

CORPORATE SERVICES ACTIVITY REPORT – 31 JULY 2019

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction	Action
1 Fiscally Responsive and Responsible Management of Public Infrastructure and Assets	1.2.1 Refine preventative maintenance plan and include in ten year budget for Council owned buildings
4 Council's Role in Creating an Enviably Lifestyle and Contribution to the Whole of Life Liveability of our Shire	4.2.1 Continue engagement with the lessees of the Kelly Theatre, Council through Economic Development will continue to support the Kelly Theatre through advertising which promotes the region 4.2.2 Continue engagement with the lessees of the Hinchinbrook Aquatic Centre

Budget, Financial and Resource Implications

Various items budgeted to achieve the Operational Plan outcomes for the financial year.

Asset Management:

Activity relates to optimising the useful life of Council's buildings and facilities.

Executive Summary

This Report is presented for the information of Council and includes an activity update for the one month ended 31 July 2019.

For Council Decision – Recommendation

That Council receive and note the information in the report.

Officers Summary**1. Financial Health and Budget Summary**

- See Financial Reports.

2. Capital Projects

- Various projects being managed refer Finance Summary report.

3. Engagement with lessees and facilitating the use of community facilities for private and community functions.

- Refer Table 1.
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Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

Budget Policy

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

- *Local Government Act 2009; and*
 - Local Government Regulation 2012.
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Consultation

Not applicable concerning acceptance of this Report.

Attachments

Community Asset Uses.

Use of Community Facilities							
	Month	Halifax Hall	Ingham Showground	Shire Hall	Hinchinbrook Meeting Place	Park use	Ingham Picture Theatre
2019	December						
	November						
	October						
	September						
	August						
	July	2	5	3	0	6	2866
	June	2	3	5	0	3	1708
	May	3	4	2	1	6	1332
	April	2	5	4	1	3	2453
	March	1	2	3	1	2	1263
	February	1	2	2	1	3	667
	January	1	2	1	1	1	3189
2018	December	3	2	1	0	4	2503
	November	1	4	2	0	2	1652
	October	1	3	0	0	3	1601
	September	2	4	0	0	3	1455
	August	4	4	3	0	2	888
	July	2	6	1	0	5	2785
	June	2	4	1	0	2	1648
	May	4	7	0	1	4	1434
	April	2	6	3	1	1	2765
	March	2	3	0	1	0	1238
	February	2	3	1	0	2	1434
	January	1	2	1	0	0	2930
2017	December	3	2	2	0	3	2954
	November	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	2	7	1	0	6	1710
	June	N/A	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

Herbert River Quilters x 5

Private Hire x 1

Ingham Showground

Operation Fit-4 days a week starting 29 April

Aliance Boxing

Ingham Tennis Association

Ingham Show Set Up, Operation, and Pack Down

Townsville to Cairns Bike Ride

Shire Hall

RSL Deb Ball

CEO Updates to staff

Set Up for Australian Italian

Hinchinbrook Meeting Place

Park Use

Mercer Lane Markets/Night Markets

Raintree Markets

TBPA Trivia Night

Lucinda Markets

Senior Citizens Morning Tea

Hinchinbrook Aquatic Centre		CURRENT YEAR FIGURES						
2019	Month	Junior Squad	Senior Squad	Adult Squad	Learn to Swim	School Swimming	Physio Rehab	Public Swimmers
	December							
	November							
	October							
	September							
	August							
	July	73	42	24	102	0	13	148
	June	90	53	38	119	0	14	155
	May	98	72	36	68	0	42	163
	April	103	87	33	87	0	36	147
	March	121	102	29	123	106	30	74
	February	97	74	33	112	98	26	291
	January	67	51	20	0	0	15	278
COMPARATIVE FIGURES FOR PREVIOUS YEARS								
2017	Month	Junior Squad	Senior Squad	Adult Squad	Learn to Swim	School Swimming	Physio Rehab	Public Swimmers
	July	237	174	59	N/A	N/A	24	482
2018	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

CORPORATE SERVICES STATUS REPORT – 31 JULY 2019

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 1 Fiscally Responsive and Responsible Management of Public Infrastructure and Assets 2 Responsive and responsible management of land 3 Responsive and responsible local representation 4 Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire 5 Council's role in creating and supporting the economic prosperity of our Shire	Action All areas under the Operational Plan as referred throughout sections one to five

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

Report on the actions taken to complete Council resolutions relating to Corporate Services.

Council Decision – Recommendation

That Council receive and note the information in the Report.

Officers Summary

Not applicable concerning acceptance of this Report.

Historical Information

Report on the actions taken to complete Council resolutions relating to Corporate Services.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

Local Government Act 2009

Consultation

Chief Executive Officer

Attachments

Status of Actions

Resolution Number – 300719-53 – Herbert River RSL Club Request for Rate and/or Interest Relief – 30 June 2019

That Council:

- A. Approve a relief of rates under the Rate Rebates & Concessions Policy Items 4 C (a) and (b) to the extent of Council contribution equivalent to 20% of each repayment amount made by the RSL for a period of one (1) year from the date of resolution and waiver of any interest accrual for the same period, subject to the RSL continuing to repay a minimum of \$200 per week;
- B. Continuation of financial support beyond twelve (12) months is subject to lodgement of current audited financial statements and subsequent approval by Council resolution; and
- C. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into finalising and executing any and all matters associated with or in relation to this agreement.

Status:

August 2019 Update – Ratepayer notified.

Matter Closed

Resolution Number – 300719-07 – 2020 Show Day Public Holiday

That Council approve the date of 3 July 2020 for the 2020 Ingham Show Day Public Holiday.

Status:

August 2019 Update – Minister notified of Council approved Ingham Show Day Public Holiday.

Matter Closed

Resolution Number – 300719-06 – Crime and Corruption Commission and Queensland State Archives Reports – Council Records: A Guideline for Mayors, Councillors, CEO's and Council Employees – 30 June 2019

That Council receive and note the information of the new guideline for the management of Council records and continue to maintain records management as a core strategic focus and support staff activities towards continual improvement.

Status:

August 2019 Update – Report and link to Webinar distributed to all Councillors.

Matter Closed

Resolution Number – 300719-05 – Request for relief of Sewerage Charges – 30 June 2019

That Council advise the ratepayer:

1. That due to the nature of sewerage charges required to cover the full cost of the service delivery, and the classification of the ratepayers land use for sewerage purposes, the sewerage charges remain as charged for 2019-2020; and
2. That charging methodology for sewerage is due for review which may result in a redistribution of charges across properties for 2020-2021.

Status:

August 2019 Update – Ratepayer advised of Council resolution.

Matter Closed

Resolution Number – 300419-06 – Corporate Services Report on Facilities Management – 31 March 2019

That Council:

- A. Approve the reallocation of capital funds totalling \$28,000 (excl. GST) to purchase a gas oven for the Shire Hall and replace railings for cattle stalls at the Ingham Showgrounds as follows:

From	To	Amount	Comment
External painting of Depot Workshop	Replace gas stove in Shire Hall kitchen	\$6,000	Quotes received on this work were less than budget
External painting of Depot Store (total available for transfer \$9,000)	Replace gas stove in Shire Hall kitchen	\$4,000	Quotes received on this work were less than budget
External painting of Depot Store	Replace rails on exterior of cattle pavilion stalls	\$5,000	Quotes received on this work were less than budget
Barcoding system for stores	Replace rails on exterior of cattle pavilion stalls	\$5,000	This project will not proceed
Install concrete slab 27m long by 25m wide southern end to existing slab at showgrounds (total available for transfer \$16,000)	Replace rails on exterior of cattle pavilion stalls	\$2,000	It is not necessary for this project to proceed in 2018/2019
Total		\$28,000	
Install concrete slab 27m long by 25m wide southern end to existing slab at showgrounds	Additional funds required if electric convection steamer oven is preferred over gas stove	\$6,000	It is not necessary for this project to proceed in 2018/2019

- B. Authorise the Chief Executive Officer to investigate the issues concerning the dishwasher and if appropriate authorise the purchase of a substitute dishwasher.

Status:

August 2019 Update – Investigation into dishwasher requirements to occur in August.

July 2019 Update – Investigation into dishwasher requirements remains outstanding.

June 2019 Update – Item A - Funds have been reallocated and projects commenced or complete. Matter Closed

Item B - Further investigation required for dishwasher function.

CORPORATE SERVICES FINANCE SUMMARY FOR PERIOD ENDING 31 JULY 2019

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 1 Fiscally Responsive and Responsible Management of Public Infrastructure and Assets 2 Responsive and responsible management of land 3 Responsive and responsible local representation 4 Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire 5 Council's role in creating and supporting the economic prosperity of our Shire	Action All areas under the Operational Plan as referred throughout sections one to five

Budget, Financial and Resource Implications

Financial reporting is essential to informed decision making and controlling Council's finances is integral to maintaining a viable organisation.

Asset Management

Financial reporting informs the progress on Council's approved capital budget program.

Executive Summary

This Report is presented for the information of Council and includes the Finance Summary for the month ended 31 July 2019, 8% of the financial year.

For Council Decision – Recommendation

That Council receive and note the information in the report.

Officers Summary

1. The first month of the financial year is presented in the Operational Financial Reports with the key item being release of the first half year rate notices.
2. Capital Expenditure Summary
 - The capital budget and expenditure to date is presented in detail in the attached Capital Project Expenditure Report and is summarised in the table below. The full year budget includes projects carried over from the prior year and new allocation projects. Various projects continue from the prior year to be confirmed to the current year capital budget at the first budget review.

31 July 2019	FY Budget	YTD Actual	YTD Orders Uninvoiced	Total Actual + Committed
	\$000	\$000	\$000	\$000
Infrastructure Services Delivery	15,888	332	6,038	6,370
Development, Planning & Environmental Services	1,967	12	164	176
CEO	900	0	0	0
Corporate Services	803	7	39	46
TOTAL	19,558	351	6,241	6,592
Prior year works still in progress		121	811	932

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

Budget Policy

Risk Management Implications

Inform financial outcomes for consideration in decision making.

Statutory Environment

- *Local Government Act 2009*
- *Local Government Regulation 2012*

Consultation

Not applicable concerning acceptance of this Report.

Attachments

Capital Project Expenditure Report

HSC Financial Performance : July 2019

Operational Activities

Excluding NDRRA		Core Activities								
Last Year Actual 2018-2019 \$000	Budget 2019-2020 \$000		Last Year YTD (excl NDRRA) 2018-2019 \$000	TOTAL YTD (excl NRDDA) 2019-2020 \$000	Actual percentage of Full Year Budget \$000	Office of Mayor and CEO \$000	Corporate Services \$000	Development, Planning and Environmental Services \$000	Infrastructure Services Delivery \$000	NDRRA \$000
		Operating Income								
25,436	24,974	Rates	11,884	11,815	47%	-	8,212	1,184	2,419	-
1,434	1,711	Fees and charges	158	167	10%	-	19	147	1	-
890	910	Private Works	3	147	16%	-	-	-	147	-
2,339	2,904	Grants	5	15	1%	-	-	9	6	161
929	956	Other	175	654	68%	-	653	2	(1)	-
31,028	31,455	OPERATING INCOME	12,226	12,798	41%	-	8,884	1,342	2,572	161
		Operating expenses								
14,912	14,945	Employee Related costs	948	967	6%	116	192	255	404	23
8,094	12,015	Non Employee Related costs	306	516	4%	58	109	244	105	106
		Comprising:								
		Employment Contracts	4	8		-	8	-	-	-
		Materials	48	59		-	2	3	54	1
		Contracts	38	49		-	1	4	45	-
		Contractors	(57)	79		4	1	57	17	2
		Fleet	55	53		1	-	0	53	0
		Property (electricity etc)	(58)	(13)		0	2	(0)	(15)	-
		Insurance	65	95		4	20	0	72	-
		Contributions/sponsorship	64	77		-	-	77	-	-
		Consultants	1	47		35	4	9	-	97
		Internal loan interest	-	-		-	-	20	(20)	-
		Internal recharges	(95)	(93)		2	(23)	50	(123)	5
		Other	240	153		12	93	26	22	1
		Finance Costs	1	1		-	1	0	-	-
23,006	26,960	OPERATING COSTS	1,254	1,483	6%	174	301	499	510	130
8,022	4,494	SURPLUS / (DEFICIT)	10,972	11,315	252%	(174)	8,583	843	2,062	32
3,259	2,667	Capital Income	1	17	1%	-	-	-	17	-

Office of Mayor and CEO Financial Performance : July 2019

Operational Activities

Excluding NDRRA		Core Activities									
Last Year Actual 2018-2019 \$000	Budget 2019-2020 \$000		Last Year YTD 2018-2019 \$000	TOTAL YTD 2019-2020 \$000	Actual percentage of Full Year Budget \$000	CEO Office \$000	Human Resources \$000	Council General \$000	Elected Members \$000	SES \$000	Disaster Management \$000
		Operating Income									
3	-	Fees and charges	-	-		-	-	-	-	-	-
75	85	Grants	-	-	0%	-	-	-	-	-	-
(8)	(17)	Other	6	-	0%	-	-	-	-	-	-
70	68	OPERATING INCOME	6	-	0%	-	-	-	-	-	-
		Operating expenses									
1,819	1,655	Employee Related costs	165	116	7%	40	28	0	44	1	3
546	574	Non Employee Related costs	103	58	10%	45	2	0	3	4	4
		Comprising:									
		Employment Contracts	4	-		-	-	-	-	-	-
		Materials	1	-		-	-	-	-	-	-
		Contracts	-	-		-	-	-	-	-	-
		Contractors	0	4		-	-	-	-	-	4
		Fleet	-	1		-	-	-	-	1	-
		Property (electricity etc)	(0)	0		-	-	-	-	0	-
		Insurance	7	4		1	-	-	-	3	-
		Contributions/sponsorship	1	-		-	-	-	-	-	-
		Consultants	(6)	35		35	-	-	-	-	-
		Internal recharges	2	2		-	1	-	1	-	-
		Other	94	12		9	1	0	1	0	0
2,364	2,229	OPERATING COSTS	269	174	8%	84	30	0	47	5	7
(2,294)	(2,161)	SURPLUS / (DEFICIT)	(262)	(174)	8%	(84)	(30)	(0)	(47)	(5)	(7)

Corporate Services Financial Performance : July 2019

Operational Activities

Excluding NDRRA		Core Activities										
Last Year Actual 2018-2019 \$000	Budget 2019-2020 \$000		Last Year YTD 2018-2019	TOTAL YTD 2019-2020 \$000	Actual percentage of Full Year Budget \$000	Stores \$000	Finance \$000	Management Accounts \$000	IT services \$000	Records and Front Counter \$000	Director \$000	Facilities \$000
		Operating Income										
16,785	16,460	Rates	8,250	8,212	50%	-	8,212	-	-	-	-	-
202	95	Fees and charges	11	19	20%	-	16	-	-	-	-	3
10	-	Private Works	-	-		-	-	-	-	-	-	-
1,931	1,981	Grants	-	-	0%	-	-	-	-	-	-	-
645	734	Other	93	653	89%	-	608	1	-	-	45	(0)
19,573	19,270	OPERATING INCOME	8,355	8,884	46%	-	8,835	1	-	-	45	3
		Operating expenses										
2,722	2,792	Employee Related costs	158	192	7%	10	23	25	53	31	24	25
1,718	1,859	Non Employee Related costs	96	109	6%	(16)	13	0	85	0	9	17
		Comprising:										
		Employment Contracts	-	8		-	8	-	-	-	-	-
		Materials	9	2		0	-	-	-	-	-	2
		Contracts	8	1		-	-	-	-	0	-	1
		Contractors	0	1		-	-	-	-	-	-	1
		Fleet	0	-		-	-	-	-	-	-	-
		Property (electricity etc)	(27)	2		-	-	-	-	-	-	2
		Insurance	27	20		-	-	-	-	-	20	-
		Contributions/sponsorship	-	-		-	-	-	-	-	-	-
		Consultants	-	4		-	4	-	-	-	-	-
		Internal recharges	(20)	(23)		(16)	-	-	-	-	(11)	4
		Other	98	93		0	0	-	85	0	0	7
		Finance Costs	1	1		-	1	0	-	-	-	-
4,440	4,650	OPERATING COSTS	254	301	6%	(6)	36	25	138	31	34	43
15,134	14,619	SURPLUS / (DEFICIT)	8,101	8,583	59%	6	8,799	(24)	(138)	(31)	12	(39)
154	60	Capital Income	-	-	0%	-	-	-	-	-	-	-

