



MINUTES OF THE GENERAL MEETING OF THE HINCHINBROOK SHIRE COUNCIL

HELD IN THE COUNCIL CHAMBERS
INGHAM ON TUESDAY
31 JANUARY 2017
AT 9.00 AM

ATTENDANCE

- Present were Councillors R Jayo, ME Brown, DM Bosworth, AJ Lancini, KS Milton, WG Skinner and MG Tack
- Also present was the Chief Executive Officer (DA McKinlay), Executive Manager Engineering Services (J Stewart), Executive Manager Development and Planning (R Pennisi), Executive Manager Corporate Services (D Tombs), Executive Manager Environment and Community Services (T Tanase) and Executive Assistant (BK Edwards)

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

PRAYER

- Councillor Milton opened the meeting with prayer

1. MINUTES

- *Moved Councillor Tack*
Seconded Councillor Lancini

Resolved that the Minutes of the General Meeting held on 13 December 2016 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 for December 2016.

- Moved Councillor Skinner*
Seconded Councillor Bosworth

Council Resolution - That the Report be received and noted.

Carried – 310117-01

2.1.2 MONTHLY STATUS REPORT

Consideration of monthly Executive Manager Corporate Services Status Report for January 2017.

- Moved Councillor Tack*
Seconded Councillor Skinner

Council Resolution – That the Report be received and noted.

Carried – 310117-02

2.1.3 FINANCIALS

Consideration was given to a report of financial activities as at 31 December 2016.

- Moved Councillor Tack*
Seconded Councillor Milton

Council Resolution - That the Report be received and noted.

Carried – 310117-03

2.2 ENGINEERING

2.2.1 ENGINEERING SERVICES ACTIVITY REPORT

Consideration of monthly Engineering Services Activity Report for December 2016.

Moved Councillor Skinner
Seconded Councillor Milton

Council Resolution – That the Report be received and noted.

Carried – 310117-04

2.2.2 MONTHLY STATUS REPORT

Consideration of monthly Executive Manager Engineering Services Status Report for January 2017.

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution – That the Report be received and noted.

Carried – 310117-05

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 2016.

Moved Councillor Lancini
Seconded Councillor Milton

Council Resolution – That the Report be received and noted.

Carried – 310117-06

2.2.4 WORKS PROGRAM REPORT

Consideration was given to a report of civil operations for the month of December 2016.

Moved Councillor Skinner
Seconded Councillor Milton

Council Resolution – That the Report be received and noted.

Carried – 310117-07

Senior Economic Development and Tourism Officer, B Christie-Johnston and Acting Information Services Mangers, D Halberg entered the meeting at 9.34 am

2.2.5 SUMMARY OF GRANT APPLICATIONS ENDING 31 DECEMBER 2016

Consideration of Report to Council from Grants Officer dated 12 January 2017 providing a summary of funding applications submitted for the period ending 31 December 2016.

Moved Councillor Lancini
Seconded Councillor Brown

Council Resolution – That the Report be received and noted.

Carried – 310117-08

2.2.6 HERBERT RIVER FLOOD DEPTH AND HAZARD MAPS

Consideration of Report to Council from Infrastructure Engineer dated 4 January 2017 seeking Council approval of 2015 Herbert River Flood Depth and Hazard Maps to be released for public consultation as part of the 2017 Draft Hinchinbrook Shire Planning Scheme communication and consultation strategy.

Moved Councillor Bosworth
Seconded Councillor Brown

Council Resolution – That Council approve the 2015 Herbert River Flood Depth and Hazard Maps be released for public consultation as part of the 2017 Draft Hinchinbrook Shire Planning Scheme communication and consultation strategy.

Carried – 310117-09

2.3 DEVELOPMENT AND PLANNING

2.3.1 ECONOMIC DEVELOPMENT AND PLANNING ACTIVITY REPORT

Consideration of monthly Economic Development and Planning Activity Report for December 2016.

Moved Councillor Lancini
Seconded Councillor Brown

Council Resolution – That the Report be received and noted.

Carried – 310117-10

2.3.2 MONTHLY STATUS REPORT

Consideration of monthly Executive Manager Development and Planning Status Report for January 2017.

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution – That the Report be received and noted.

Carried – 310117-11

2.3.3 FESTIVAL AND EVENTS SPONSORSHIP ACQUITTAL UPDATE 2016 / 2017

Consideration of Report to Council from Tourism Officer dated 12 December 2016 regarding updated on applications received for Festival and Events Sponsorship for 2016 / 2017.

Moved Councillor Bosworth
Seconded Councillor Brown

Council Resolution – That Council acknowledge 12 local festivals and events have successfully completed as of 20 November 2016, receiving a total of \$86,150 in funding. 13 in round applications (\$85,900) and 1 out of round application (\$250).

