than 30 June 2017.

November 2016 Update – No further update.

September / October 2016 Update – Senior Economic Development and Tourism Officer (SEDTO) advised update at PCG meeting on 15 September 2016. Council progressing signage through the Hinchinbrook Way Drive.

August 2016 Update - Senior Economic Development and Tourism Officer (SEDTO) is continuing to progress the Hinchinbrook Way Drive Signage and will provide an update to Council at the CBD Project Control Group (PCG) Meeting on 15 September 2016.

July 2016 Update - The Senior Economic Development and Tourism Officer (SEDTO) has had initial discussions with the Forrest Beach Progress Association (FBPA) regarding the signage and the FBPA has advised they support the signage and information to be provided in the Hinchinbrook Way Drive Loop.

June 2016 Update – Forrest Beach Progress Association have been in discussion with Senior Economic Development and Tourism Officer (SEDTO) regarding the possibility of rebranding the sign, including an update of the information (which has already been completed) to follow the Hinchinbrook Way style guide.

Acting Executive Manager Environment and Community Services has discussed this with SEDTO who has assumed responsibility for this project in regards to design.

May 2016 Update – FBPA have advised that they would prefer to wait for the new precinct sign to be installed before considering whether this sign is still needed or wanted.

April Update – The draft design for the new sign has been finalised and is being sent to FBPA and Council for approval.

LEAVE OF ABSENCE – COUNCILLOR MARIA BOSWORTH

Executive Summary

Councillor Maria Bosworth has requested family leave of absence from Council for the next two months, effectively covering the January to March Council meetings.

For Council Decision – Recommendation

That leave of absence is granted to Councillor Maria Bosworth for the period 30 January 2018 to 31 March 2018.

Background

Not applicable

Attachments

Nil

Statutory Environment

The Local Government Remuneration and Discipline Tribunal determine the maximum rate payable to Councillors. The Tribunal determined that the amounts prescribed for the Mayor and Deputy Mayor are payable in full, and are not subject to attendance of Council's General Meetings.

All other Councillors are paid a base payment and a subsequent meeting fee for attendance at each General Meeting of Council.

A Councillor shall be deemed to be eligible for the meeting fee payment component of remuneration if:

1. They have attended at least part of the General Meeting of Council.
- OR
2. They have obtained a leave of absence from a General Meeting of Council.

A Councillor will be deemed to comply with point one above, attendance at a General Meeting, when the minutes of that meeting reflect such attendance of the individual Councillor. Thus the Councillors shall be deemed eligible for payment of the meeting fee payment component of remuneration for that month.

A Councillor will be deemed to comply with point two above, leave of absence, when they have been given leave by Council for non attendance of a General Meeting of Council

Policy Implications

Not applicable

Consulted With

Mayor

Financial and Resource Implications

Nil

Risk Management Implications

Nil

Strategic Considerations

Nil

Officers Comment

Nil



COUNCILLOR ACTIVITY REPORT

AS AT 31 DECEMBER 2017

MAYOR RAMON JAYO
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01/12/2017				Seniors Christmas Morning Tea		9.30am - 11.30am
01/12/2017					Interview with ABC	12.15pm - 12.30pm
01/12/2017					Scouts presentation to Mayor's Christmas Appeal	4.00pm - 4.30pm
03/12/2017				Carols by Candlelight & Mayor's Light up the Tree		5.30pm - 9.30pm
04/12/2017					On site inspection - Airport	10.00am - 11.00am
04/12/2017		IGEM Meeting				3.00pm - 4.00pm
04/12/2017		Lucinda Progress Assoc Meeting				7.00pm - 8.00pm
05/12/2017	Councillor Briefing Sessions					9.00am - 5.00pm
06/12/2017		HRSAC Meeting				10.30am - 11.30am
06/12/2017		LDMG Discussions - Helicopter Landing Sites				1.00pm - 2.00pm
06/12/2017					Discussions with HRE	2.00pm - 2.30pm
06/12/2017					Meeting with resident	3.00pm - 3.30pm
07/12/2017					Meeting with resident	8.45am - 9.00am
07/12/2017				Ingham District Seniors Morning Tea		10.00am - 10.30am
10/12/2017				Macknade Bowls Club - Christmas function		12.30pm - 1.30pm
11/12/2017					Teleconference - Gilkersons	3.00pm - 4.00pm
12/12/2017	General Meeting					9.00am - 1.00pm
13/12/2017		LDMG Meeting				9.30am - 11.30am
13/12/2017					Meeting with resident	12.15pm - 1.00pm
14/12/2017					Meeting with residents	11.30am - 12.30pm
14/12/2017					Christmas Appeal handover to HCSC	1.45pm - 2.15pm
15/12/2017		Meeting with GBC Australia				11.00am - 1.00pm
17/12/2017				Texas Terror Sunday		10.00am - 11.00am
18/12/2017					Mayoral Meeting	9.00am - 10.30am
19/12/2017					Meeting with TEL	2.30pm - 3.30pm
20/12/2017					YTO Tractor Opening Function	5.00pm - 5.30pm
20/12/2017				Lucinda Carols by Candlelight - present light trail prizes		6.30pm - 8.30pm
21/12/2017					Introduction to Townsville NQ Region for Consul Jiging Jiang - Head : Ministry of Economic & Commerce China Consulate Office , Brisbane	12.30pm - 2.30pm