Development Planning Environmental Services Financial Performance : July 2019																			
Operational Activities																			
Excluding NDRRA		Core Activities																	
Last Year Actual	Budget		Last Year YTD	TOTAL	Actual	Economic	Festival and	Town	TYTO	Building	Building	Local Laws, Cemeteries, Animals	Community	Director	Waste	Pest	Environment	Land Dealings	Director DPES
2018/19	2019/20		2018/19	YTD	percentage of	Development	Events	Planning	Precinct	Services Reg	Certification		Services	Office	Management	Management	Health		
\$000	\$000		\$000	\$000	Full Year Budget	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
		Operating Income																	
2,369	2,370	Rates	1,191	1,184	50%	-	-	-	-	-	-	-	-	-	-	1,184	-	-	-
1,138	1,543	Fees and charges	142	147	10%	2	-	1	56	4	11	52	-	-	18	0	3	-	-
6	11	Private Works	-	-	0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
117	77	Grants	-	9	12%	-	-	-	-	-	-	-	9	-	-	-	-	-	-
259	237	Other	76	2	1%	-	-	-	0	-	-	-	-	-	1	-	-	-	-
3,888	4,239	OPERATING INCOME	1,410	1,342	32%	2	-	1	56	4	11	52	9	-	1,203	0	3	-	-
		Operating expenses																	
3,860	3,926	Employee Related costs	239	255	6%	22	-	11	55	12	8	20	4	9	47	30	15	6	16
3,560	5,343	Non Employee Related costs	129	244		12	77	0	39	1	-	3	1	5	82	16	5	3	-
		Comprising:																	
		Employment Contracts	-	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Materials	6	3		0	-	-	2	-	-	0	-	-	0	0	1	-	-
		Contracts	1	4		2	-	-	2	-	-	-	-	-	-	-	-	-	-
		Contractors	(22)	57		0	-	-	3	-	-	0	-	-	53	-	-	-	-
		Fleet	0	0		-	-	-	-	-	-	-	-	-	-	0	0	-	-
		Property (electricity etc)	(9)	(0)		-	-	-	1	-	-	(0)	0	-	(1)	-	(0)	-	-
		Insurance	0	0		-	-	-	-	-	-	-	-	-	-	0	-	-	-
		Contributions/sponsorship	64	77		-	77	-	-	-	-	-	-	-	-	-	-	-	-
		Consultants	7	9		-	-	-	-	-	-	-	-	-	9	-	-	-	-
		Internal loan interest	21	20		-	-	-	20	-	-	-	-	-	-	-	-	-	-
		Internal recharges	40	50		0	-	-	4	1	-	3	0	1	21	14	5	-	-
		Other	21	26		10	-	0	7	-	-	0	1	4	0	1	-	3	-
		Finance Costs	0	0		-	-	-	0	-	-	-	-	-	0	-	-	-	-
7,420	9,269	OPERATING COSTS	368	499	5%	34	77	11	94	13	8	23	5	14	128	46	20	9	16
(3,533)	(5,030)	SURPLUS / (DEFICIT)	1,042	843	-17%	(32)	(77)	(10)	(39)	(9)	3	29	4	(14)	1,075	(46)	(17)	(9)	(16)
69	62	Capital Income	-	-	0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-

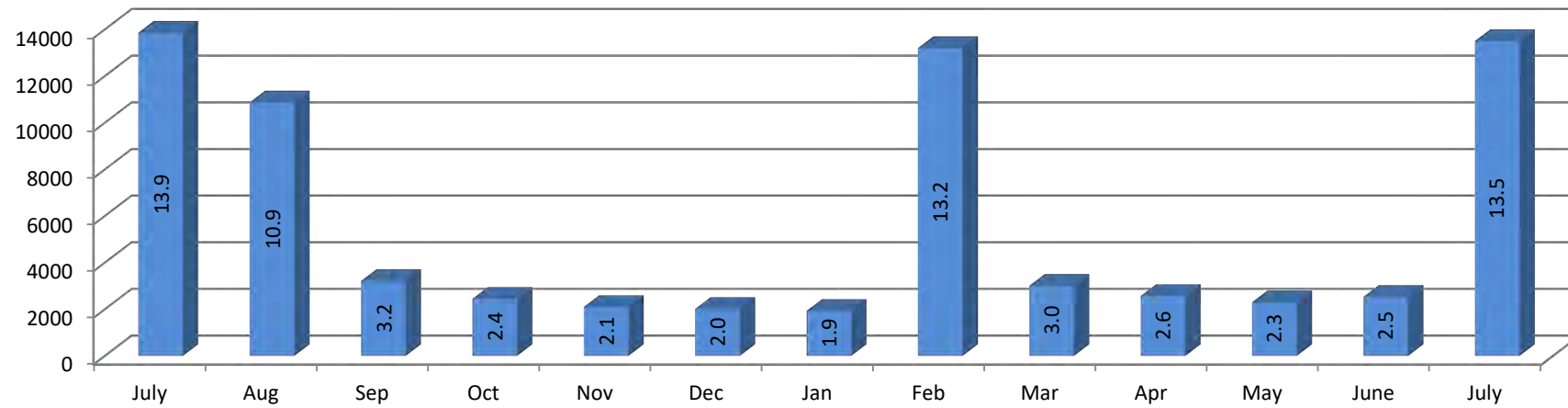
Infrastructure Services Delivery Financial Performance : July 2019																
Operational Activities																
Excluding NDRRA		Core Activities														
Last Year Actual 2018-2019 \$000	Budget 2019-2020 \$000		Last Year YTD (excl NDRRA) 2018-2019 \$000	TOTAL YTD (excl NDRRA) 2019-2020 \$000	Actual percentage of Full Year Budget \$000	Workshop & Fleet \$000	Roads & Stormwater \$000	Water \$000	Sewerage \$000	Asset Management \$000	Survey \$000	Design \$000	Engineering Management \$000	RMPC \$000	Open Spaces \$000	NDRRA \$000
		Operating Income														
6,283	6,143	Rates	2,442	2,419	39%	-	-	1,152	1,268	-	-	-	-	-	-	-
92	74	Fees and charges	4	1	2%	1	-	0	0	-	-	0	0	-	-	-
874	900	Private Works	3	147	16%	-	-	-	-	-	-	-	-	147	-	-
216	760	Grants	5	6	1%	6	-	-	-	-	-	-	-	-	-	161
33	2	Other	(1)	(1)	-93%	-	(0)	0	(0)	-	-	-	-	-	(1)	-
7,498	7,878	OPERATING INCOME	2,454	2,572	33%	7	(0)	1,152	1,268	-	-	0	0	147	(1)	161
		Operating expenses														
6,558	6,572	Employee Related costs	386	404	6%	44	121	36	57	27	(1)	15	48	11	47	23
2,361	4,240	Non Employee Related costs	(22)	105	2%	(176)	139	2	20	49	2	0	(4)	16	58	106
		Comprising:														
		Employment Contracts	-	-		-	-	-	-	-	-	-	-	-	-	-
		Materials	32	54		7	32	3	4	0	0	-	3	2	3	1
		Contracts	28	45		13	8	-	1	1	-	-	3	-	20	-
		Contractors	(36)	17		0	6	-	0	8	-	-	0	1	2	2
		Fleet	55	53		52	0	0	0	0	-	-	0	-	0	0
		Property (electricity etc)	(21)	(15)		-	1	(2)	(15)	(0)	-	-	-	3	(1)	-
		Insurance	30	72		35	-	-	-	37	-	-	-	-	-	-
		Contributions/sponsorship	-	-		-	-	-	-	-	-	-	-	-	-	-
		Consultants	-	-		-	-	-	-	-	-	-	-	-	-	97
		Internal loan interest	(21)	(20)		-	-	(20)	-	-	-	-	-	-	-	-
		Internal recharges	(118)	(123)		(284)	92	18	12	3	2	-	(10)	9	35	5
		Other	28	22		1	0	3	17	0	-	0	0	0	0	1
8,919	10,813	OPERATING COSTS	364	510	5%	(133)	260	38	77	76	0	15	44	26	105	130
(1,422)	(2,934)	SURPLUS / (DEFICIT)	2,090	2,062	-70%	139	(260)	1,114	1,191	(76)	(0)	(15)	(44)	121	(106)	32
3,037	2,545	Capital Income	1	17	1%	-	18	(1)	-	-	-	-	-	-	-	-

Hinchinbrook Shire Council Historic Bank Summary

\$m

	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Non Staff costs	NDRRA non staff costs	Closing Bal
July 2018	28.4	1.2	0.0	(1.2)	(2.7)	(0.1)	25.6
Aug	25.6	4.7	0.7	(1.3)	(2.0)	(0.2)	27.5
Sept	27.5	8.4	0.0	(1.2)	(1.9)	(0.1)	32.7
Oct	32.7	1.4	0.0	(1.5)	(1.6)	(0.4)	30.6
Nov	30.6	1.5	0.1	(1.2)	(2.6)	(0.0)	28.5
Dec	28.5	0.8	0.3	(1.2)	(1.0)	(1.5)	25.9
Jan	25.9	1.0	0.7	(1.4)	(1.9)	(0.3)	24.0
Feb	24.0	1.3	1.5	(1.2)	(1.2)	(0.3)	24.1
Mar	24.1	10.2	1.5	(1.1)	(2.0)	(0.7)	32.0
Apr	32.0	2.0	0.3	(1.6)	(1.3)	(0.6)	31.0
May	31.0	2.5	0.0	(1.2)	(2.0)	(0.6)	29.7
Jun	29.7	2.5	0.0	(1.4)	(2.6)	(0.1)	28.1

HSC Rates and Levies Debtors as at 31 July 2019



figures in \$ millions

Estimated Statement of Income and Expenditure - Stat Account Format

all figures in \$'000		YTD actual at	2019-2020	YTD actual at	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014
		31/07/2019	Budget	30/06/2019 excluding NDRRA IN PROGRESS	audited	audited	audited	audited	audited
Income									
	Recurrent revenue								
	Rates, levies & charges	11,815	24,974	24,834	24,842	24,390	24,140	22,929	22,377
	NDRRA	161	1,175	-	27	50	7,212	17,008	20,636
	Other	983	6,468	5,970	5,463	6,480	5,384	5,369	4,676
		12,959	32,617	30,804	30,332	30,920	36,736	45,306	47,689
	Capital revenue	17	5,662	1,789	5,949	3,497	7,580	3,113	5,385
Total Income		12,976	38,279	32,593	36,280	34,417	44,316	48,419	53,074
Expenses									
	Recurrent expenses								
	Employee benefits	(990)	(14,934)	(14,632)	(15,415)	(14,111)	(13,342)	(13,424)	(13,036)
	Materials and Services	(621)	(12,631)	(7,532)	(8,764)	(7,864)	(9,321)	(21,535)	(29,339)
	Finance costs	(1)	(24)	(20)	(50)	(28)	(54)	(536)	(46)
	Depreciation and Amortisation (apportioned full year budget)	(717)	(8,600)	(8,500)	(8,427)	(8,374)	(9,462)	(8,644)	(9,382)
		(2,329)	(36,189)	(30,684)	(32,656)	(30,377)	(32,179)	(44,139)	(51,803)
	Capital income/(expenses)	-	14	(490)	(2,600)	(230)	(2,746)	(3,247)	(11,033)
Total expenses		(2,329)	(36,175)	(31,174)	(35,256)	(30,607)	(34,925)	(47,386)	(62,836)
Net result		10,647	2,104	1,419	1,025	3,810	9,391	1,033	(9,762)
Operating Surplus ratio		82%	-11%	0%	-8%	2%	12%	3%	-9%

Notes:

- Operating Surplus ratio is based on Recurrent Revenue and Recurrent Expenses (heavily influenced by the accounting depreciation figure)
- 2014/15 Finance Costs includes the 'book entry' of writing off \$472k of 'prepaid lease' in relation to terminating the TAFE lease
- Capital Expenses 17_18 includes increase in provision for landfill restoration of \$1,975,000

Rates balances	12664	10447	2318	1466	1835	1505	1215	12130	2622	2375	1749	1789	12853	10164	2580	1868	1767	1558	1422	12343	3607	2470	1944	2441	13858	10871	3212	2447	2098	2014	1929	13200	3005	2567	2300	2532	13500
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July

enter new month's figures above
right click in graph - select Select Data
click Edit in Legend entries
change Series Name - month names
change Series values - select \$\$\$
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2019/2020 Capital Works Program

Project Delivery Summary 2019-2020										
Bid Number	Portfolio	Category	Project title	Council funded	Grant & subsidy funded	Carry over from prior year budget	TOTAL BUDGET Jul19	ACTUALS Jul19	Commitments (Uninvoiced Orders) at 080819	Actuals + commitments
				\$	\$	\$	\$	\$	\$	\$
Chief Executive Officer										
BID00016	CEO	Development and Parks	Works for Queensland 2019-2021 - Development Program Stage 1	0	600,000	0	600,000	0	0	0
BID00013	CEO	Development and Parks	Strategic Discretionary funds	300,000	0	0	300,000	0	0	0
Corporate Services										
BID00282	CS	Facilities	Covered Fuel Bowser - Works Depot	0	0	42,000	42,000	0	38,775	38,775
BID00281	CS	Facilities	Hinchinbrook Aquatic Centre - Lockable Storage Shed	0	0	12,000	12,000	0	0	0
BID00122	CS	Facilities	Hinchinbrook Aquatic Centre - Replace Heat Exchanger	25,000	0	0	25,000	0	0	0
BID00304	CS	Facilities	Lannercost Street Office Ventilation Assessment	25,000	0	0	25,000	0	0	0
BID00014	CS	Facilities	Showgrounds Development Initiatives	50,000	0	0	50,000	0	0	0
BID00232	CS	IT	Computer Server Room Airconditioning - Fan Replacement	8,000	0	0	8,000	0	0	0
BID00229	CS	IT	ECM, Property and Rating Software Upgrade	20,000	0	0	20,000	0	0	0
BID00240	CS	IT	Information Technology Infrastructure Renewal Project including Core Network Switching - Backup Solution	130,000	0	471,000	601,000	6,712	0	6,712
BID00125	CS	Parks	Replace Shade Sails at Borello Park, Lucinda	20,000	0	0	20,000	0	0	0
Development, Planning and Environmental Services										
BID00287	DPES	Development	CBD Revitalisation - Planter Boxes, Rubbish Bins and Seats	0	0	100,000	100,000	12,117	41,536	53,653
BID00288	DPES	Development	CBD Revitalisation - Way Finding Signage	0	0	30,000	30,000	0	1,364	1,364
BID00299	DPES	Development	Community Parkland Wetland Circuit Connector - Stronger Communities Program Round 4 Funding	0	0	38,950	38,950	0	0	0
BID00289	DPES	Development	Hinchinbrook Way - Statement Signage - Hinchinbrook Visitor Information Lounge	0	0	45,000	45,000	0	0	0
BID00277	DPES	Development	Halifax Revitalisation - Heritage Lighting Main Street	0	0	69,896	69,896	0	0	0
BID00293	DPES	Development	CBD Revitalisation - Lannercost St Laneway Activation - Stage 1	0	0	25,000	25,000	0	0	0
BID00291	DPES	Development	Hinchinbrook Way Drive - Drive Signage and Towers	0	0	91,930	91,930	0	0	0
BID00292	DPES	Development	Hinchinbrook Visitor Information Lounge - Refurbishment Design	0	0	24,760	24,760	0	12,690	12,690
BID00294	DPES	Development	Wallaman Falls and Broadwater Ecotourism Master Plan	0	0	48,000	48,000	0	106,677	106,677
BID00118	DPES	Facilities	Animal Pound Shelter - Works Depot	10,000	0	0	10,000	0	0	0
BID00117	DPES	Facilities	Ingham Cemetery - Storage Shed Extension	0	0	8,000	8,000	0	0	0
BID00276	DPES	Facilities	TYTO Development - Conference Centre Kitchen	0	0	30,000	30,000	0	0	0
BID00238	DPES	Facilities	TYTO Security - Alarm System	15,000	0	0	15,000	0	0	0
BID00214	DPES	Development	Hinchinbrook Youth Development Strategy 2020 - 2025	40,000	0	0	40,000	0	0	0
BID00284	DPES	Development	Recreational Adventure Tourism Plan/Product Development Business Case	0	0	50,000	50,000	0	0	0
BID00305	DPES	Pathway	TYTO Wetlands Walks/Tracks	0	0	40,000	40,000	0	0	0