Organisation	Event	Amount	Actual Attendees	Organisation Benefit
Macknade Bowls Club Incorporated	Tropical Mixed Fours, 9 July 2016	\$200.00	64 players,	Purchase of local supplies
Ingham Bowls Club Incorporated	Ingham Bowls Club Invitational Fours, 30 - 31 July 2016	\$200.00	24 locals, 46 non locals	Assisted club in fundraising
Ingham Tennis Association	Ingham Open Tennis Championships, 22 - 24 July 2016	\$1,000.00	85 locals, 160 non-locals, 2 international players	Prize money
Herbert River Jockey Club	Ingham Gold Cup, 3 September 2016	\$2,000.00	Acquittal not received	Prize money and event set up
Herbert River Jockey Club	November Race Day, 19 November 2016	\$2,000.00	Acquittal not received	Prize money and event set up
Ingham Sugar City Rodeo Incorporated	Sugar City Rodeo, 2 - 3 September 2016	\$2,500.00	700 locals, 300 non locals	Covered operational costs – profits donated to local charities
Lions Club of Ingham	2016 Q2 Zone 4 Convention, 11 -13 November 2016	\$2,000.00	Acquittal not received	
Lions Club of Ingham	Hinchinbrook Family Fishing Classic, 23 - 24 September 2016	\$4,000.00	Acquittal not received	

Organisation	Event	Amount	Actual Attendees	Organisation Benefit
Ingham Rotary Club	Maraka Festival 8 – 29 October 2016	\$11,000.00	Acquittal not received	
Herbert River Pastoral and Agricultural Association Incorporated	Ingham Show 7 – 8 July 2016	\$24,000.00	9,407 locals, 800 non locals	Event set up and entertainment
Australian Italian Festival Association Incorporated	Australian Italian Festival, 4 – 7 August 2016	\$37,000.00	2,700 locals and 6,300 non locals 25% increase in attendance	Equipment hire for 2 day festival at TYTO
Noorla Bowls club	Noorla 4's Competition 12 – 13 November 2016	\$250.00	35 locals and 80 non locals	
Total Sponsorship Paid 2016 / 2017		\$86,150.00		

That Council continue to endorse financial assistance of \$6,200 to the remaining 2 events as approved by the panel on 15 June 2016 that are yet to be held and invoiced in 2016/2017 financial year.

Organisation	Event	Amount
Gilroy Santa Maria Parents and Friends Association	Gilroy Santa Maria Gruelling Games	\$1,200.00
Herbert River Cricket Association	HRCA Over 40's T20 Challenge, 6 - 7 May 2016	\$5,000.00
Total Sponsorship endorsed and allocated 2016 / 2017		\$6,200.00

That Council continue to endorse the remaining out of round financial assistance to the sum of \$2,650 for the remaining 2016 / 2017 financial year.

Carried – 310117-12

The meeting adjourned at 9.57 am for morning tea and resumed at 10.31 am

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

2.3.4 RFQ 001487 – INGHAM CBD FREE WI-FI NETWORK

Consideration of Report to Council from Senior Economic Development and Tourism Officer dated 17 January 2016 regarding quotes received for RFQ 001487 for the survey, design, supply, installation, maintenance and operation of a free public Wi-Fi network throughout the Ingham CBD.

Moved Councillor Brown
Seconded Councillor Milton

Council Resolution – 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.

Carried – 310117-13

Acting Information Services Managers, D Halberg left the meeting and Town Planning Manager, G Visser entered the meeting at 10.46 am

2.3.5 OUTDOOR BILLBOARD ADVERTISING

Consideration of Report to Council from Senior Economic Development and Tourism Officer dated 24 November 2016 regarding quotes received for RFQ 001476 for the design, print and installation of a minimum of ten (10) skins on ten (10) rental billboard sites at the proposed defined localities by early January 2017 for a term of approximately 3.5 years.

Moved Councillor Lancini

Seconded Councillor Brown

Council Resolution – That Council accept the quotation submitted by *Paradise Outdoor Advertising* for:

- a) design, supply and installation of nine (9) permanent billboard skins (including site rentals) for the term of 26 December 2016 – 11 June 2017;
- b) design, supply and installation of ten (10) permanent billboard skin (including site rentals) for a term of 3 years, starting on 12 June 2017;
- c) design, supply and installation of five (5) flexible billboard skins (including site rentals) for a term of 3.5 years; and
- d) Two (2) x four (4) week periods.

Carried – 310117-14

Senior Economic Development and Tourism Officer, B Christie-Johnston left the meeting at 11.01 am

2.3.6 REQUEST FOR A PERMISSIBLE CHANGE TO A DEVELOPMENT APPROVAL - MATERIAL CHANGE OF USE – LOW IMPACT INDUSTRY (MOTOR VEHICLE WORKSHOP) – 20 MORETON BAY STREET, ALLINGHAM

Consideration of Report to Council from Planning and Development Manager dated 16 January 2017 in relation to an application made by Blackford's Mechanical and Auto Electrical for a permissible change to condition (2) c. of the existing Development Approval to the low impact industry (motor vehicle workshop) on land at 20 Moreton Bay Street, Allingham.