COUNCILLOR MARY BROWN
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01/12/2017				Senior's Morning Tea - MC		09.00am-11.30am
03/12/2017				Carol's by Candlelight - MC		05.30pm-08.30pm
04/12/2017		Airport Meeting-Grant Appl/Fill				10.00am-10.30am
05/12/2017	Councillor Breifing					09.00am-04.30pm
06/12/2017		More Entrepreneurs Group - Tville				09.00am-11.00am
07/12/2017					4KZ - Hinchinbrook Segment	07.00am-07.15am
11/12/2017		FNQROC - Cairns				09.00am-12.30pm
12/12/2017	Monthly Meeting					09.00am-12.30pm
12/12/2017				Ambassador Christmas Dinner-MC		06.00pm-09.00pm
14/12/2017					4KZ - Hinchinbrook Segment	07.00am-07.15am
14/12/2017		EDPM Fortnightly Update				01.00pm-03.30pm
15/12/2017		Tyto Staff EOY Morning Tea				10.30am-11.00am
15/12/2017		Waste Rubbish Poposal				11.00am-12.00pm
18/12/2017		Meet With New Tourism Business Proponent				12.00om-01.00pm
19/12/2017		TEL - Discussions DTP				02.30pm-05.00pm
20/12/2017					Dave Tombs Farewell Lunch	12.00pm-01.00pm
21/12/2017					4KZ - Hinchinbrook Segment	07.00am-07.15am

COUNCILLOR MARIA BOSWORTH
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
December						
5.12.17	Briefing Session					
7.12.17		LHWMA				
12.12.17	HSC - General Meeting					

COUNCILLOR KATE MILTON
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
03/10/2017	Council Connect					9am - 4.30pm
04/10/2017		EMECS Portfolio				10.30am -11.30am
10/10/2017	Briefing Session					9am - 5pm
11/10/2017				Gilroy High school war veterans honor role presentation		1pm - 2pm
17/10/2017		Chamber of Commerce				5.30pm-7pm
24/10/2017	Portfolio Meetings					8.30am-5pm
25/10/2017				Landcare/ Catchment		9am-12pm
31/10/2017	General Meeting					9am-4.30pm
07/11/2017	Council Connect					9am-5pm
08/11/2017		Como Rd Drainage and ISD portfolio				3pm-5pm
28/11/2017	General Meeting					9am-12.30pm
08/12/2017				Gallery Exhibition Opening - Animalia, Ted Core Historical Reflections, Proof of Life		6.30pm - 7.30pm
12/12/2017	General Meeting					9am-1.30pm
12/12/2017		Chamber of Commerce				5pm-7.30pm
15/12/2017					Meeting with GBC Australia	11am-12.30pm
19/12/2017		Update with EMDPES				2.30pm-3.30pm

CR. MARC TACK
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01 12 2017				Seniors Morning Tea		9.30am - 11.45am
05 12 2017	Councillor Breifing Session					9.00am - 5.00pm
06 12 2017		Consumer Health Group meeting				9.30am - 11.00am
07 10 2017		QAO Breifing				9.30 am - 11.30am
12 12 2017	General Meeting					9.00am - 1.00pm
15 07 2017		HCSC Finance Meeting				9.00am - 11.00am
18 12 2017		Hand over CFO				9.00am - 10.30am
20 12 2017		HCSC meeting				12.00pm - 2.30pm
21 12 2017		Facilities Portfolio handover				9.00am - 10.00am
21 12 2017		Corporate Services handover				10.00am - 12.00pm

COUNCILLOR ANDREW LANCINI
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01/12/2017				Seniors Christmas Morning Tea		9.30am - 11.30am
05/12/2017	Councillor Briefing Session					9.00am - 4.00pm
12/12/2017	General Meeting					9.00am - 2.00pm
12/12/2017				Ambassador Christmas Dinner		6.00pm - 9.00pm
14/12/2017		Fortnightly update with EMDPES and MCED				1.00pm - 3.00pm
15/12/2017		Meeting with GBC Australia				11.00am - 1.00pm

CR. WALLY SKINNER
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01-Nov		State Council of River Trusts				7
02-Nov		State Council of River Trusts				7
03-Nov		State Council of River Trusts				7
07-Nov	Councillor Connect				Lucinda Foreshore inspection	8
08-Nov					Meet the candidates session	2
08-Nov					Employee Recognition Brunch	2
08-Nov				Como Rd drainage mediation		2
14-Nov	Councillor Briefing					8
16-Nov		HRIT Meeting				4
21-Nov	Councillor Portfolio Meetings					2
22-Nov		ISD briefing				3
23-Nov					Guardian refresher training	3
28-Nov	Council General Meeting					8
30-Nov		TAG Meeting				2
30-Nov				ISS Graduation Ceremony		3
01-Dec				Seniors Christmas Morning Tea		3
04-Dec			Weed Society Symposium			5
05-Dec			Weed Society Symposium			8
06-Dec			Weed Society Symposium			8
07-Dec			Weed Society Symposium			7
12-Dec	Council General Meeting					7
12-Dec				Ambassadors Christmas Dinner		3
15-Dec	Councillor Briefing - Waste					3
16-Dec		TAG Christmas function				4