2019/2020 Capital Works Program

Bid Number	Portfolio	Category	Project title	Council funded	Grant & subsidy funded	Carry over from prior year budget	TOTAL BUDGET Jul19	ACTUALS Jul19	Commitments (Uninvoiced Orders) at 080819	Actuals + commitments
				\$	\$	\$	\$	\$	\$	\$
BID00220	DPES	Waste	Warrens Hill Waste Disposal Facility - Landfill Capping	750,000	0	0	750,000	0	0	0
BID00279	DPES	Waste	Warrens Hill Waste Disposal Facility - Landfill Remediation	0	0	550,000	550,000	0	2,048	2,048
Infrastructure Services Delivery										
BID00019	ISD	Bridges	Baillies Bridge Culvert Replacement (Baillies Road)	0	0	414,000	414,000	0	361,417	361,417
BID00260	ISD	Bridges	Dalrymple Creek Bridge Rehabilitation (Hawkins Creek Road)	0	0	336,000	336,000	0	309,752	309,752
BID00114	ISD	Bridges	Kirks Bridge Rehabilitation (Liborios Road) - Roads to Recovery Funding	0	378,000	0	378,000	0	0	0
BID00261	ISD	Bridges	Macknade Creek Bridge Rehabilitation (Old Wharf Road)	0	0	160,000	160,000	167	124,180	124,347
BID00004	ISD	Bridges	Mount Fox First Bridge Culvert Replacement (Mount Fox Road) - Bridge Renewals Funding	145,000	145,000	0	290,000	0	0	0
BID00007	ISD	Drainage	Kerb Entry Stormwater Pit Renewal	20,000	0	0	20,000	0	0	0
BID00208	ISD	Drainage	Rural Stormwater Renewal Program	50,000	0	0	50,000	0	0	0
BID00006	ISD	Drainage	Stormwater Drainage Upgrade Program	200,000	0	0	200,000	0	0	0
BID00205	ISD	Drainage	Urban Stormwater Renewal Program	320,000	0	0	320,000	0	0	0
BID00191	ISD	Fleet	Designated Equipment Trailer - Water and Sewerage	35,000	0	0	35,000	0	0	0
BID00128 & BID00275	ISD	Fleet	Fleet Replacement Program	0	0	300,000	300,000	77,065	0	77,065
BID00128 & BID00275	ISD	Fleet	Fleet Replacement Program	925,000	0	0	925,000	0	0	0
BID00285	ISD	Development	Solar Farm	0	0	69,000	69,000	0	9,000	9,000
BID00248	ISD	IT	Implementation of Technology One Strategic Asset Management System	130,000	0	0	130,000	0	0	0
BID00184	ISD	IT	Water and Sewerage Telemetry	20,000	0	0	20,000	0	0	0
BID00005 & BID00262	ISD	Drainage	Kerb and Channel Rehabilitation Program	260,000	0	70,000	330,000	0	0	0
BID00066	ISD	Marine	Dungeness Commercial Wharf Fender Pile Replacement	-	-	145,000	145,000	0	132,445	132,445
BID00259 & BID00300	ISD	Marine	Lucinda Groynes	130,000	0	45,000	175,000	80	0	80
BID00290	ISD	Pathway	Cartwright/Herbert Street Footpath	0	0	130,000	130,000	0	0	0
BID00110	ISD	Pathway	Pathway Rehabilitation Program - Garbutt Park Walkway Circuit	100,000	0	0	100,000	0	0	0
BID00308	ISD	Pathway	Pathway Rehabilitation Program - Palm Creek Walkway Boardwalk	0	0	21,000	21,000	13,939	32	13,971
BID00269	ISD	Pathway	Sir Arthur Fadden Parade Pathway and McIlwraith Street Connectivity - Building Our Regions Funding	0	0	400,000	400,000	4,332	135,981	140,314
BID00096	ISD	Road	Annual Bitumen Reseal Program	400,000	0	0	400,000	25,145	227,140	252,285
BID00268	ISD	Road	Cassady Beach Access Road Improvements	0	0	30,000	30,000	0	0	0
BID00266	ISD	Road	Culdesac Works - Marina Parade, Ingham (Dutton Street End)	0	0	123,000	123,000	0	0	0
BID00267	ISD	Road	Culdesac Works - River Avenue, Halifax	0	0	38,000	38,000	0	0	0
BID00100	ISD	Road	Gravel Road Resheeting/Stabilisation Program/Betterment	150,000	0	0	150,000	0	0	0
BID00099	ISD	Road	Road Reconstruction Works	73,000	0	0	73,000	0	0	0

2019/2020 Capital Works Program

Bid Number	Portfolio	Category	Project title	Council funded	Grant & subsidy funded	Carry over from prior year budget	TOTAL BUDGET Jul19	ACTUALS Jul19	Commitments (Uninvoiced Orders) at 080819	Actuals + commitments
				\$	\$	\$	\$	\$	\$	\$
BID00302	ISD	Road	Road Reconstruction Works - Atkinson/Haig Street Design	60,000	0	0	60,000	0	0	0
BID00298	ISD	Road	Road Reconstruction Works - Insitu Stabilising of Class 5 Roads	0	0	255,000	255,000	0	220,942	220,942
BID00263	ISD	Road	Road Reconstruction Works - Lyons Street	0	0	490,000	490,000	0	2,970	2,970
BID00265	ISD	Road	Road Reconstruction Works - Neilsen Street	0	0	209,000	209,000	376	0	376
BID00102	ISD	Road	Transport Infrastructure Development Scheme (TIDS) - Abergowrie Road Drainage Upgrade	578,897	578,897	0	1,157,794	0	0	0
BID00102	ISD	Road	Transport Infrastructure Development Scheme (TIDS) - Mount Gardiner Road Gravel to Seal Upgrade	0	0	0	0	121,684	78,828	200,512
BID00102	ISD	Road	Transport Infrastructure Development Scheme (TIDS) - Wallaman Falls Road Reseal	0	0	0	0	167	0	167
BID00102	ISD	Road	Transport Infrastructure Development Scheme (TIDS) - Lannercost Extension Road Drainage Upgrade	0	0	0	0	0	52	52
BID00102	ISD	Road	Transport Infrastructure Development Scheme (TIDS) - Four Mile Road Reseal	0	0	0	0	6,297	0	6,297
BID00188	ISD	Road	Works Depot Security Upgrade - Stage 1	75,000	0	0	75,000	0	0	0
BID00258	ISD	Roads	Disaster Recovery Funding Arrangement Works includes, but not limited to: - Abergowrie Area (Map 1)	0	3,000,000	0	3,000,000	0	270,488	270,488
BID00258	ISD	Roads	Disaster Recovery Funding Arrangement Works includes, but not limited to: - Allendale Road	0	0	0	0	0	0	0
BID00258	ISD	Roads	Disaster Recovery Funding Arrangement Works includes, but not limited to: - Atkinson Pocket Road	0	0	0	0	0	73,312	73,312
BID00258	ISD	Roads	Disaster Recovery Funding Arrangement Works includes, but not limited to: - El Alamein Road	0	0	0	0	0	60,866	60,866
BID00258	ISD	Roads	Disaster Recovery Funding Arrangement Works includes, but not limited to: - Celottos Road	0	0	0	0	0	15,754	15,754
BID00258	ISD	Roads	Disaster Recovery Funding Arrangement Works includes, but not limited to: - Barbagallos Road	0	0	0	0	0	17,140	17,140
BID00258	ISD	Roads	Disaster Recovery Funding Arrangement Works includes, but not limited to: - Nebbias Road	0	0	0	0	0	420,237	420,237
BID00273	ISD	Sewer	Duplicate Sewerage Pump Station 1 Rising Main - Planning/Design	0	0	50,000	50,000	0	0	0
BID00204	ISD	Sewer	Forrest Beach Caravan Park Sewerage - Options Investigation	50,000	0	0	50,000	0	0	0
BID00175	ISD	Sewer	General Sewerage Pump Replacement	40,000	0	0	40,000	0	0	0
BID00272	ISD	Sewer	Reline 150mm Gravity Sewers	0	0	250,000	250,000	0	222,705	222,705
BID00183	ISD	Sewer	Sewer Manhole Refurbishment	100,000	0	0	100,000	1,940	35,028	36,968
BID00271	ISD	Sewer	Structural Refurbishment/Replacement Sewerage Pump Station (18S-SPSU-R1)	0	0	100,000	100,000	0	0	0
BID00270	ISD	Sewer	Structural Refurbishment/Replacement Sewerage Pump Station (19S-SPSU-R1)	0	0	240,000	240,000	0	35,340	35,340

2019/2020 Capital Works Program

Bid Number	Portfolio	Category	Project title	Council funded	Grant & subsidy funded	Carry over from prior year budget	TOTAL BUDGET Jul19	ACTUALS Jul19	Commitments (Uninvoiced Orders) at 080819	Actuals + commitments
				\$	\$	\$	\$	\$	\$	\$
BID00141	ISD	Water	Automatic Meter Reading Equipment Project	325,000	325,000	0	650,000	0	0	0
BID00239	ISD	Water	Ingham Water Security Project	350,000	1,000,000	1,978,829	3,328,829	78,733	3,284,755	3,363,488
BID00139	ISD	Water	Water Connections	30,000	0	0	30,000	2,424	0	2,424
BID00151	ISD	Water	Water Main Reticulation - Fire Hydrant Replacement Program	25,000	0	0	25,000	0	0	0
BID00152	ISD	Water	Water Main Reticulation - Valve Replacement Program	15,000	0	0	15,000	232	0	232
TOTAL APPROVED CAPITAL PROJECTS 2019-2020				5,999,897	6,026,897	7,530,365	19,557,159	351,410	6,241,454	6,592,864

Projects not carried over - for budget review confirmation

Bid Number	Portfolio	Category	Project title	Council funded	Grant & subsidy funded	Carry Over from Prior Year Budget	TOTAL BUDGET Jul19	ACTUALS Jul19	Commitments (Uninvoiced Orders) at 220819	Actuals + commitments
				\$000	\$000	\$000	\$000	\$	\$	\$
			W4Q TOILET BLOCK LANNERCOST ST - W4Q Toilet Block Lannercost Street	0	0	0	0	1,724	251,814	253,538
			LIGHTING FOR MULTI-PURPOSE SPORT - Lighting for Multi-Purpose Sport Arena	0	0	0	0	0	178,287	178,287
			19W-PUMP-R1 - Replace Lucinda Booster Pump Sets 18-19	0	0	0	0	43,834	702	44,536
			19DUN - Dungeness Dredging	0	0	0	0	500	34,986	35,486
			W4Q2.09 HERBERT STREET - Herbert St Shelters	0	0	0	0	32,052	960	33,012
			G19-001 - G19-001	0	0	0	0	0	30,390	30,390
			19S-PUMP-R2 - General Sewerage Pump Replacement 18-19	0	0	0	0	0	18,120	18,120
			18R11 - Bosworths Road - W4Q	0	0	0	0	3,078	13,524	16,602
			TYTO TRACKS/WALKS - TYTO TRACKS/WALKS	0	0	0	0	0	12,350	12,350
			BLD_420 - Showgrounds Storage Shed	0	0	0	0	0	10,409	10,409
			AGED FRIENDLYSEATING - AGED FRIENDLY SEATING	0	0	0	0	0	10,065	10,065
			19S-TPTU-N1 - ISTP Inlet and Bypass Design 18-19	0	0	0	0	0	10,000	10,000
			18W-SWBD-N1 - Upgrade Water S/brds with PLC Cont 17-18	0	0	0	0	0	9,354	9,354
			UPGRADE DIS MGMENT RADIO SYSTEMS - Upgrade Dis Mgment Radio Systems 18/19	0	0	0	0	0	9,091	9,091
			19FR - Footpath Rehabilitation Program	0	0	0	0	8,530	0	8,530
			19W-PTEQ-N1 - UPS Backup system for Water Towers 18-19	0	0	0	0	1,875	5,877	7,752
			19T9 - Mt Gardiner Road	0	0	0	0	7,495	0	7,495
			19S-MAIN-N1 - Bypass Rising Mains 18-19	0	0	0	0	7,245	0	7,245
			18R10 - Stone Street - W4Q	0	0	0	0	6,492	0	6,492
			19FBRR - Forrest Beach Boat Ramp & Breakwater	0	0	0	0	0	5,864	5,864
			19T1 - Wallaman Falls Road	0	0	0	0	2,554	0	2,554
TOTAL CAPITAL PROJECTS FOR CARRY OVER REVIEW				0	0	0	0	115,379	601,793	717,172

GRAND TOTAL				5,999,897	6,026,897	7,530,365	19,557,159	466,789	6,843,247	7,310,036
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FEES and CHARGES UPDATE REPORT – 31 JULY 2019

SEASONAL use of SHOWGROUNDS

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 1 Fiscally Responsive and Responsible Management of Public Infrastructure and Assets 2 Responsive and responsible management of land 3 Responsive and responsible local representation 4 Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire 5 Council's role in creating and supporting the economic prosperity of our Shire	Action All areas under the Operational Plan as referred throughout sections one to five

Budget, Financial and Resource Implications

Correct narration only on Fees and Charges for seasonal hire of Showgrounds oval.

Asset Management:

Activity relates to optimising the useful life of Council's buildings and facilities.

Executive Summary

This Report is presented to request the following change to the 2019-2020 Fees and Charges document on behalf of Corporate Services:

The wording for Corporate Services – Seasonal use of Showgrounds, including dressing sheds – Sporting Clubs section requires the substitution of the words "Per day-part thereof" which were incorrectly added as an administration error with "Per season". This cost relates to the full season, not per day.

For Council Decision – Recommendation

That Council accept and adopt the proposed revised change to the 2019-2020 Fees and Charges as tabled in the report concerning Seasonal use of the Showgrounds.

Officers Summary

The wording for Corporate Services – Seasonal use of Showgrounds, including dressing sheds – Sporting Clubs section requires the substitution of the words “Per day-part thereof” which were incorrectly added as an administration error with “Per season”. This cost relates to the full season, not per day.

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

Budget Policy

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

- *Local Government Act 2009; and*
 - *Local Government Regulation 2012.*
-

Consultation

Not applicable concerning acceptance of this Report.

Attachments

Page 14 of 2019-2020 Fees and Charges.