Moved Councillor Milton

Seconded Councillor Lancini

Council Resolution – That Council approve the request for a change to the Development Approval, subject to the following amended conditions:

Conditions of Development	Time at which compliance with condition is required
The conditions of development for this development permit are as follows:	
Approved Plans	
(1) The development must operate within the existing shed, in accordance with plans submitted with the development application on 22 January 2015.	At all times.
Scale of Development	
(2) The development must operate at a residential scale and in particular:	At all times.

Conditions of Development The conditions of development for this development permit are as follows:	Time at which compliance with condition is required
a. The use must be contained within the existing 16m x 10m shed. The expansion of the shed by an additional 10m x 4m is permissible, recognising it is for storage not associated with the business.	
Operations	
b. Hours of operation: 7am – 5pm Monday to Saturday. c. Staff: the applicant / owner is the only employee. c. Staff: the applicant and one (1) employee. d. Number of clients must not exceed an average of 3 customers per day, recognising that vehicles may be on site for several days waiting for parts etc.	At all times.
Noise	
e. All repairs shall be undertaken inside the shed and air compressors and similar machinery shall be baffled to reduce noise levels outside the shed. Noise levels and vibration from commercial development are to be maintained within acceptable limits that do not affect the safety or amenity of residents of any adjacent properties	At all times.
Access and Storage	
f. Vehicle access and storage: The bitumen sealed driveway to the site shall be maintained and vehicles are stored on-site are not to be visible from the street.	At all times.
Signage & Lighting	
g. Signage (if erected) shall be limited to one sign not exceeding 2m ² (e.g. 1m x 2m or similar dimensions) on the premises. h. Lighting: The operation of the activity does not cause undue disturbance to any person, activity or fauna because of the light it emits.	At all times.
Equipment Maintenance	
i. Equipment Maintenance: The washing of vehicles and other plant on the development site is dealt with in a manner which: i. does not preclude the reuse of, or the extra treatment of, runoff water to allow its reuse on the site. ii. does not result in the discharge of contaminants into the environment.	At all times.
Workshop	
j. Workshop facilities: i. The workshop's painted concrete floors shall be maintained. ii. The workshop is to maintain spill kits to contain spills and prevent seepage. iii. Adequate provision shall be made for the retention of waste oils and automotive lubricants and disposal of trade waste in a manner which prevents the discharge of contaminants into the water table to the satisfaction of the Chief Executive Officer.	At all times.

Conditions of Development	Time at which compliance with condition is required
The conditions of development for this development permit are as follows:	
iv. All fuels, oils, fluids, lubricants, solvents, batteries or other products that may cause contamination shall be stored in a covered area, on an impervious surface designed to prevent spillage seepage into the environment.	
v. Any land directly or indirectly contaminated as a result of the activities conducted on site shall be remediated to a state resembling or improving upon the condition of the site prior to the activity commencing.	
k. Should the business expand beyond the current / approved scale the use shall be relocated from the residential area to an appropriately zoned or appropriately located area.	
General	
Note: That aspect of mechanical / auto-electrical business that is conducted off-site – i.e. contracts to mines and mobile / field service does not require approval and can continue to operate.	

Carried – 310117-15

2.3.7 REQUEST FOR A PERMISSIBLE CHANGE TO A DEVELOPMENT APPROVAL – AMENDMENT TO CONDITIONS – ANDERSEN SUPER MANAGEMENT PTY LTD – DEVELOPMENT PERMIT - MATERIAL CHANGE OF USE – COMMERCIAL PREMISES (CAR WASH FACILITY) – 25 HERBERT STREET, INGHAM

Consideration of Report to Council from Planning and Development Manager dated 16 January 2017 in relation to an application made by Andersen Super Management Pty Ltd for a permissible change to condition (4) of the existing Development Approval for the commercial car wash facility on land at 25 Herbert Street, Ingham.

Moved Councillor Tack
Seconded Councillor Skinner

Council Resolution – That Council approve the request for a change to the Development Approval, subject to the following amended conditions:

Conditions of Development	Time at which compliance with condition is required
The conditions of development for this development permit are as follows:	
Approved Plans	
(1) Carry out the approved development generally in accordance with the approved drawing(s) and/or document(s), and in accordance with:- a. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within technical reports; and b. The following conditions of approval and the requirements of Council's Planning Scheme and best practice engineering.	At all times.
Timing of Effect	
(2) Conditions of the Development Permit must be satisfied prior to issue of a Development Permit for Building Works, except where specified otherwise in these conditions of approval.	Prior to the use commencing.
Timing of Vacuum use	
(3) The self-serve vacuums are permitted for operation only between the hours of 7am - 7pm. Details on governing the hours of operation for the vacuums are to be submitted to Council, to the satisfaction of the Chief Executive Officer.	At all times.