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
Seating(per100 chairs)- Seatingsetupby Councilprior to the event			Per 100 chairs	Y	\$48.00
*Preparation Day/Night before			Fullhireexcluding bar	Y	\$348.00
Bar in conjunction with auditorium hire			Full hire		\$53.00
Bar in conjunction with auditorium hire			Less than 6 hours		\$35.00
Kitchen only (hire includes crockery, cutlery, dishwasher and refrigeration)			Full Hire		\$233.00
Kitchen only (hire includes crockery, cutlery, dishwasher and refrigeration)			Less than 6 hours		\$152.00
SHOWGROUNDS - INGHAM					
Bond					
Pavilion and Multi-purpose Sports Arena			Per Occurance	Nil	\$500.00
Showgrounds including oval for Minor Events			Per Occurance	Nil	\$500.00
Showgrounds for Major Events e.g. Car Show, AIF & Circus			Per Occurance	Nil	\$2,000.00
Seasonaluseofshowgroundsincludinguseofdressingsheds-Sporting Clubs			Per Occurance	Nil	\$500.00
Eastern Side of Ingham Showgrounds					
<i>Items marked with an asterisk require a 50% non-refundable booking fee paid upon lodging an application form. Cancellations due to weather may be entitled to a full refund.</i>					
*Oval 1 (No lighting)			Per day - part thereof	Y	\$93.00
Lighting for Oval 1 - Training 50% Lighting			Per hour	Y	\$15.50
Lighting for Oval 1 - Practice 75% Lighting			Per hour	Y	\$24.50
Lighting for Oval 1 - Game Night 100% Lighting			Per hour	Y	\$32.00
*Multi-purpose Sports Arena			Per day - part thereof	Y	\$93.00 plus electricity
<i>**Ground Hire - per day or part thereof Grounds outside Oval 1 and Multi-purpose Sports Arena"</i>			Per day - part thereof	Y	\$51.00
Club Room			Per room per day - part thereof	Y	\$8.00
*Canteen			Per day - part thereof	Y	\$56.00
Horse or Cattle stalls (with an associated event only)			Per day - part thereof	Y	\$35.00
Auction Sale (Not part of any major event)			Per head	Y	\$4.50
Camping - with an associated event only			Per day - part thereof	Y	\$45.00
Traveller camping with working animals			Per night - part thereof		\$15.00
<i>"Shoulder Period Fee - per day (Access to the Showgrounds on the days prior and post the major event)"</i>			Per day - part thereof	Y	\$16.00
Seasonal use of showgrounds including use of dressing sheds - Sporting Clubs			Per season	Y	\$615.50
<i>All inclusive use of Eastern Side of Ingham Showgrounds (Oval 1, Multi-Purpose Sports Arena and Ground Hire)</i>			Per day - part thereof	Y	\$225.00 plus electricity
Western Side of Ingham Showgrounds					

INFRASTRUCTURE SERVICES DELIVERY ACTIVITY REPORT – 31 JULY 2019

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 1 Fiscally Responsive and Responsible Management of Public Infrastructure and Assets	Action Council will ensure a coordinated and integrated approach to infrastructure planning, implementation and renewal

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

This report is presented for the information of Council and includes an update on Infrastructure Services Delivery operational activities for the month ending 31 July 2019.

Council Decision – Recommendation

That Council receive and note the information in the Report.

Officers Summary

This report is presented for the information of Council and includes an update on Infrastructure Services Delivery operational activities for the month ending 31 July 2019.

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

- *Local Government Act 2009; and*
 - *Local Government Regulation 2012.*
-

Consultation

Nil

Attachments

- Water E-Coli Report; and
 - Water & Sewerage Water Production Report.
-

WORKSHOP AND FLEET MANAGEMENT

Prestart each morning.

Main Activities of the month

- Work orders: Complete – 81
 - 20 Services - 6 Light Vehicles, 1 Truck, 2 Heavy Plant, 10 Light Plant
- Tyres and Alignments:
 - Light Vehicle – 8
 - Trucks – 1
 - Heavy Fleet – 2
 - Alignments – 2
 - Puncture Repairs – 3
- Windscreens – 1

Major Repairs

- Major repair commenced on PA00117 Doosan Loader rear diff failure
- Delivery of two Mazda BT50 Utilities RF002001 and RF002683

Fleet Replacement

Refer to Capital Projects Status Report.

WORKS

For Capital Projects updates refer to Capital Projects Status Report.

DESIGN

- Design contractor has commenced working on a number of projects from the 2020-2021 Capital Projects list.

PARKS AND OPEN SPACES

- The Lucinda and Forrest Beach Foreshore Vegetation Clean-up project is progressing well. Lucinda foreshore is anticipated to be finished at the start of August and Forrest Beach to commence in August.

ASSETS AND INFRASTRUCTURE

- Transport Revaluation - Assets and Infrastructure has been working with Finance to finalise the revaluation data. It is anticipated that the final revaluation files will be uploaded to Technology One by the end of August.

Other activities this month:

- Number of Flood Certificates = 3
- Number of Storm Surge Certificates = 0
- Number of GIS Map Requests = 1
- Number of Private Works in Road Reserve Permits = 2

WATER AND SEWERAGE

- Work carried out by Water and Sewerage Department for month ending 31 July 2019:
 - Broken sewers – 1
 - Broken connections – 8
 - Broken mains – 1
 - Water quality complaints – 0
 - Low pressure faults – 0
 - New connections installed – 0
- Chlorine analyser service being organised.

EXTERNAL MEETINGS

- CHAS Phases 3-8 Project Inception Webex Teleconference, Ingham – Monday 1 July 2019
- Onsite meeting with Cr Skinner and Taylors Beach Progress Association Representative re Action Items – Tuesday 2 July 2019
- NQ Water and Sewerage Collaboration, Townsville – Thursday 4 July 2019
- EMISD / Portfolio Councillor Meeting – Tuesday 9 July 2019
- Onsite inspection with Les Adams (Autofest) – Monday 15 July 2019
- Onsite inspection with Les Adams (Autofest) – Wednesday 17 July 2019
- Meeting with SKW Lawyers re property access – Thursday 18 July 2019
- Onsite Inspection with Mayor – Knuckledown Road, Mt Fox – Wednesday 24 July 2019
- Onsite Inspection Warrens Hill Radio Towers Access Road – Friday 26 July 2019
- North Qld RRTG Technical Committee Meeting, Ingham – Monday 29 July 2019

[illegible]

1. WATER

	Ingham River PS	Martin St. Depot WTP	Halifax WTP	Macknade WTP	Forrest Beach WTP
Total KI Pumped	43649	73732	0	24234	17487
Previous Month	2457	100715	0	15953	12806
	Halifax Depot	Ing to F/Bch Flow			
Total KI Pumped	6638	4865			
Previous Month	5200	3584			

2. WATER CONSUMPTION

	Total KI	Mean Day	Max Day	Min Day	l/c/d	Prev. Month
SCHEME 1 - Ingham/Toobanna/Trebonne	105878	3529	4512	2072	519	889
SCHEME 2 - Halifax/Lucinda/Cordelia/Macknade/Taylors Beach	30871	1029	1455	650	312	227
SCHEME 3 - Forrest Beach	17487	556	616	323	416	292

3. SEWERAGE

	Total KI	Mean Day	Max Day	Min Day	Prev Month Total KI	Prev Month Mean Day
Ingham Sewerage Treatment Plant - Inlet Flow	52336	1688	2050	1389	79261	2642
Ingham Sewerage Treatment Plant - Pumped to Community Wetlands	1953	1402	2027	1657	1902	1903
Ingham Sewerage Treatment Plant - Outlet Flow to Herbert River - W3	0	0	0	0	5668	189
Hinchinbrook Community Wetlands - Inlet Flow	51710	1668	1902	1107	54550	1818
Hinchinbrook Community Wetlands -Outlet Flow - W1	59559	1921	2077	1718	64385	2146
Lucinda Sewerage Treatment Plant - Outflow to Irrigation	1587	51	83	23	1192	40
Lucinda Sewerage Treatment Plant - Outflow _ W2 - Ocean	0	0	0	0	0	0
Trebonne Sewerage	2063	67	80	45	2515	84

Escherichia Coli Health Compliance Quarterly Report

Ingham Water Supply - Raw Water Tests						
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS	
Quarterly						
Tests Taken	1	0	0	0	0	1
Tests Failures	1	0	0	0	0	1
Tests Passed	0	0	0	0	0	0
% Passed	0.00%	#DIV/O!	#DIV/O!	#DIV/O!	0%	

Ingham Water Supply - TREATED Water Tests						
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS	
Quarterly						
Tests Taken	1	0	0	0	0	1
Tests Failures	0	0	0	0	0	0
Tests Passed	1	0	0	0	0	1
% 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	10	0	0	0	0	10
Tests Failures	0	0	0	0	0	0
Tests Passed	10	0	0	0	0	10
% Passed	100%	#DIV/O!	#DIV/O!	#DIV/O!	100%	

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

Lower Herbert Water Supply - Raw Water Tests						
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS	
Quarterly						
Tests Taken	1	0	0	0	0	1
Tests Failures	0	0	0	0	0	0
Tests Passed	1	0	0	0	0	1
% 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	1	0	0	0	0	1
Tests Failures	0	0	0	0	0	0
Tests Passed	1	0	0	0	0	1
% 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	7	0	0	0	0	7
Tests Failures	0	0	0	0	0	0
Tests Passed	7	0	0	0	0	7
% Passed	100%	#DIV/O!	#DIV/O!	#DIV/O!	100%	

NO. of TESTS	NO. of Passes	Failures	Compliance
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INGHAM	Reticulation	2	2	0	100%
TREBONNE	Reticulation	2	2	0	100%
TOOBANNA	Reticulation	4	4	0	100%
BLACKROCK	Reticulation	1	1	0	100%
FORREST BCH	Reticulation	0	0	0	#DIV/O!
TAYLORS BCH	Reticulation	3	3	0	100%
MKD/BEM	Reticulation	1	1	0	100%
HALIFAX	Reticulation	2	2	0	100%
LUCINDA	Reticulation	21	21	0	100%
CORDELIA	Reticulation	0	0	0	#DIV/O!
TOTAL		36	36	0	100%

SCHEME 1 - INGHAM SUPPLY	4	4	0	100%
SCHEME 2 - L/ HERBERT SUPPLY	0	0	0	#DIV/O!
SCHEME 3 FORREST BCH SUPPLY	21	21	0	100%
HINCHINBROOK WATER SUPPLY	25	25	0	100%

INFRASTRUCTURE SERVICES DELIVERY STATUS REPORT – 31 JULY 2019

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 1 Fiscally Responsive and Responsible Management of Public Infrastructure and Assets	Action Council will ensure a coordinated and integrated approach to infrastructure planning, implementation, maintenance and renewal

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

Report on the actions taken to complete Council resolutions relating to Infrastructure Services Delivery.

Council Decision – Recommendation

That Council receive and note the information in the Report.

Officers Summary

Not applicable concerning acceptance of this Report.

Historical Information

Report on the actions taken to complete Council resolutions relating to Infrastructure Services Delivery.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

Local Government Act 2009

Consultation

Chief Executive Officer

Attachments

Status of Actions

Resolution Number – 300719-52 – Parravicinis Road – Request to Purchase Reserve Associated with DA066/0204

That Council:

- A. Formally write to the landowner of Lot 1 on RP727874 and Lot 2 on RP715816, Parish of Cordelia, Lucinda Road, Halifax to confirm Council no longer wishes to reach an agreement for the opening of a road along the access formation known as Parravicinis Road, Halifax; and
- B. Finalise payment of legal costs to the value of \$4,207.06 (incl. GST) for legal services provided to the landowner between 20 October 2010 to 30 June 2015 from Spina Kyle Waldon Lawyers in order to honour previous agreement with Council established in 2010.

Status:

August 2019 Update – Correspondence sent to landholder (ECM # 2298004) and SKW Lawyers (ECM # 2298006). Invoice provided to Accounts Payable for payment. **Matter Closed**

Resolution Number – 300719-22 – Dungeness Enterprise Channel Dredging – Beach Replenishment and Rock Wall Project

That Council:

- A. Receive and note the Hydrodynamic and Sediment Transport Modelling Study by Water Technology;
- B. Receive and note the Geotechnical Investigation by Jacobs Group;
- C. Receive and note the Sediment Sampling and Analysis by FRC Environmental;
- D. Receive and note the Ecological Survey & Environmental Impact Assessment Report by FRC Environmental;
- E. Receive and note the Dungeness Enterprise Channel Sediment Transport Study by Water Technology; and
- F. Authorise the Chief Executive Officer to acquire further modelling and analysis of the benefits associated in constructing a rock wall directly adjacent to the proposed dredging channel alignment.

Status:

August 2019 Update – Water Technology has been engaged to undertake additional sand modelling and a cost analysis with revised rock wall configuration at a cost of \$30,710 (excl. GST). Study estimated to take 8 weeks. **Matter Closed**

Resolution Number – 300719-21 – Hinchinbrook Water Security Project Update

That Council receive and note the information in the Report.

Status:

August 2019 Update – Report well advanced and continuing. **Matter Closed**

Resolution Number – 300719-20 – Forrest Beach Boat Ramp Planning and Approvals Report

That Council:

- A. Receive and note the Forrest Beach Boat Ramp Upgrade – Planning and Approvals Report by Flanagan Consulting Group; and
- B. Distribute the Report to the Forrest Beach Recreational Boating and Tourism Committee for comment and feedback.

Status:

August 2019 Update – Correspondence and report sent to Committee requesting comments and feedback (ECM # 2297727). Next FBRBTC meeting is 26 August 2019.

Resolution Number – 300719-19 – Lucinda Groynes Status

That Council:

- A. Receive and note the contents in the report regarding the analysis of costings in relation to recent reinstatement of damaged bags on the Lucinda Groynes, comparison of this work with the recent installation of the groyne at the Lucinda Swimming Enclosure, and future methodology for completing the reinstatement of damaged bags on the Lucinda Groynes;
- B. Receive and note the pre-lodgement advice to facilitate conversion of the existing geotextile groynes to rock; and
- C. Authorise the Chief Executive Officer to commence scoping the necessary investigation/consultant reports required to lodge an application for converting the existing geotextile groynes to rock.

Status:

August 2019 Update – Works will commence late August 2019. Contractor Engaged.

Matter Closed

Resolution Number – 300719-18 – Queensland Reconstruction Authority Category C and D Funding Application

That Council:

- A. Endorse the application made under the 2019 Betterment Program and Clean-up and Repair of Community Recreational Assets and Facilities Package; and
- B. Confirm the necessary contribution from Council to be allocated in the 2020-2021 capital budget (as presented) where adequate funding and resources are not available in the 2019-2020 financial year.

Status:

August 2019 Update – Application to QRA lodged.

Matter Closed

Resolution Number – 300719-16 – RF003244 – Mount Fox Road Landslips Geotechnical Investigation

That Council:

- A. Endorse the awarding of project RF003244 – Mount Fox Road Landslips (Local Buy Reference: VP148058) to Jacobs Group (Australia) Pty Ltd on the basis of the Emergency Works phase under Clause 6.5.4.3 of the Procurement Policy; and
- B. Delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to enter into contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract.

Status:

August 2019 Update – Consultancy engaged and scope of work complete.

Matter Closed

Resolution Number – 300719-15 – RF003184 – Dalrymple Creek Bridge Remedial Works

That Council:

- A. Award the offer RF003184 – Dalrymple Creek Bridge Remedial Works to Keita Services for a total contract amount of \$305,952 (excl. GST); and
- B. Delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to enter into contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract

Status:

August 2019 Update – Correspondence sent to successful (ECM # 2297710) and unsuccessful (ECM # 2297716) offerers.

Matter Closed

Resolution Number – 300719-14 – HSC 19/26 – Supply and Delivery of One Loader

That Council:

- A. Accept the offer from Honeycombes Sales and Service for the supply and delivery of one loader with trade of plant PA00064 for a net changeover of \$228,800 (excl. GST); and
- B. Provide for the purchase of the Loader as part of the 2019-2020 Budget Review.

Status:

August 2019 Update – Correspondence sent to successful and unsuccessful offerers, and also to all offerers for HSC 19/24 Wheel Loader Dry Hire to advise Council has resolved to purchase a loader in lieu of dry hire arrangement.

Matter Closed

Resolution Number – 300719-13 – RF002682 – Supply and Delivery of one 4x4 Single Cab Truck with Spray Tank

That Council accept the no trade offer from Tony Ireland Isuzu - Rydwell for One 4WD Single Cab Truck with 2000 Litre Spray Tank for \$98,805.34 (excl. GST).

Status:

August 2019 Update – Correspondence sent to successful (ECM # 2298011) and unsuccessful offerers (ECM # 2298009-10).

Matter Closed

Resolution Number – 250619-49 – Parravacinis Road – Request to Purchase Reserve Associated with DA066/0204

That Council defer the matter pending receipt of further information.