Conditions of Development	Time at which compliance with condition is required
The conditions of development for this development permit are as follows:	
Boundary Treatment	
<p>(4) Undertake the following works on the boundary of the property:</p> <ul style="list-style-type: none"> a. Provision of an acoustic fence to a height of 2.5m to the western boundary of the site, adjoining Lot 5 on RP718249; and a. Provision of an acoustic fence to a stepped height of 1.9m, 2.0m and 2.1m to the western boundary of the site, adjoining Lot 5 on RP718249; and b. Provision of a kerb along the Gort Street and Herbert Street frontages that provides clear separation between vehicle manoeuvring areas and the pedestrian footpath. <p>All the above works must be constructed to the satisfaction of the Chief Executive Officer prior to the Commencement of Use.</p>	Prior to the use commencing.
Lawful Point of Discharge	
(5) 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.	Prior to the use commencing.
Stockpiling and Transportation of Fill Material	
(6) Soil used for filling or spoil from the excavation is not to be stockpiled in locations that can be viewed from a road frontage for any longer than one (1) month from the commencement of works.	At all times.
(7) Dust emissions or other air pollutants, including odours, must not cause a nuisance to surrounding properties, to the satisfaction of the Chief Executive Officer.	At all times.
Sediment and Erosion Control	
(8) All soil and water management measures associated with construction activities, must be installed/implemented prior to discharge of water from the site, such that no external stormwater flow from the site adversely affects surrounding properties (in accordance with the requirements of the Environmental Protection Act 1994).	At all times.
Water Supply and Sewerage Works Internal	
<p>(9) Undertake the following water supply and sewerage works internal to the subject land:</p> <ul style="list-style-type: none"> a. Provide a single internal sewer connection which must be clear of any buildings or structures; and b. Provide a single internal water connection. <p>Three (3) copies of a plan of the works must be endorsed by the Chief Executive Officer prior to the issue of a Development Permit for Building Works.</p> <p>All the above works must be constructed to the satisfaction of the Chief Executive Officer prior to the Commencement of Use.</p>	Prior to the use commencing.
External Works	
(10) Undertake the following works external to the land at no cost to Council:	Prior to the use commencing.

Conditions of Development	Time at which compliance with condition is required
<p>The conditions of development for this development permit are as follows:</p> <p>a. Repair any damage to existing kerb and channel, turfed footway or roadway (including removal of concrete slurry from footways, roads, kerb and channel and stormwater gullies and drain lines) along Herbert Street immediately adjacent the site that may occur during and works carried out in association with the construction of the approved development.</p> <p>Three (3) copies of a plan of the works at A1 size and one (1) copy at A3 size must be endorsed by the Chief Executive Officer prior to commencement of works. All works must be constructed in accordance with the endorsed plan to the satisfaction of the Chief Executive Officer prior to Commencement of Use.</p>	
Signage	
(11) Details of any proposed signage are required to be submitted to Council, to the satisfaction of the Chief Executive Officer, prior to erecting such signage.	At all times
Lighting	
(12) All lighting installed upon the premises including car parking areas must be certified by Ergon Energy (or such other suitably qualified person). The vertical illumination at a distance of 1.5 metres outside the boundary of the subject land must not exceed eight (8) lux measured at any level upwards from ground level. Or alternatively, to the satisfaction of the Chief Executive Officer, must not cause a nuisance to neighbouring properties.	At all times
Damage to Infrastructure	
(13) In the event that any part of Council's existing sewer or water 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 at no cost to Council. All works must be completed prior to the Commencement of Use.	Prior to the use commencing
Waste Management	
(14) The applicant is to detail the proposed waste management arrangements, including the location of waste pick-up ensuring no detrimental impacts to the operation of the existing businesses, neighbouring properties or the function of Gort and Herbert Streets. Full detail on waste management is to be submitted, to the satisfaction of the Chief Executive Officer, prior to the Commencement of Use.	Prior to the use commencing
Storage of Machinery and Plant	
(15) The storage of any machinery, material and vehicles must not cause a nuisance to surrounding properties.	At all times

Carried – 310117-16

2.3.8 RECONFIGURING A LOT – SUBDIVISION OF LAND – TWO (2) LOTS INTO THREE (3) AND ROAD OPENING – BEATTS ROAD, ALLINGHAM – MILFORD PLANNING CONSULTANTS FOR B AND JM BEATTS

Consideration of Report to Council from Planning and Development Manager dated 16 January 2017 in relation to an application made by Milford Planning Consultants for B and JM Beatts, seeking a Development Permit for Reconfiguration of Land (RC16\0018).

Moved Councillor Lancini
Seconded Councillor Skinner

Council Resolution – That Council resolve to issue a Development Permit for Reconfiguration of a Lot, being the Subdivision of Two (2) Lots into Three (3) Lots and Road Opening, subject to the following conditions:

Approved Plans

1. Carry out the approved development generally in accordance with the approved drawing(s) and/or document(s), and in accordance with:-
 - a. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within technical reports; and
 - b. The following conditions of approval and the requirements of Council's Planning Scheme and best practice engineering.