Status:

August 2019 Update – This matter has been closed out under Resolution Number 300719-52 with the comment: Correspondence sent to landholder (ECM # 2298004) and SKW Lawyers (ECM # 2298006). Invoice provided to Accounts Payable for payment.

July 2019 Update – Onsite inspection with Council held Tuesday 9 July 2019. Report to Council has been amended to provide further information as requested by Council, and will be presented to July General Meeting.

Matter Closed

Resolution Number – 250619-29 – Orient Road Water Main Investigations

That Council:

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

Status:

August 2019 Update – Preliminary investigations and scoping are underway.

July 2019 Update – In progress.

Resolution Number – 250619-25 – Proposed Changes to Road Register

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

Status:

August 2019 Update – Changes have been completed.

July 2019 Update – Amendments underway but not yet complete.

Matter Closed

Resolution Number – 250619-22 – HSC 19/23 – DRFA Program 19-01PK03- Nebbias Road Restoration and Betterment Works

That Council:

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

Status:

August 2019 Update – Final approval report has been received from QRA and adjustments made to 2018 and 2019 submissions accordingly. Successful letter to be issued to contractor.

July 2019 Update – Correspondence has been sent to unsuccessful offerer. Contracts are being prepared pending approval from QRA and advice on whether the scope will change. **Matter Closed**

Resolution Number – 250619-21 – HSC 19/22 – DRFA Program 19-01PK02- Map 1 Restoration Works

That Council:

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

Status:

August 2019 Update - Final approval report has been received from QRA and adjustments made to 2018 and 2019 submissions accordingly. Successful letter to be issued to contractor.

July 2019 Update – Correspondence has been sent to unsuccessful offerers. Contracts are being prepared pending approval from QRA and advice on whether the scope will change. **Matter Closed**

Resolution Number – 250619-17 –Coconut Palm Cost Comparison/Risk Assessment

That Council:

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

- E. All coconut trees not currently de-nutted in named Parks in the foreshore areas of Lucinda, Taylors Beach and Forrest Beach to be added to the de-nutting regime.

Status:

August 2019 Update – Coconut removal works are scheduled for November 2019.

July 2019 Update – Correspondence sent to Halifax Progress Association, Lucinda Progress Association, Forrest Beach Progress Association and Taylors Beach Progress Associations advising of the outcome of the report and enclosing the cost comparison for their information.

Resolution Number – 290119-09 – Funding Application for River Gauge and Flooding Remote Camera Systems

That Council consider this a priority project but defer lodging an application in order to consult and seek funding support from the Department of Transport and Main Roads and Bureau of Meteorology.

Status:

August 2019 Update – No further external funding opportunities identified. To be considered under Budget Bid Book Process.

July 2019 Update – QRA Resilience funding submission was unsuccessful. Infrastructure Engineer is making enquiries about other potential funding sources.

June 2019 Update – Applications being assessed by QRA.

May 2019 Update – Funds have been sought under QRA Resilience funding however it has a priority 4 allocation.

April 2019 Update – Same as previous.

March 2019 Update - Same as previous.

February 2019 Update – Letter drafted to Department of Transport and Main Roads and Bureau of Meteorology.

Resolution Number – 271118-29 – Dalrymple Road Drainage – Lot 38 on CWL956

That Council:

- A. Approve once-off civil works to be completed within the property Lot 38 on CWL956, subject to appropriate legal documentation executed prior to works commencing;
- B. Add the following action in the 2018/2019 Operational Plan under the Corporate Plan Strategies Heading – 1.1 Plan and execute timely preventative maintenance regimes that extend the useful life of roads, water and sewerage network infrastructure in a cost effective manner:
 - 1.1.4 Undertake respective drain profiling improvements associated with the drainage of Dalrymple Road.

Status:

August 2019 Update – Deed has been executed by all parties. Drain clearing work programmed.

July 2019 Update – Deed has been amended at landholders request to use gabion rock instead of gravel as discussed with Council at Briefing Session 16 July 2019. Change to be made to design plan before sending to landholder for execution of the deed.

June 2019 Update – Deed has been sent to landholder for execution and return by 5 July 2019 else offer of one-off civil works will be withdrawn and the matter noted as formally closed in Council's records.

May 2019 Update – Draft agreement received and undergoing review before signing.

April 2019 Update – Awaiting draft agreement.

March 2019 Update - Solicitor is preparing a legally binding agreement for execution prior to work commencing.

February 2019 Update – A solicitor has been engaged to prepare a legally binding agreement for execution prior to work commencing.

January 2019 Update – In hand.

December 2018 Update – Letter sent to Owner. Legal advice is being sought regarding the deed of agreement.

Matter Closed

Resolution Number - 291018-12a – Unmaintained Roads Policy

That Council review the current Unmaintained Roads Policy.

Status:

August 2019 Update – Road mapping and ranking schedule will be presented to the August Briefing Session. Design and policy implications being considered.

July 2019 Update – Draft policy will be presented to August Briefing Session for discussion prior to presentation at August General Meeting for adoption.

June 2019 Update – Infrastructure Engineer to present status update presentation to Council at June Briefing Session.

May 2019 Update – Report on review will be presented to Council at the July General Meeting.

April 2019 Update – Same as previous.

March 2019 Update – Preliminary review of the policy is complete. A review of the methodology for unmaintained roads is being undertaken in conjunction with the policy review, and it is proposed to present the review to May Briefing-Connect followed by a report to Council at the May General Meeting.

February 2019 Update – Policy review is programmed for coming weeks and it is proposed to present a report to Council at the March General Meeting.

January 2019 Update – Review to be commenced in the new year.

December 2018 Update – Review to be commenced in the new year.

November 2018 Update – Review to be commenced.

2019-2020 CAPITAL PROJECTS STATUS REPORT for MONTH ENDING 31 JULY 2019

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 1.1 Plan and execute timely preventative maintenance regimes that extend the useful life of roads, water and sewerage network infrastructure in a cost effective manner.	Action 1.1.3 Continued improvement of the Transport Asset maintenance annual schedule by June 2019.

Budget, Financial and Resource Implications
Capital Works Budget

Asset Management

This report details progress made on capital renewal and upgrades and delivery for the Hinchinbrook Shire Council and the assets that it is responsible for.

Executive Summary

For the month of July 2019, the Capital Projects Status Report that follows provides a breakdown of projects as approved in the 2019-2020 Capital Works Program.

Council Decision – Recommendation

That Council receive and note the information in the Report.

Officers Summary

Not applicable concerning acceptance of this Report.

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

Not applicable concerning acceptance of this Report.

Consultation

Nil

Attachments

Capital Projects Status Report



Assessment/Design



Procurement



Construction and/or Delivery

CAPITAL PROJECTS STATUS REPORT FOR MONTH ENDING 31 JULY 2019

Capital Projects Status Report

Bid No.	Portfolio	Category	Code	Project Description	Status Comments	Project Timeline												
2019-2020 Capital Projects																		
Chief Executive Officer																		
BID00016	CEO	Dev & Parks	20CE0002	Works for Queensland 2019-2021 - Development Program Stage 1	• Correspondence has been sent to stakeholders requesting comments.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	A											
Actual																		
BID00013	CEO	Dev & Parks	20CE0001	Strategic Directional Funds	• Report to Council re realignment of Dungeness wall is complete. Engagement of consultant to undertake additional studies complete.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast												
Actual																		
Corporate Services																		
BID00282	CS	Facilities	18-19 COVERED FUEL BOWSER	Covered Fuel Bowser - Works Depot	• Contract awarded. Onsite prestart delayed until next week due to Facilities Coordinator leave.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	P	C										
Actual						P												
BID00281	CS	Facilities	20BLD003	Hinchinbrook Aquatic Centre - Lockable Storage Shed	• Draft RFQ prepared.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		P		C								
Actual																		
BID00122	CS	Facilities	20EQP001	Hinchinbrook Aquatic Centre - Replace Heat Exchanger	• Draft RFQ prepared.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		P		C								
Actual																		
BID00304	CS	Facilities	20BLD001	Lannercost Street Office Ventilation Assessment	• Assessment has commenced and quotation requested.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	A											
Actual						A												
BID00014	CS	Facilities	20BLD002	Showgrounds Development Initiatives	• Yet to commence in consultation with project leads within DPES.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	A			P			C					
Actual																		
BID00232	CS	IT	20ITS001	Computer Server Room Airconditioning - Fan Replacement	• Assessment has commenced.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	A		P	C								
Actual						A												
BID00229	CS	IT	20ITS002	ECM, Property and Rating Software Upgrade	• Assessment has commenced.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	A		P		D							
Actual						A												
BID00240	CS	IT	20IT01	Information Technology Infrastructure Renewal Project including Core Network Switching - Backup Solution	• Tender has been released to market.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	P			D								
Actual						P												



Assessment/Design



Procurement



Construction and/or Delivery

CAPITAL PROJECTS STATUS REPORT FOR MONTH ENDING 31 JULY 2019

Capital Projects Status Report

Bid No.	Portfolio	Category	Code	Project Description	Status Comments	Project Timeline												
BID00125	CS	Parks	20BLD005	Replace Shade Sails at Borello Park, Lucinda	• RFQ document to be finalised													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast				P	C							
Actual																		
Development, Planning and Environmental Services																		
BID00287	DPES	Dev	CBD WORKS	CBD Revitalisation - Planter Boxes, Rubbish Bins and Seats	• Seating phase of project has been completed. • Rubbish bins are currently still in construction, with procurement still in progress for printed media to be displayed on sides of bins. Five of 18 bins to be completed by the end of August, with an additional one per week to be completed thereafter. • Planter box design is currently being re-assessed.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		P				D						
Actual																		
BID00288	DPES	Dev	CBD WAYFINDING, MAPS AND SIGNAGE	CBD Revitalisation - Way Finding Signage	• Signage is currently with A/MECD for review and changes. Once review has been completed, project will progress to procurement.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		A		P		D						
Actual																		
BID00299	DPES	Dev	20ECD001	Community Parkland Wetland Circuit Connector - Stronger Communities Program Round 4 Funding	• Project is currently awaiting funding approval due to a change in scope.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		A		P	C							
Actual																		
BID00289	DPES	Dev	H'WAY ENTRANCE STATEMENT	Hinchinbrook Way - Statement Signage - Hinchinbrook Visitor Information Lounge	• Technical design and engineering certification is currently being finalised. Once assessment phase has been completed, project will proceed to procurement for supply and installation of signage.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		A		P		C						
Actual																		
BID00277	DPES	Dev	HALIFAX STREETScape	Halifax Revitalisation - Heritage Lighting Main Street	• Project is being delivered in two phases, with the first being the heritage lighting, and the second being decorative fairy lights. • Quotation is currently being sought for procurement of lighting, expected to progress mid August.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		A		P		C						
Actual																		
BID00293	DPES	Dev	LANNERCOST LANE ARTWORK	CBD Revitalisation - Lannercost Street Laneway Activation - Stage 1	• Project currently under assessment.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast					A							
Actual																		
BID00291	DPES	Dev	HINCHINBROOK WAY DRIVE	Hinchinbrook Way Drive - Drive Signage and Towers	• Project currently under assessment.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast					A							
Actual																		
BID00292	DPES	Dev	HVIL - REFURNISHMENT	Hinchinbrook Visitor Information Lounge - Refurbishment Design	• Project currently under assessment.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast					A							
Actual																		
BID00294	DPES	Dev	WALLAMAN FALLS	Wallaman Falls and Broadwater Ecotourism Master Plan	• Works have been awarded to Milford Planning													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		P				D						
Actual																		



Assessment/Design



Procurement



Construction and/or Delivery

CAPITAL PROJECTS STATUS REPORT FOR MONTH ENDING 31 JULY 2019

Capital Projects Status Report

Bid No.	Portfolio	Category	Code	Project Description	Status Comments	Project Timeline												
BID00118	DPES	Facilities	20BLD004	Animal Pound Shelter - Works Depot	• RFQ document to be finalised													
						Project Completed				Assets Created/Project Capitalised								
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast				P	C							
Actual																		
BID00117	DPES	Facilities	20BLD007	Ingham Cemetery - Storage Shed Extension	• RFQ document to be finalised													
						Project Completed				Assets Created/Project Capitalised								
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast				P	C							
Actual																		
BID00276	DPES	Facilities	20BLD006	TYTO Development - Conference Centre Kitchen	• Project currently under assessment.													
						Project Completed				Assets Created/Project Capitalised								
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		A										
Actual	A																	
BID00238	DPES	Facilities	20SEC002	TYTO Security - Alarm System	• Project currently under assessment.													
						Project Completed				Assets Created/Project Capitalised								
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	A		P		D							
Actual	A																	
BID00214	DPES	Dev	20ECD003	Hinchinbrook Youth Development Strategy 2020 - 2025	• Project currently under assessment.													
						Project Completed				Assets Created/Project Capitalised								
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	A	A				P		D				
Actual	A																	
BID00284	DPES	Dev	RECREATION/ADVENTURE TOURISM PL	Product Development Business Case	• Project currently under assessment.													
						Project Completed				Assets Created/Project Capitalised								
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	A											
Actual	A																	
BID00305	DPES	Pathway	20ECD002	TYTO Wetlands Walks/Tracks	• Procurement has been completed, with project construction phase expected to be completed early August.													
						Project Completed				Assets Created/Project Capitalised								
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	P		C									
Actual	P																	
BID00220	DPES	Waste	20WST001	Warrens Hill Waste Disposal Facility - Landfill Capping	• Assessment has commenced.													
						Project Completed				Assets Created/Project Capitalised								
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast			A		P		A		P		C	
Actual																		
BID00279	DPES	Waste	WARRENS HILL	Warrens Hill Waste Disposal Facility - Landfill Remediation	• Procurement in progress for traffic management and leachate system investigation. GW reference bore sampling schedule developed to meet minimum sampling requirements for site specific limits - sampling events on-track as per schedule. Assessment/Design of remaining actions currently being undertaken.													
						Project Completed				Assets Created/Project Capitalised								
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	A	P	A	P	A	P	A	P	A	P	A	P
Actual	A	P																
Infrastructure Services Delivery																		
BID00019	ISD	Bridges	18B2	Baillies Bridge Culvert Replacement (Baillies Road)	• The funding department provided written approval on 30 July to recommence works at Baillies Bridge. The contractor has been notified and will supply an updated construction program in August. Initial discussions with the contractor indicate that they will return to site before the end of August.													
						Project Completed				Assets Created/Project Capitalised								
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast				C								
Actual																		



Capital Projects Status Report

Bid No.	Portfolio	Category	Code	Project Description	Status Comments	Project Timeline												
BID00260	ISD	Bridges	19B2	Dalrymple Creek Bridge Rehabilitation (Hawkins Creek Road)	• Contract was awarded at July Council meeting. Successful letters and contract documentation to be prepared early August.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	P			C								
						Actual												
BID00114	ISD	Bridges	This project is to be removed from the budget	Kirks Bridge Rehabilitation (Liborios Road) - Roads to Recovery Funding	• The scope of this project has reduced following recommendations provided by Cardno. Temporary works are being undertaken to strengthen the girders, which has been awarded to Keita Services as a variation to the Baillies Bridge Project. The temporary works have been quoted at \$19,800 (excl. GST) and are considered as operational costs. The R2R money has been reallocated to Dalrymple Creek and Macknade Creek Bridge projects.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast			G									
						Actual												
BID00261	ISD	Bridges	19B3	Macknade Creek Bridge Rehabilitation (Old Wharf Road)	• Project has been awarded to Keita Services. Contract documents have been prepared for signing.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast				C								
						Actual												
BID00004	ISD	Bridges	20BRD001	Mount Fox First Bridge Culvert Replacement (Mount Fox Road) - Bridge Renewals Funding	• GHD have finalised the designs and will be presented to Council at the August General Meeting for adoption.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast					P			C				
						Actual												
BID00007	ISD	Drainage	20D1	Kerb Entry Stormwater Pit Renewal	• Design plans have been finalised and project folders are currently being reviewed for release to the Works Department.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		A			C							
						Actual		A										
BID00208	ISD	Drainage	20D2	Rural Stormwater Renewal Program	• Design department to review and scope.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast			A									
						Actual												
BID00006	ISD	Drainage	20D3	Stormwater Drainage Upgrade Program	• Design plans are currently being reviewed for Sartoresi Street/Wallis. Designs are still in progress for Chamberlain/Gardiner Street.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		A				C						
						Actual		A										
BID00205	ISD	Drainage	20D4	Urban Stormwater Renewal Program	• Project folder documentation for Bream Street has been released to the Works Department.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		A	A			C						
						Actual		A										
BID00191	ISD	Fleet	20FLT002	Designated Equipment Trailer - Water and Sewerage	• Currently consulting with Water and Sewerage crews regarding trailer design and equipment required.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		A	A					P				
						Actual		A										
BID00128 & BID00275	ISD	Fleet	PLANT REPLACEMENT 18/19	Fleet Replacement Program	• Procurement completed for PA00064 - Front End Loader, PA00042 - 4WD single cab truck with spray tank.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast								P				
						Actual		P										