Timing of Effect

2. Conditions of the Development Permit must be satisfied prior to issue of a Compliance Certificate for the Plan of Survey, except where specified otherwise in these conditions of approval.

Existing Services

3. Written confirmation of the location of existing electrical and telecommunications 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 each respective lot or to within a reciprocal services easements.

Location of services must be detailed prior to the issue of a Compliance Certificate for the Survey Plan.

Potable Water

4. The applicant is to provide evidence that potable water supply, in accordance with the Hinchinbrook Shire Planning Scheme, can be made available to each lot.

Written confirmation of the location of potable water supply services for each land parcel 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 each respective lot or to within a reciprocal services easements.

Location of services must be detailed prior to the issue of a Compliance Certificate for the Survey Plan.

On-site Effluent Disposal

5. The method of on-site effluent disposal must be in accordance with the Queensland Plumbing and Wastewater Code.

Existing Creek and Drainage System

6. All existing creek systems and drainage areas must be left in their current state, including no channel alterations and no removal of vegetation, unless consented to in writing by the Chief Executive Officer.

Lawful Point of Discharge

7. 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.

That any works as a result of the reconfiguration must not interfere with stormwater flow over or through the land.

Access

8. Access provision to all proposed allotments must be constructed in accordance with Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer or demonstrate that such is already in existence. Future maintenance of all accesses is the responsibility of the landowner
 - a. The new access that will be constructed onto Beatts Road will require the landowner to construct Beatts Road to Council's standard engineering specifications for an unsealed rural low volume road without cane traffic up to where the access will meet the current maintained section of Beatts Road. The applicant will be required to obtain a Works in Road Reserve Permit from Council to undertake these works.
 - b. The existing drainage systems that currently exist within the Beatts Road corridor is to be left in its current state and any construction to the road must not adversely affect surrounding properties.
 - c. Any existing fencing, buildings or equipment located on the parcel of land, which is to be opened as road, must be removed.
 - d. Upon completion of the upgrade to Beatts Road as part of the construction of the access, it will be the landowners responsibility to maintain this access. This section of Beatts Road will not become a maintained section of road on Council's asset register.

Construction and Operations

9. Any construction work associated with this development shall be carried out in accordance with sound engineering practice. In particular, no nuisance is to be caused to adjoining residents by way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours. Where material is to be carted to or from the site, loads are to be covered to prevent dust or spillage. Where material is spilled or carried on to existing roads, it is to be removed forthwith so as to restrict dust nuisance and ensure traffic safety.

Damage to Infrastructure

10. In the event that any part of Council's existing sewer / water 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.

Carried – 310117-17

2.3.9 RECONFIGURING A LOT – REARRANGEMENT OF BOUNDARIES – HANSEN SURVEYS PTY LTD FOR JOHN MICHAEL MAMMINO – LOTS 2 AND 4 ON RP731741 AND LOT 104 ON SP262292, PARISH OF CORDELIA - COOKS LANE, VICTORIA ESTATE

Consideration of Report to Council from Planning and Development Manager dated 16 January 2017 in relation to an application made by Hansen Surveys Pty Ltd for John Michael Mammino, seeking a Development Permit for Reconfiguration of Land (RC16\0019).

Moved Councillor Lancini
Seconded Councillor Brown

Council Resolution – That Council resolve to issue a Development Permit for Reconfiguration of a Lot, being the Realignment of Boundaries, subject to the following conditions:

Approved Plans

1. Carry out the approved development generally in accordance with the approved drawing(s) and/or document(s), and in accordance with:-

- a. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within technical reports; and
- b. The following conditions of approval and the requirements of Council's Planning Scheme and best practice engineering.

Timing of Effect

2. Conditions of the Development Permit must be satisfied prior to issue of a Compliance Certificate for the Plan of Survey, except where specified otherwise in these conditions of approval.

Existing Services

3. Written confirmation of the location of existing electrical and telecommunications 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 each respective lot or to within a reciprocal services easements.

Location of services must be detailed prior to the issue of a Compliance Certificate for the Survey Plan.

Existing Creek and Drainage System

4. All existing creek systems and drainage areas must be left in their current state, including no channel alterations and no removal of vegetation, unless consented to in writing by the Chief Executive Officer.

Lawful Point of Discharge

5. 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.

That any works as a result of the reconfiguration must not interfere with stormwater flow over or through the land.

Access

6. Access provision to all proposed allotments must be constructed in accordance with Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer or demonstrate that such is already in existence. Future maintenance of all accesses is the responsibility of the landowner.

Carried – 310117-18

2.3.10 HINCHINBROOK SHIRE PLANNING SCHEME 2005, BUILDING ACT 1975 AND SUSTAINABLE PLANNING ACT 2009 – LIVING IN SHEDS / CHANGING A SHED INTO A DWELLING

Consideration of Report to Council from Planning and Development Manager dated 16 January 2017 regarding Class 10a buildings which are defined as non-habitable buildings in the Building Code of Australia are not permitted to be used for residential purposes without approval from the Local Government.