Assessment/Design



Procurement



Construction and/or Delivery

CAPITAL PROJECTS STATUS REPORT FOR MONTH ENDING 31 JULY 2019

Capital Projects Status Report

Bid No.	Portfolio	Category	Code	Project Description	Status Comments	Project Timeline												
BID00128 & BID00275	ISD	Fleet	20FLT001	Fleet Replacement 2019-2020	• Next RFQ to be released to market - Hako Street Sweeper.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	P											
Actual	P																	
BID00285	ISD	CEO	SOLAR ON OFFICE BUILDING	Solar Farm	• Resource Analytics has been engaged. • Draft EOI has been completed and will be released to market in the next month. • Site Specific Assessment has been lodged with Ergon.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	P											
Actual	P																	
BID00248	ISD	IT	20ITS003	Implementation of Technology One Strategic Asset Management System	• Formal quotation has been provided by Technology One for the Strategic Asset Management Module. Awaiting final costings for the Capital Planning and Delivery Module. The implementation timelines depend on updates being made to the whole of Council Technology One system.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	P										D	
Actual	P																	
BID00184	ISD	IT	20WAT001	Water and Sewerage Telemetry	• Replacement sites to be identified. Telemetry replaced by Elpro Technologies in Brisbane.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast									D			
Actual																		
BID00005 & BID00262	ISD	Drainage	20KR	Kerb and Channel Rehabilitation Program - Covell Street; and - Fisher Street	• Design plans have been finalised and project folders are ready to be released to the Works Department.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	A		P		C							
Actual	A																	
BID00066	ISD	Marine	19DCW	Dungeness Commercial Wharf Fender Pile Replacement	• Contractor has provided a construction timeline of 16 September to 30 September, dependant on weather and material availability.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast				C								
Actual																		
BID00259 & BID00300	ISD	Marine	18LG	Lucinda Groynes	• Contractor engaged to undertake works during favourable tides during August and September.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast			C									
Actual																		
BID00290	ISD	Pathway	20F1	Cartwright/Herbert Street Footpath	• Design department to review and scope.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast			A					P		C		
Actual																		
BID00110	ISD	Pathway	20PK1	Pathway Rehabilitation Program - Garbutt Park Walkway Circuit	• Design department to review and scope.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		A	P		C							
Actual																		
BID00308	ISD	Pathway	19PK1	Pathway Rehabilitation Program - Palm Creek Walkway Boardwalk	• Project construction nearing completion.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	C											
Actual	C																	



Capital Projects Status Report

Bid No.	Portfolio	Category	Code	Project Description	Status Comments	Project Timeline												
BID00269	ISD	Pathway	17F2	Sir Arthur Fadden Parade Pathway and Mcllwraith Street Connectivity - Building Our Regions Funding	• Sir Arthur Fadden Parade footpath construction nearing practical completion with minor works remaining.													
						Project Completed					Assets Created/Project Capitalised							
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	C											
Actual																		
BID00096	ISD	Road	20RS	Annual Bitumen Reseal Program	• Project folder documentation has been released to the Works department. • Preparation works currently in progress with sealing contractor expected end of August.													
						Project Completed					Assets Created/Project Capitalised							
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	C											
Actual	C																	
BID00268	ISD	Road	19CBA	Cassady Beach Access Road Improvements	• Project folder documentation has been released to the Works department.													
						Project Completed					Assets Created/Project Capitalised							
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast									C			
Actual																		
BID00266	ISD	Road	19R4	Culdesac Works - Marina Parade (Dutton Street End)	• Design plans are currently being finalised by the consultant.													
						Project Completed					Assets Created/Project Capitalised							
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	A		P		C							
Actual	A																	
BID00267	ISD	Road	19R5	Culdesac Works - River Avenue	• Design plans have been finalised and project folder documentation is in progress.													
						Project Completed					Assets Created/Project Capitalised							
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	A				C							
Actual		A																
BID00100	ISD	Road	20RDS001	Gravel Road Resheeting/Stabilisation Program/Betterment	• This programe is dependant on the DRFA projects and outcomes of the Category D betterment funds.													
						Project Completed					Assets Created/Project Capitalised							
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast												
Actual																		
BID00099	ISD	Road	20R1	Road Reconstruction Works Candidate 1 - Pappins Road - CH 5227 to 5361; and Candidate 2 - Butlers Road - CH 697 - 778	• Contractor engaged to undertake works in conjunction with insitu stabilisation project.													
						Project Completed					Assets Created/Project Capitalised							
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	P			C								
Actual	P																	
BID00302	ISD	Road	20R2	Road Reconstruction Works - Atkinson/Haig Street Design	• Design department to complete RFQ documentation for design consultancy.													
						Project Completed					Assets Created/Project Capitalised							
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast			P									
Actual																		
BID00298	ISD	Road	17R2	Road Reconstruction Works - Insitu Stabilising of Class 5 Roads	• Contractor engaged and to commence works during August.													
						Project Completed					Assets Created/Project Capitalised							
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast				C								
Actual																		
BID00263	ISD	Road	18R7	Road Reconstruction Works - Lyons Street	• Design plans currently being finalised by Consultant.													
						Project Completed					Assets Created/Project Capitalised							
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		A			P		C					
Actual		A																



Assessment/Design



Procurement



Construction and/or Delivery

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Bid No.	Portfolio	Category	Code	Project Description	Status Comments	Project Timeline												
BID00265	ISD	Road	19R3	Road Reconstruction Works - Neilsen Street	• Design plans have been finalised and project folder documentation released to the Works Department.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	A		P		C							
						Actual	A											
BID00102	ISD	Road	20T1	Transport Infrastructure Development Scheme (TIDS) - Abergowrie Road Drainage Upgrade	• Design plans have been finalised and project folder documentation released to the Works Department.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	A			C								
						Actual	A											
BID00102	ISD	Road	20T2	Transport Infrastructure Development Scheme (TIDS) - Mount Gardiner Road Gravel to Seal Upgrade	• Design plans have been finalised and project folder documentation released to the Works Department. • Construction has commenced on Mt Gardiner Road.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		C										
						Actual	C											
BID00102	ISD	Road	20T3	Transport Infrastructure Development Scheme (TIDS) - Wallaman Falls Road Reseal	• Design plans have been finalised and project folder documentation released to the Works Department. • Preparation works have commenced in readiness for resealing contractor.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	A		C									
						Actual	A											
BID00102	ISD	Road	20T4	Transport Infrastructure Development Scheme (TIDS) - Lannercost Extension Road Drainage Upgrade	• Design plans have been finalised and project folder documentation released to the Works Department. • Requestion for Quotation released for scope of works.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	A			C								
						Actual	A											
BID00102	ISD	Road	20T5	Transport Infrastructure Development Scheme (TIDS) - Four Mile Road Reseal	• Design plans have been finalised and project folder documentation released to the Works Department. • Preparation works have commenced in readiness for resealing contractor.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	A		C									
						Actual	A											
BID00188	ISD	Road	20SEC001	Works Depot Security Upgrde - Stage 1	• Assessment has commenced.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		A										
						Actual		A										
BID00258	ISD	Roads	19-01PK02_1001	Disaster Recovery Funding Arrangement Works includes, but not limited to: - Abergowrie Area (Map 1)	• Three contracts have been awarded including Nebbias Road, Barbagallos Road and the Abergowrie Area. The tender for Map 4 is being presented to the August Council meeting.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast				C								
						Actual												
BID00258	ISD	Roads	19-01PK05_5086	Disaster Recovery Funding Arrangement Works includes, but not limited to: - Allendale Road	• Three contracts have been awarded including Nebbias Road, Barbagallos Road and the Abergowrie Area. The tender for Map 4 is being presented to the August Council meeting.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast				C								
						Actual												



Capital Projects Status Report

Bid No.	Portfolio	Category	Code	Project Description	Status Comments	Project Timeline												
BID00258	ISD	Roads	19-01PK02_1006	Disaster Recovery Funding Arrangement Works includes, but not limited to: - Atkinson Pocket Road	• Three contracts have been awarded including Nebbias Road, Barbagallos Road and the Abergowrie Area. The tender for Map 4 is being presented to the August Council meeting.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast					C							
						Actual												
BID00258	ISD	Roads	19-01PK02_1010	Disaster Recovery Funding Arrangement Works includes, but not limited to: - El Alamein Road	• Three contracts have been awarded including Nebbias Road, Barbagallos Road and the Abergowrie Area. The tender for Map 4 is being presented to the August Council meeting.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast					C							
						Actual												
BID00258	ISD	Roads	19-01PK02_1020	Disaster Recovery Funding Arrangement Works includes, but not limited to: - Celottos Road	• Three contracts have been awarded including Nebbias Road, Barbagallos Road and the Abergowrie Area. The tender for Map 4 is being presented to the August Council meeting.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast					C							
						Actual												
BID00258	ISD	Roads	19-01PK01_3094	Disaster Recovery Funding Arrangement Works includes, but not limited to: - Barbagallos Road	• Three contracts have been awarded including Nebbias Road, Barbagallos Road and the Abergowrie Area. The tender for Map 4 is being presented to the August Council meeting.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		C										
						Actual		C										
BID00258	ISD	Roads	19-01PK03_4014	Disaster Recovery Funding Arrangement Works includes, but not limited to: - Nebbias Road	• Three contracts have been awarded including Nebbias Road, Barbagallos Road and the Abergowrie Area. The tender for Map 4 is being presented to the August Council meeting.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast					C							
						Actual												
BID00273	ISD	Sewer	19S-MAIN-R2	Duplicate Sewerage Pump Station 1 Rising Main - Planning/Design	• RFQ document being finalised.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast			P			A						
						Actual												
BID00204	ISD	Sewer	20SEW001	Forrest Beach Caravan Park Sewerage - Options Investigation	• RFQ document being finalised.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast			P			A						
						Actual												
BID00175	ISD	Sewer	20S-PUMP-R1	General Sewerage Pump Replacement	• To be delivered by Council staff. • Replacements as required.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast						C						
						Actual		C										
BID00272	ISD	Sewer	19S-MAIN-R1	Reline 150mm Gravity Sewers	• Relining Solutions have been awarded the contract for Relining of Gravity Sewer Mains.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast				C								
						Actual												
BID00183	ISD	Sewer	20S-MANH-R1	Sewer Manhole Refurbishment	• To be delivered by Council staff and contractors. • Replacements as identified through the manhole inspection program. • RFQ for LIDAR Scanning released in late July.													
						Project Completed						Assets Created/Project Capitalised						
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast						C						
						Actual		C										



Capital Projects Status Report

Bid No.	Portfolio	Category	Code	Project Description	Status Comments	Project Timeline														
BID00271	ISD	Sewer	18S-SPSU-R1	Structural Refurbishment/Replacement Sewerage Pump Station (18S-SPSU-R1)	• AECOM is finalising design and creating tender documents. Awaiting survey data before design can be finalised.															
						Project Completed					Assets Created/Project Capitalised									
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast	A			P		C								
						Actual	A													
BID00270	ISD	Sewer	19S-SPSU-R1	Structural Refurbishment/Replacement Sewerage Pump Station (19S-SPSU-R1)	• AECOM is finalising design and creating tender documents. Awaiting survey data before design can be finalised.															
						Project Completed					Assets Created/Project Capitalised									
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast	A			P		C								
						Actual	A													
BID00141	ISD	Water	20WAT002	Automatic Meter Reading Equipment Project	• Project Management Plan submitted to LGGSP. Council to receive 30% funding on approval of the plan.															
						Project Completed					Assets Created/Project Capitalised									
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast			P	A		C								
						Actual														
BID00239	ISD	Water	18W-TPTU-N1	Ingham Water Security Project	• Work has continued as part of the Water Treatment Plant Works Package. • Construction has continued on the new storage lagoon. • Construction has continued on the new sand filter beds and aerator bund. • Work has commenced on new treated water delivery pipeline into Ingham. • Works expected to continue in August (weather permitting).															
						Project Completed					Assets Created/Project Capitalised									
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast	C													
						Actual	C													
BID00139	ISD	Water	20W-CONN-N1	Water Connections	• To be delivered by Council staff. • New connections installed as required. • Replacements as required.															
						Project Completed					Assets Created/Project Capitalised									
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast	C													
						Actual	C													
BID00151	ISD	Water	20W-HYDT-R1	Water Main Reticulation - Fire Hydrant Replacement Program	• To be delivered by Council staff. • Replacements as required or identified through the asset system.															
						Project Completed					Assets Created/Project Capitalised									
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast	C													
						Actual	C													
BID00152	ISD	Water	20W-VALV-R1	Water Main Reticulation - Valve Replacement Program	• To be delivered by Council staff. • Replacements as required or identified through the asset system.															
						Project Completed					Assets Created/Project Capitalised									
						2019-2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast	C													
						Actual	C													

RF003197 – BRIDGE and CULVERT LEVEL 2 and 3 INSPECTIONS

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 1.1 Plan and execute timely preventative maintenance regimes that extend the useful life of roads, water and sewerage network infrastructure in a cost effective manner. 1.5 Fiscally Responsive and Responsible Management of Public Infrastructure Assets.	Action 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.

Budget, Financial and Resource Implications

\$150,000 has been allocated in the roads operational budget for bridge inspections and designs for the 2019-2020 financial year.

Asset Management

Level 2 and 3 bridge inspections provide condition rating data that is used to update Council's asset data and assist in providing the 10 year forward works program. It also enables Council to make informed decisions in regards to preventative maintenance regimes.

Executive Summary

This report outlines the findings of a quotation review and recommendation for RF003197 – Bridge and Culvert Level 2 and 3 Inspections (Local Buy Vendor Panel Reference: VP152630). The request for quotation was released via Local Buy on Wednesday 3 July 2019. Council received four conforming offers before the closing date.

Council Decision – Recommendation

That Council:

- A. Award the Bridge and Culvert Level 2 and 3 Inspections Project referenced as RF003197 to Cardno (QLD) Pty Ltd for a total contract amount of \$74,176 (excl. GST), which includes the following scope of works:
 - Phase 1 – Bridge and Culvert Inspections;
 - Phase 2 – Updated 10 Year Capital Works and Inspection Program;
 - Provisional Item – Load rating on Level 2 Inspection Structures; and
 - Provisional Item – Plant, Equipment, Traffic Management, etc.
 - B. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract.
-

Officers Summary

The bridges and culverts below have been nominated in the scope of works for this project.

Table 1 – Bridge and Culverts to be Inspected

	Name	Address	Inspection Type
1	Bridge 1330	Lannercost Extension Road	Level 2
2	Bullock Creek	Abergowrie Road	Level 2
3	Duncan Creek Bridge	Abergowrie Road	Level 2
4	Elphinstone Pocket Creek Bridge	Elphinstone Pocket Road	Level 2
5	Gowrie Creek Bridge	Abergowrie Road	Level 2
6	Humpty Back Bridge	Orient Road	Level 3
7	McGordon Creek Bridge	Pump Station Road	Level 3
8	Pennas Road Bridge	Pennas Road	Level 2
9	Stony Creek Bridge	Wallaman Falls Road	Level 3
10	Trebonne Creek Bridge	Masters Road	Level 3
11	Venables Crossing	Venables Crossing Road	Level 3
12	Waterfall Creek Bridge	El Alamein Road	Level 2
13	Scrubview Culvert (Black Gin Creek)	Yuruga Road	Level 2
14	Disaster Creek SLBC	Mount Fox Road	Level 2
15	Log Bridge Creek	Hawkins Street	Level 3
16	Copleys Road Culvert	Copleys Road	Level 3

The scope of works called for a number of items including:

- Phase 1 – Bridge and Culvert Inspections;
- Phase 2 – Updated 10 Year Capital Works and Inspection Program;
- Provisional Item – Plant, Equipment, Traffic Management, etc; and
- Provisional Item – Technical Specification and Bill of Quantities.

Quotations for RF003197– Bridge and Culvert Level 2 and 3 Inspections closed at 4:00pm on Thursday 25 July 2019.

Tender Evaluation Criteria:

- Price (60%);
- Methodology/Timeframes (20%);
- Relevant Experience/Personnel Provided (10%); and
- Local Content (10%).

Tender Evaluation Scores:

Invitations were sent to five suppliers via the Local Buy Vendor Panel Portal. There were a total of four conforming offers submitted by the closing time as identified below:

- Cardno (QLD) Pty Ltd;
- SMEC Pty Ltd;
- Langtree Consulting Pty Ltd; and
- Premise Australia Pty Ltd.

The four offers received included two low competitive prices from Cardno and SMEC, well below the budgeted cost to undertake these inspections. Langtree Consulting and Premise had significantly higher pricing which is close to the budgeted amount.

Cardno has submitted the lowest price offer. Following a review of the offer documentation and some post tender clarifications, it was determined that Cardno's allocation for the number of hours towards the project are significantly less than the other quotations submitted. The Cardno proposal is in line with scope. Pricing for level 2 load rating assessment was provided separately as it is not a standard requirement for level 2 inspections. There is some concern regarding the low allocation of hours, but example templates provided are in line with expectations. Cost savings are assumed from assigning graduate engineers/inspectors to undertake/assist in the inspections. Cardno have nominated a six week delivery time frame. The provisional amount for bridge access includes traffic control for a selection of bridges that they have deemed necessary. Their exclusions clearly indicate that any traffic management outside of the nominated bridges is excluded and would result in a variation if needed. Cardno have indicated that the following testing will be undertaken:

Level 2 Testing:

- Hammer Tests; and
- Timber Drilling (where required).

Level 3 Testing:

- Ultrasonic Reo Scanning;
- Schmitt Hammer;
- Core Drilling (Corrugated iron culverts invert only); and
- Ultrasonic thickness testing (steel elements).

SMEC has submitted the second lowest price offer. Their hour allocation was considerably higher than Cardno, but pricing provided was still very competitive. Their cost savings have most likely resulted from the personnel that they have allocated to do the inspections. They use graduate engineers/inspectors to undertake/assist with the inspection, but the final reports are certified by an RPEQ engineer. SMEC have nominated a 10 week delivery timeframe.

Langtree Consulting has submitted the third lowest price offer. Their proposal in line with scope, with template reports provided being in line with Council's expectation. Langtree have nominated an eight week delivery timeframe. Langtree Consulting has undertaken a preliminary site inspection in order to provide accurate costings for the project.

Premise has submitted the highest price offer. The lead engineer at Premise has previously conducted a number of bridge inspections for Council during his previous employment at GHD. Their offer is in line with scope, except there were exclusions in regards to the Load Rating of the structures having a Level 2 inspection, but identified it could be undertaken at additional costs.

All offers have proposed to undertake the inspections in accordance with Queensland Department of Transport and Main Roads Structures Inspection Manual.

Table 2 below provides a summary of the evaluation.

Table 2 – Score Rating Evaluation

	Cardno (QLD) Pty Ltd	SMEC Pty Ltd	Langtree Consulting Pty Ltd	Premise Pty Ltd
Lump Sum (excl. GST)	\$44,436.00	\$70,269.00	\$129,235.00	\$144,480.00
Lump Sum including provisional items (excl. GST)	\$78,912.00	\$95,391.00	\$244,915.00	\$155,205.00
Price (60%)	60.00	37.94	20.63	18.45
Price (60%) scoring taking into consideration for provisional items	60.00	27.95	10.89	17.18
Methodology/ Timeframe (20%)	17.00	17.00	19.00	20.00
Relevant Experience/Personnel Provided (10%)	10.00	9.00	10.00	10.00
Local Content (10%)	4.00	2.00	2.00	2.00
FINAL SCORE	91.00	65.94	51.63	50.45
FINAL SCORE (with provisional items)	91.00	55.95	41.89	49.18
Final Ranking	1	2	3	4

No companies were identified as being local as defined in Council's Procurement Policy; therefore no local preference weighting was applied.

Based on the above evaluation it is recommended that Council award the contract for RF003197 – Bridge and Culvert Level 2 and 3 Inspections to Cardno (QLD) Pty Ltd for a total contract amount of \$74,176 (excl. GST). This includes the following scope of works:

- Phase 1 – Bridge and Culvert Inspections;
- Phase 2 – Updated 10 Year Capital Works and Inspection Program;
- Provisional Item – Load rating on Level 2 Inspection Structures; and
- Provisional Item – Plant, Equipment, Traffic Management, etc.

The following provisional item has been excluded from the total contract amount:

- Phase 2 – Technical Specification and Bill of Quantities \$4,736.00 (excl. GST).

The provisional item to undertake the Technical Specification and Bill of Quantities will not be awarded at this time and will be reassessed once the inspections are completed so Council can gauge the extent of works and determine if further assistance from the consultant is required.

Historical Information

In 2017 Council engaged a consultant to review the previous bridge and culvert inspection reports to determine a 10 year inspection schedule that is to be undertaken on Council's culvert and bridge structures. The scope of works for this contract is based on the inspections nominated for both the 2018-2019 and 2019-2020 financial years.

Policy Implications

Council's Procurement Policy

Risk Management Implications

Undertaking a regular inspection program on Council's bridges and major culvert infrastructure is essential in ensuring that Council is meeting its obligation in regards to road safety and ensuring that renewals and preventative maintenance is undertaken in a cost efficient manner.

Statutory Environment

- *Local Government Act 2009*; and
 - *Local Government Regulation 2012*.
-

Consultation

- Executive Manager Infrastructure Services Delivery;
 - Chief Executive Officer; and
 - Mayor and Councillors via Briefing Session.
-

Attachments

Nil.

TENDER HSC 19/25 – DRFA PROGRAM 19-01PK04 MAP FOUR (4) ROADS RESTORATION WORK

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3.4. Policy and Procedure 5.4. Natural disaster management.	Action 3.4.1 Procurement Policy, which provides for buy local preference, to continue to be applied. 5.4 Local disaster management coordination, awareness raising, planning, service provision and recovery activities.

Budget, Financial and Resource Implications

As per submission HSC.0011.1819E.REC for road restoration works to 19-01PK04 – Map Four (4) Roads Restoration Works, the value of the project funding lodged is \$679,394.69 (excl. GST). This submission is subject to review by Queensland Reconstruction Authority (QRA) when the market rates contract is submitted.

Asset Management

DRFA Program restores the asset to its pre-disaster condition prior to the declared event.

Executive Summary

This report outlines the findings of the tender evaluation for HSC 19/25 DRFA Program 19-01PK04 – Map Four (4) Roads Restoration Works (REPA) and provides a comparative analysis of the tender submissions received. In addition to the tender evaluation, the report also provides justifications behind these recommendations to assist the Council in the decision-making process. This tender package consist of the restoration of four roads including; Allendale Road, Cragg Road, Fontanas Road and Capellaris Road.

Council Decision – Recommendation

That Council:

- A. Award the tender HSC 19/25 DRFA Program 19-01PK04 – Map Four (4) Roads Restoration Works to Durack Civil for the value of \$565,199.33 (excl. GST);
- B. Proceed with the complimentary works component for the installation of headwalls and aprons along Allendale Road for the tendered cost of \$16,000 (excl. GST) funded by the 2019-2020 Gravel Road Resheeting/Stabilisation Program/Betterment Program; and
- C. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract.

Officers Summary

The tender was released to market on 29 June 2019 via Council's Tenderlink Portal and advertised in the Herbert River Express, Council's Website and Facebook page. Tenders closed at 2:00pm on Tuesday 23 July 2019. The tenders were subject to a public opening.

There were a total of three conforming offers submitted by the closing time as identified in the table below.

Company	Tendered Price (excl. GST) (includes complementary works)
Durack Civil (lowest offer)	\$565,199.23
Timrith Transport	\$612,893.13
Cheshire Contractors (highest offer)	\$834,239.62

Tender Evaluation Criteria

1. Price (60%);
2. Experience (past performance) & Capability (10%);
3. Demonstrated Understanding & Resources (10%);
4. Quality, Environmental, Safety & Other Management Processes (10%); and
5. Local Content (10%).

Durack Civil has the lowest conforming offer price. Durack Civil have scored very well with a guarantee of the works to the value of \$565,199.23 (excl. GST) with a four to six week construction period. The submission indicates this company is experienced and is capable of completing this project on time and to a high standard, their local content price has an allocation of 62.5% local content and have outlined that they would be using a lot of local suppliers.

Timrith Transport has the second lowest conforming offer price. Timrith Transport have scored very well with a guarantee of the works to the value of \$612,893.13 (excl. GST) with an eight week construction period. In addition Timrith Transport successfully addressed the remainder of the criteria, namely previous experience, demonstrated capability, resources, quality management systems, safety management systems and environmental management systems.

Cheshire Contractors had the third lowest conforming offer price. Cheshire Contractors have scored very well with a guarantee of the works to the value of \$834,239.62 (excl. GST) with a seven week construction period. In addition Cheshire Contractors successfully addressed the remainder of the criteria, namely previous experience, demonstrated capability, resources, quality management systems, safety management systems and environmental management systems.

Evaluation Summary

	Total Score (REPA + Complementary)		
Offerers	Durack Civil	Timrith Transport	Cheshire Contractors
Lump Sum (excl. GST)	\$565,199.23	\$612,893.13	\$834,239.62
Lump Sum (incl. GST)	\$621,719.15	\$674,182.44	\$917,663.58
Price (60%)	60	55.33	40.65
Experience (past performance) & Capability (10%)	10	10	10
Demonstrated Understanding & Resources (10%)	9.33	8	7.33
Quality, Environmental, Safety & Other Management Processes (10%)	10	10	10
Local Content (10%)	8	10	6
FINAL SCORE	97.33	93.33	73.98
Local Preference (2.5%)	97.33	95.83	73.98
Final Ranking	1	2	3

Overall the pricing provided by Durack Civil is the lowest conforming price offer, they have scored highly in all areas of the evaluation criteria and have submitted a very high standard tender addressing all key points.

Betterment

For Map Four (4), four locations were identified where betterment works would provide an increase level of resilience during future flooding. The betterment was identified as part of the scope review for this project as determined by the Loneragan Project Officers. This assessment was undertaken after the betterment submission deadline, therefore none of these sites were put forward with the Queensland Reconstruction Authorities Expression of Interest for Betterment projects, so as a result are not eligible for funding by QRA and would have to be funded by Council's Capital Works budget as complimentary works.

The proposed betterment scope is as follows:-

Asset name	CH Start	CH End	Proposed Scope Treatment	Unit	Length (m)	Width (m)	Qty
Allendale Road	380	480	CTB Floodway plus 2-coat PMB seal	m2	100	6	600
Allendale Road	1310	1380	CTB Floodway plus 2-coat PMB seal	m2	70	6	420
Allendale Road	2450	2500	CTB Floodway plus 2-coat PMB seal	m2	50	6	300
Allendale Road	2580	2660	CTB Floodway plus 2-coat PMB seal	m2	80	6	480

Asset name	CH Start	CH End	Proposed Scope Treatment	Unit	Length (m)	Width (m)	Qty
Allendale Road	430	430	Supply and install Pre-cast Concrete U/S & D/S Headwalls and Aprons to single barrel 600mm dia pipe incl backfilling	Ls	-	-	1
Allendale Road	1345	1345	Supply and install Pre-cast Concrete U/S & D/S Headwalls and Aprons to single barrel 600mm dia pipe including backfilling	Ls	-	-	1
Allendale Road	1990	2000	Supply and install Pre-cast Concrete U/S & D/S Headwalls and Aprons to twin barrels 600mm dia pipes including backfilling	Ls	-	-	1

Asset name	CH Start	CH End	Proposed Scope Treatment	Unit	Length (m)	Width (m)	Qty
Capellaris Road	1188	1230	Concrete Causeway	m2	18	8	144

Asset name	CH Start	CH End	Proposed Scope Treatment	Unit	Length (m)	Width (m)	Qty
Fontanas Road	0	44	Concrete Causeway	m2	18	6	108

Tentative Prices received from Tenderers:

Company	Road	Tendered Price (excl. GST) Betterment
Cheshire Contractors	Allendale Road	\$197,424.00
	Capellaris Road	\$113,947.20
	Fontanas Road	\$85,460.40
Durack Civil	Allendale Road	\$124,046.00
	Capellaris Road	\$45,216.00
	Fontanas Road	\$35,640.00
Timrith Transport	Allendale Road	\$128,520.00
	Capellaris Road	\$32,400.00
	Fontanas Road	\$24,300.00

As approval for the betterment submissions have not been received from the QRA, it was decided that the betterment scopes are not feasible to complete in concurrently with the REPA scope.

Complimentary Works Component

The design and construction by Council of the Allendale pipes did not include the installation of concrete headwalls or aprons. Large rock was used to armor the pipes however this protection did not perform well and it is recommended that Council contribute to the installation of concrete headwalls and aprons to the three (3) sites nominated for pipe repairs.

Each tenderer has been asked to provide the actual price for the repairs to the headwalls and aprons as listed in the scope.

Historical Information

Roads within the Map Four (4) area were damaged during the North and Far North Queensland Monsoon Trough, 25 January – 14 February 2019.

Policy Implications

This tender has been completed in accordance with Council's Procurement Policy.

Risk Management Implications

It is necessary the offerer can deliver the project in accordance with the relevant safety, quality and environmental management systems. Without the offeror having these systems in place Council would be exposed to risk from a safety and environmental management perspective and the project deliverables could be of poor and/ or unacceptable quality.

As the project is funded jointly by the Commonwealth and Queensland Government through the Disaster Recovery Funding Arrangements (DRFA), it is necessary the offeror can deliver the project in line with the requirements set out in the tender documentation expecting the project outcomes to be conforming to the set design, standards and guidelines that are relevant for the type of work involved as per the Queensland Disaster Relief and Recovery Guidelines (QDRR) (November 2018).

Statutory Environment

- *Local Government Act 2009*;
- *Local Government Regulation 2012*;
- Disaster Recovery Funding Arrangements; and
- Queensland Disaster Relief and Recovery Guidelines (QDRR) November 2018.

Operational Plan

7.6.11 – Value for Money

In line with supporting eligible Restoration of Essential Public Assets (REPA) measures, applicants are required to achieve an efficient allocation of resources and to ensure that reasonable measures are being used for restoration and reconstruction projects. The efficient and reasonable allocation of resources is achieved through a value for money approach that ensures as far as practicable, efficiency, transparency and effectiveness at local and state levels.