Moved Councillor Lancini
Seconded Councillor Milton

Council Resolution – That Council:

- receive and note the Report; and
- undertake a media release of the Living in Sheds / Changing a Shed to a Dwelling Factsheet.

Carried – 310117-19

2.3.11 DRAFT HINCHINBROOK SHIRE PLANNING SCHEME – COMMUNICATION AND CONSULTATION STRATEGY

Consideration of Report to Council from Planning and Development Manager dated 16 January 2017 providing update on the preparation of the Draft Hinchinbrook Shire Planning Scheme 2017 which has been submitted for a State Interest Check, reviewed and submitted with final discussions with the Department of Local Government and Planning underway. Also seeking Council's approval of the Draft Hinchinbrook Shire Planning Scheme, 2017 Project Communications and Consultation Strategy.

Moved Councillor Skinner

Seconded Councillor Brown

Council Resolution – That Council:

- a) receive and note the Report; and
- b) approve the Communication and Consultation Strategy for the Draft Hinchinbrook Shire Planning Scheme 2017.

Carried – 310117-20

2.3.12 SITING RELAXATION APPLICATION – PETER AND WENDY WEBB – 9 BARRAMUNDI STREET, TAYLORS BEACH – LOT 79 ON RP724089, PARISH OF CORDELIA

Consideration of Report to Council from Planning and Development Manager dated 16 January 2017 in relation to a Siting Relaxation Application by Peter and Wendy Webb for a 13.85m x 9m open carport and extension to the existing structure at 9 Barramundi Street, Taylors Beach.

Moved Councillor Tack

Seconded Councillor Lancini

Council Resolution – That Council approve the side boundary siting relaxation from 1.5m to 500mm, for the proposed open carport and shed extension at 9 Barramundi Street, Taylors Beach, described as Lot 79 on RP724089, Parish of Cordelia, 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 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;
 - b. The following conditions of approval and the requirements of Council's Planning Scheme.

Except where modified by these conditions of approval.

Lawful Point of Discharge

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.

Use

3. The use of the garage shall be for purposes ancillary to the residential use of the land only.
 - 3.1 That the garage be retained at all times as an open carport as submitted in the building plans.

Finish

4. The exterior colour and materials of any proposed structures must be non-reflective. Details of the proposed building materials and colour scheme for the exterior walls, features and roof, including any changes to the building materials and colour scheme must receive prior approval from the Chief Executive Officer.

Damage to Infrastructure

5. In the event that any part of Council's existing water or sewer infrastructure is damaged as a result of construction activities occurring on the site, including but not limited to, mobilisation of heavy earthmoving equipment, stripping and grubbing, the applicant/owner must immediately notify Council and have it repaired or replaced by Council, at the developer's cost, prior to the Commencement of Use.

Building Approvals

6. The proposed garage requires structural assessment and 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.

Carried – 310117-21

2.3.13 SITING RELAXATION APPLICATION – BARRY ALLAN PATRICK DICKSON – 1 DOLPHIN CRESCENT, TAYLORS BEACH – LOT 111 ON T8582, PARISH OF CORDELIA

Consideration of Report to Council from Planning and Development Manager dated 16 January 2017 in relation to a Siting Relaxation Application by Barry Allan Patrick Dickson for an extension of an existing dwelling to include the construction of a new laundry ramp at 1 Dolphin Crescent, Taylors Beach.

Moved Councillor Bosworth
Seconded Councillor Milton

Council Resolution – That Council approve the street boundary siting relaxation from 6m to 3.0m and 4.2m for the proposed extension of the existing dwelling at 1 Dolphin Crescent, Taylors Beach, described as Lot 111 on T85821, Parish of Cordelia, 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;
 - b. The following conditions of approval and the requirements of Council's Planning Scheme.

Except where modified by these conditions of approval.

Lawful Point of Discharge

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.

Damage to Infrastructure

3. In the event that any part of Council's existing water or sewer infrastructure is damaged as a result of construction activities occurring on the site, including but not limited to, mobilisation of heavy earthmoving equipment, stripping and grubbing, the applicant/owner must immediately notify Council and have it repaired or replaced by Council, at the developer's cost, prior to the Commencement of Use.

Building Approvals

4. The proposed development 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.

Carried – 310117-22

2.3.14 DEPARTMENT OF NATURAL RESOURCES AND MINES – APPLICATION FOR CONVERSION OF TERM LEASE (TL49047) TO FREEHOLD – LOT 143 ON CWL2037, PARISH OF LANNERCOST – CROTON'S ROAD, LANNERCOST

Consideration of Report to Council from Planning and Development Manager dated 16 January 2017 in relation to request from the Department of Natural Resources and Mines seeking Council's views and/or requirements regarding the proposed conversion of a leasehold allotment, currently utilised for Primary Industry (agricultural) purposes, to freehold land.

Moved Councillor Lancini
Seconded Councillor Milton

Council Resolution – That Council advise the Department of Natural Resources and Mines that it has no objection in relation to the application for a freehold conversion over Lot 143 on CWL2037, Parish of Lannercost, currently described as Term Lease TL49047.

Carried – 310117-23

Town Planning Manager, G Visser left the meeting at 11.44 am

2.4 ENVIRONMENT AND COMMUNITY SERVICES

2.4.1 ENVIRONMENT AND COMMUNITY SERVICES ACTIVITY REPORT

Consideration of monthly Environment and Community Services Activity Report for December 2016.

Moved Councillor Lancini
Seconded Councillor Milton

Council Resolution – That the Report be received and noted.

Carried – 310117-24

2.4.2 MONTHLY STATUS REPORT

Consideration of monthly Executive Manager Environment and Community Services Status Report for January 2017.

Moved Councillor Lancini
Seconded Councillor Skinner

Council Resolution – That the Report be received and noted.

Carried – 310117-25

Town Planning Manager, G Visser entered the meeting at 12.26 pm

2.4.3 DISABILITY ACCESS HINCHINBROOK AQUATIC CENTRE

Consideration of Report to Council from Executive Manager Environment and Community Services dated 2 December 2016 seeking Council's approval to purchase and install a platform lift and adopt a Policy for the lift to improve disability access at the Hinchinbrook Aquatic Centre.

Moved Councillor Tack
Seconded Councillor Skinner

Council Resolution – That Council purchase and install the CMA platform lift as supplied by DPL at an indicative cost of \$55,800 plus GST with a further allocation of \$5,000 (if required) towards the purchase of essential ancillary equipment.

That the estimated budgeted shortfall of \$10,800 be referred to the December quarter Budget Review.

That Council defer consideration of the Hinchinbrook Aquatic Centre CMA Platform Lift Policy as presented and that further discussion and investigation into the actual operational requirements of such equipment from a user perspective be undertaken. Carried – 310117-26

2.4.4 CEMETERY FEES POLICY

Consideration of Report to Council from Executive Assistant Environment and Community Services dated 16 January 2017 seeking adoption of the Cemetery Fees Policy to clarify the recent changes to the cemetery fees and charges to ensure the processes are promoted to the community with complete transparency and accountability by Council staff.

Moved Councillor Lancini
Seconded Councillor Brown

Council Resolution – That Council adopt the Cemetery Fees Policy, effective 1 February 2017 subject to the following wording to be added at the end of Clauses 5.3.1, 5.3.2 and 5.3.3:

“or their legal representative”.

Carried – 310117-27

2.5 GOVERNANCE

2.5.1 OFFICE OF THE CEO ACTIVITY REPORT

Consideration of monthly Corporate Governance Activity Report for December 2016.

Moved Councillor Bosworth
Seconded Councillor Lancini

Council Resolution – That the Report be received and noted.

Carried – 310117-28

2.5.2 MONTHLY STATUS REPORT

Consideration of monthly Chief Executive Officer Status Report for January 2017.

Moved Councillor Skinner
Seconded Councillor Milton

Council Resolution – That the Report be received and noted.

Carried – 310117-29

2.5.3 COUNCILLOR OPPORTUNITIES – ATTENDANCE AT FINANCIAL SUSTAINABILITY SUMMIT

Consideration of Report to Council from Executive Assistant dated 17 January 2017 advising the LGAQ Local Government Financial Sustainability Summit (Bridging the Divide) will be held in Cairns on 29 and 30 March 2017.

Moved Councillor Lancini
Seconded Councillor Brown

Council Resolution – That Mayor Ramon Jayo, Chief Executive Officer Dan McKinlay and a Corporate Services Portfolio Councillor attend the Financial Sustainability Summit in Cairns on 29 and 30 March 2017 as Council's representatives.

Carried – 310117-30

2.5.4 COUNCILLOR PORTFOLIOS AND ORGANISATION / COMMITTEE RESPONSIBILITIES

Consideration of Report to Council from Executive Assistant dated 17 January 2017 in relation to Council's annual review of Councillor nominations for representational roles.

Moved Councillor Lancini
Seconded Councillor Bosworth

Council Resolution – That Council adopt the amended Councillor Organisation / Committee Responsibilities List as presented.

Carried – 310117-31

2.5.5 COUNCILLOR ACTIVITY REPORT

Consideration of Councillor Activity Reports as at 31 December 2016 to ensure transparency and public scrutiny of Councillor workload.

Moved Councillor Bosworth
Seconded Councillor Lancini

Council Resolution – That the Report be received and noted.

Carried – 310117-32

The meeting adjourned at 12.58 pm for lunch and resumed at 1.39 pm

CONFIDENTIAL ITEMS

Moved Mayor Jayo
Seconded Councillor Tack

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 2.6.1 and 2.7.3 and 2.8.2 as they are matters pertaining to the appointment of an employee

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

Item 2.8.1 as it is an industrial matter affecting employees

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 2.7.1 and 2.7.2 as they are town planning matters.

Carried

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

Moved Councillor Lancini
Seconded Councillor Milton

That Council return to Open Meeting.

Carried

2.6 CORPORATE SERVICES

2.6.1 RECRUITMENT OF VACANT POSITION – EXECUTIVE ASSISTANT CORPORATE SERVICES

Consideration of Report to Council from Executive Manager Corporate Services dated 6 January 2017 seeking approval to replace the position of Executive Assistant Corporate Services.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution – That Council approve to replace the Executive Assistant Corporate Services position.

Carried – 310117-33

2.7 DEVELOPMENT AND PLANNING

2.7.1 RF001451 – LOCAL GOVERNMENT INFRASTRUCTURE PLAN

Consideration of Report to Council from Planning and Development Manager dated 16 January 2017 regarding preparation of the Local Government Infrastructure Plan (LGIP) under the *Sustainable Planning Act 2009* to form part of the Hinchinbrook Shire Planning Scheme and quotes received for RF001451 – Local Government Infrastructure Plan Development.

Moved Councillor Lancini
Seconded Councillor Skinner

Council Resolution – That Council resolve the following:

1. That the Hinchinbrook Shire Council commence with the making of a new Local Government Infrastructure Plan (LGIP) for the Hinchinbrook Shire under s117(2) of the *Sustainable Planning Act 2009*.
2. That the Minister for Local Government and Planning be advised that the Council has commenced with the development of a Local Government Infrastructure Plan for the Hinchinbrook Shire.
3. That RF001451 – Local Government Infrastructure Plan Development be awarded to PIE Solutions Pty Ltd to the amount of \$93,630.00 excluding GST.

Carried – 310117-34

2.7.2 BUILDING WORKS ASSESSABLE AGAINST A PLANNING SCHEME – DEED OF RELEASE AND INDEMNITY - THE ORDER OF THE CANOSSIAN SISTERS – LOT 1 ON RP741075, PARISH OF TREBONNE – 9 STONE RIVER ROAD, TREBONNE

Consideration of Report to Council from Planning and Development Manager dated 16 January 2017 regarding inclusion of a Deed of Release and Indemnity on the Building Works Assessable Against a Planning Scheme application.

Moved Councillor Milton
Seconded Councillor Bosworth

Council Resolution – That the Report be received and noted.

Carried – 310117-35

2.7.3 TEMPORARY SUPPORT FOR ECONOMIC DEVELOPMENT

Consideration of Report to Council from Executive Manager Development and Planning dated 20 January 2017 regarding assistance required to be provided to Economic Development to backfill the Senior Economic Development and Tourism Officer position while the officer is on extended leave.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution – That the Report be received and noted.

Carried – 310117-36

2.8 GOVERNANCE

2.8.1 LIGHT FLEET VEHICLE UTILISATION

Consideration of Report to Council from Chief Executive Officer dated 23 January 2017 detailing Light Fleet utilisations and in particular full and partial private use allocation.

Moved Councillor Tack
Seconded Councillor Bosworth

Council Resolution – That the Report be received and noted.

Carried – 310117-37

2.8.2 RECRUITMENT OF VACANT PERMANENT POSITION – HUMAN RESOURCE MANAGER

Consideration of Report to Council from Chief Executive Officer dated 17 January 2017 seeking approval to replace the position of Human Resource Manager.

Moved Councillor Bosworth
Seconded Councillor Lancini

Council Resolution – That Council approve to replace the Manager Human Resources position.

Carried – 310117-38

3. LATE BUSINESS

- 3.1 HSC 16/30 - MCILWRAITH STREET SHARED PATH NETWORK CONSTRUCTION – ADDITIONAL WORKS
Consideration of Report to Council from Works Engineer dated 5 January 2017 regarding tenders received for HSC 16/30 – McIlwraith Street Shared Path Network Construction – Additional Works.

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution – That Council award the contract for HSC 16/30 – McIlwraith Street Shared Path Network Construction – Additional Works to Keita Services Pty Ltd for the value of \$174,726.20 (incl GST), with a construction contract to be signed off by the Chief Executive Officer.

Carried – 310117-39

- 3.2 COUNCILLOR MARIA BOSWORTH – CHRISTMAS DECORATIONS
Cr Bosworth requested a list of the donations received and decorations purchased.

Action – EMECS to provide a Report of donations received and 2016 decorations purchased to a future General Meeting.

- 3.3 COUNCILLOR MARIA BOSWORTH – SHIRE WASH DOWN BAY
Councillor Bosworth raised the matter of the Shire not having an official wash down bay for weed / seed / spread.

Action – That Council investigate the purchasing of a wash-down bay for weed / seed / spread,

4. CONCLUSION – This concluded the business of the meeting which closed at 2.37 pm

APPROVED and adopted on 28 February 2017

MAYOR