Consultation

- DRFA Program Manager;
 - Infrastructure Engineer; and
 - Executive Manager Infrastructure Services Delivery.
-

Attachments

- Scope of Works Detailed Breakdown;
 - Scope of Works Map – Allendale Road;
 - Scope of Works Map – Cragg Road;
 - Scope of Works Map – Fontanas Road; and
 - Scope of Works Map - Capellaris Road.
-

HSC 19/25 Map Four Roads Restoration - Scope of Works Detailed Breakdown

Location Details				Damage Details	Treatment Details					
Asset number	Asset name	Chainage start	Chainage end	Damage Description	Proposed Scope Treatment	Unit	Length (m)	Width (m)	Depth (m)	Quantity
5086	Allendale Road	0.0	453.0	Gravel lost from road due to fast flowing water	Heavy formation grading incorporating 50mm of imported material	m3	453.00	6.00	0.050	135.900
5086	Allendale Road	429.0	431.0	Pipes dislodged due to fast flowing water	Repair drainage structure (single barrel of 7.2 m of 900 dia.) - excavate, prepare base and reinstate pipes including backfilling to pavement base	m				7.200
5086	Allendale Road	429.0	431.0	Loss of rock protection due to fast flowing water	Rock protection	m3	2.00	1.50	0.300	0.900
5086	Allendale Road	486.0	845.0	Gravel lost from road due to fast flowing water	Heavy formation grading incorporating 50mm of imported material	m3	359.00	6.00	0.050	107.700
5086	Allendale Road	845.0	889.0	Gravel lost from road due to fast flowing water	Heavy formation grading incorporating 75mm of imported material	m3	44.00	6.00	0.075	19.800
5086	Allendale Road	889.0	1301.0	Gravel lost from road due to fast flowing water	Heavy formation grading incorporating 50mm of imported material	m3	412.00	6.00	0.050	123.600
5086	Allendale Road	1301.0	1379.0	Gravel lost from road due to fast flowing water	Gravel Resheeting 100mm	m3	78.00	6.00	0.100	46.800
5086	Allendale Road	1379.0	1984.0	Gravel lost from road due to fast flowing water	Heavy formation grading incorporating 50mm of imported material	m3	605.00	6.00	0.050	181.500
5086	Allendale Road	1344.0	1346.0	Pipes dislodged due to fast flowing water	Repair drainage structure (single barrel of 7.2 m of 900 dia.) - excavate, prepare base and reinstate pipes including backfilling to pavement base	m				7.200
5086	Allendale Road	1344.0	1346.0	Loss of rock protection due to fast flowing water	Rock protection	m3	2.00	1.50	0.300	0.900
5086	Allendale Road	1984.0	1997.0	Pipes dislodged due to fast flowing water	Repair drainage structure (twin barrels of 7.2 m of 900 dia.) - excavate, prepare base and reinstate pipes including backfilling to pavement base	m				14.400
5086	Allendale Road	1984.0	1997.0	Gravel lost from road due to fast flowing water	Bulk fill - imported	m3	13.00	3.00	0.500	19.500
5086	Allendale Road	1984.0	1997.0	Loss of rock protection due to fast flowing water	Rock protection	m3	5.00	1.50	0.300	2.250
5086	Allendale Road	1997.0	2461.0	Gravel lost from road due to fast flowing water	Heavy formation grading incorporating 75mm of imported material	m3	464.00	6.00	0.075	208.800
5086	Allendale Road	2461.0	2516.0	Gravel lost from road due to fast flowing water	Gravel Resheeting 150mm	m3	55.00	6.00	0.150	49.500
5086	Allendale Road	2516.0	2591.0	Gravel lost from road due to fast flowing water	Heavy formation grading incorporating 75mm of imported material	m3	75.00	6.00	0.075	33.750
5086	Allendale Road	2591.0	2660.0	Gravel lost from road due to fast flowing water	Gravel Resheeting 150mm	m3	69.00	6.00	0.150	62.100
5086	Allendale Road				Completion Report - As constructed documentation, engineering certifications, photos etc	ls				1.000

4038	Capellaris Road	27.0	70.0	Gravel lost from road due to fast flowing water	Gravel Resheeting 100mm	m3	43.00	8.00	0.100	34.400
4038	Capellaris Road	70.0	1190.0	Gravel lost from road due to fast flowing water	Heavy formation grading incorporating 75mm of imported material	m3	1120.00	8.00	0.075	672.000
4038	Capellaris Road	1190.0	1310.0	Gravel lost from road due to fast flowing water	Gravel Resheeting 150mm	m3	120.00	8.00	0.150	144.000
4038	Capellaris Road	1310.0	1460.0	Gravel lost from road due to fast flowing water	Gravel Resheeting 100mm	m3	150.00	8.00	0.100	120.000
4038	Capellaris Road	1513.0	1790.0	Gravel lost from road due to fast flowing water	Gravel Resheeting 100mm	m3	277.00	8.00	0.100	221.600
4038	Capellaris Road	1790.0	1850.0	Gravel lost from road due to fast flowing water	Heavy formation grading incorporating 75mm of imported material	m3	60.00	8.00	0.075	36.000
4038	Capellaris Road	1850.0	2634.0	Gravel lost from road due to fast flowing water	Heavy formation grading incorporating 50mm of imported material	m3	784.00	8.00	0.050	313.600
4038	Capellaris Road	2738.0	2765.0	Gravel lost from road due to fast flowing water	Gravel Resheeting 100mm	m3	27.00	8.00	0.100	21.600
4038	Capellaris Road	2765.0	4016.0	Gravel lost from road due to fast flowing water	Heavy formation grading incorporating 75mm of imported material	m3	1251.00	8.00	0.075	750.600
4038	Capellaris Road				Completion Report - As constructed documentation, engineering certifications, photos etc	ls				1.000

5098	Cragg Road	0.0	1091.0	Gravel lost from road due to fast flowing water	Heavy formation grading incorporating 50mm of imported material	m3	1091.00	7.00	0.050	381.850
5098	Cragg Road	1091.0	1150.0	Gravel lost from road due to fast flowing water	Heavy formation grading incorporating 75mm of imported material	m3	59.00	7.00	0.075	30.975
5098	Cragg Road	1150.0	1686.0	Gravel lost from road due to fast flowing water	Heavy formation grading incorporating 50mm of imported material	m3	536.00	5.00	0.050	134.000
					Completion Report - As constructed documentation, engineering certifications, photos etc	ls				1.000

4052	Fontanas Road	0.0	44.0	Gravel lost from road due to fast flowing water	Reconstruct unbound granular pavement. Excludes seal	m2	44.00	5.00		220.000
4052	Fontanas Road	0.0	44.0	Gravel lost from road due to fast flowing water	Bitumen spray seal, 2-coat	m2	44.00	5.00		220.000
4052	Fontanas Road	44.0	1040.0	Gravel lost from road due to fast flowing water	Heavy formation grading incorporating 75mm of imported material	m3	996.00	5.00	0.075	373.500
					Completion Report - As constructed documentation, engineering certifications, photos etc	ls				1.000

	COMPLEMENTARY / BETTERMENT SCOPE - Allendale Road				As per Appendix F - Typical Floodway Treatment Sketch					
5086	Allendale Road	380.000	480.000	Recurring loss of gravel due to water flowing over road from multiple events	CTB Floodway plus 2-coat PMB seal	m2	100.00	6.000		600.000
5086	Allendale Road	1310.000	1380.000	Recurring loss of gravel due to water flowing over road from multiple events	CTB Floodway plus 2-coat PMB seal	m2	70.00	6.000		420.000
5086	Allendale Road	2450.000	2500.000	Recurring loss of gravel due to water flowing over road from multiple events	CTB Floodway plus 2-coat PMB seal	m2	50.00	6.000		300.000
5086	Allendale Road	2580.000	2660.000	Recurring loss of gravel due to water flowing over road from multiple events	CTB Floodway plus 2-coat PMB seal	m2	80.00	6.000		480.000

	COMPLEMENTARY / BETTERMENT SCOPE - Allendale Road				As per Std Drawing TMR SD1305					
5086	Allendale Road	430.000	430.000	Damage to pipes due to fast flowing floodwaters	Supply and install Pre-cast Concrete U/S & D/S Headwalls and Aprons to single barrel 600mm dia pipe incl backfilling	ls				1.000
5086	Allendale Road	1345.000	1345.000	Damage to pipes due to fast flowing floodwaters	Supply and install Pre-cast Concrete U/S & D/S Headwalls and Aprons to single barrel 600mm dia pipe including backfilling	ls				1.000
5086	Allendale Road	1990.000	2000.000	Damage to pipes due to fast flowing floodwaters	Supply and install Pre-cast Concrete U/S & D/S Headwalls and Aprons to twin barrels 600mm dia pipes including backfilling	ls				1.000

	COMPLEMENTARY / BETTERMENT SCOPE - Capellaris Road				As per HSC Concrete Causeway Standard Drawings R010 & R011					
4038	Capellaris Road	1188.000	1230.000	Recurring loss of gravel due to water flowing over road from multiple events	Concrete Causeway	m2	18.00	8.00		144.000

	COMPLEMENTARY / BETTERMENT SCOPE - Fontanas Road				As per HSC Concrete Causeway Standard Drawings R010 & R011					
4052	Fontanas Road	0.000	44.000	Recurring loss of gravel due to water flowing over road from multiple events	Concrete Causeway	m2	18.00	6.00		108.000

Note : Complementary /Betterment Scope prices will not included in the initial tender evaluation. Council however reserves the right to vary the contract scope and award Complementary /Betterment Scope at the tendered prices as a variation to the contract at any time.



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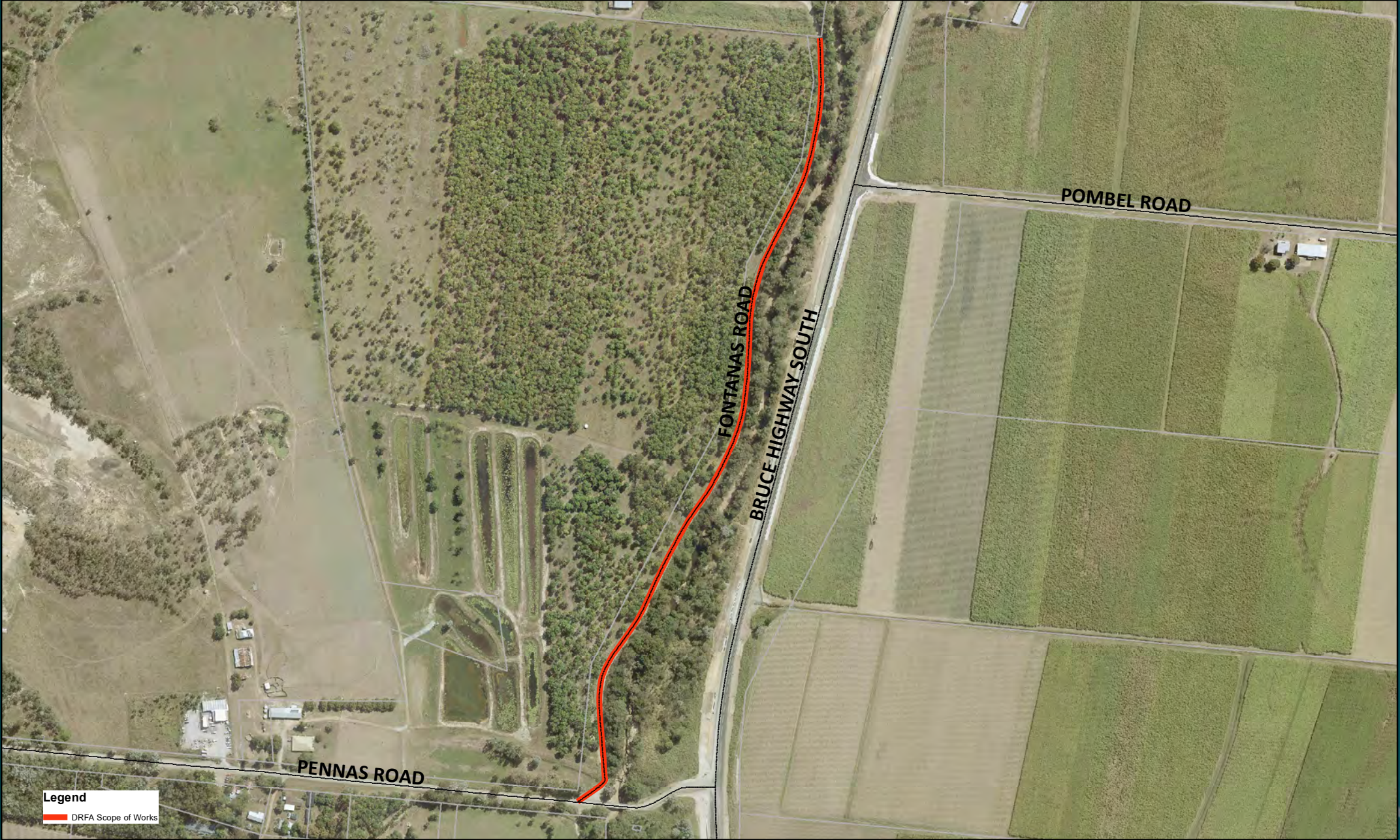
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HINCHINBROOK SHIRE COUNCIL - DRFA 2019 TENDER 19/25 SCOPE OF WORKS - CRAGG ROAD 5098



HINCHINBROOK SHIRE COUNCIL - DRFA 2019 TENDER 19/25 SCOPE OF WORKS - FONTANAS ROAD 4052



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HINCHINBROOK SHIRE COUNCIL - DRFA 2019 TENDER 19/25 SCOPE OF WORKS - CAPELLARIS ROAD 5086



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FIRST BRIDGE and DESJARDINS CROSSING DESIGNS

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 1.1 Plan and execute timely preventative maintenance regimes that extend the useful life of roads, water and sewerage network infrastructure in a cost effective manner. 1.5 Fiscally Responsive and Responsible Management of Public Infrastructure Assets.	Action 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.

Budget, Financial and Resource Implications

Council has a budget allocation of \$290,000 in the 2019-2020 budget to undertake the replacement of First Bridge. This project is funded 50:50 through the Bridges Renewal Program Round 4. The cost estimate developed as part of the detail design phase has indicated the total project cost to be \$276,393.

Rehabilitation of Desjardins Crossing is proposed for the 2020-2021 budget. The cost estimate developed as part of the detail design phase has indicated the total project cost to be \$320,563.

Asset Management

Both bridges have been identified for capital works as a result of a review of Council's bridges in 2017. This review has been reflected in the bridge componentisation process, which will be implemented as part of the Transport Revaluation.

Executive Summary

This report presents the detail designs that have been developed for both First Bridge Replacement and Desjardins Crossing Deck Replacement allowing Council the opportunity to review the designs before the projects progress to the tender phase.

Council Decision – Recommendation

That Council:

- A. Approve the design plans as presented for First Bridge Replacement; and
- B. Approve the design plans as presented for Desjardins Crossing Deck Replacement pending the outcome of flood modelling study.

Officers Summary

First Bridge Replacement

Following a preliminary design, it was determined that replacing the existing structure with culverts would provide the best long term result when taking into consideration the asset lifecycle costings, maintenance costs and constructability. The design has included widening the trafficable width between kerbs from 4.132m to 5.332m. The final design looked at the most cost effective approach, but also provides some improvements to traffic movements over the bridge.

Desjardins Crossing Deck Replacement

Following a preliminary design, it was determined that replacing the existing superstructure with steel girders and a cast insitu concrete deck would provide the most cost effect taking into consideration the asset lifecycle costings, maintenance costa and constructability. The use of steel girders and a cast insitu deck allows greater opportunity for local contractors to tender on this project. The design has resulted in a slight increase in the depth of the superstructure by approximately 110mm. The trafficable width between kerbs is maintained at 5.5m. Flood modelling is proposed to be undertaken to determine if any adverse effects are caused by the bridge design.

Historical Information

First Bridge is located on Mount Fox Road and is single span timber girder structure approximately 4.5m wide and 5.5m long. The superstructure is supported on stone pitched abutments, with a plywood decking and asphaltic wearing course.

Desjardins Crossing is located on Cemetery Road approximately 150 metres from the intersection with Danger Camp Road. The bridge is a single lane, 9.5m long, 5.5m wide, single span concrete and timber structure.

Policy Implications

Nil

Risk Management Implications

Bridge renewal projects generally carry significant impact on stakeholders, particularly due to how bridge infrastructure can limit the movement of heavy or wide machinery. Presenting these design plans to Council prior to the tender phase, minimizes the need to undertake design changes post tender, which can at times result in variations.

Statutory Environment

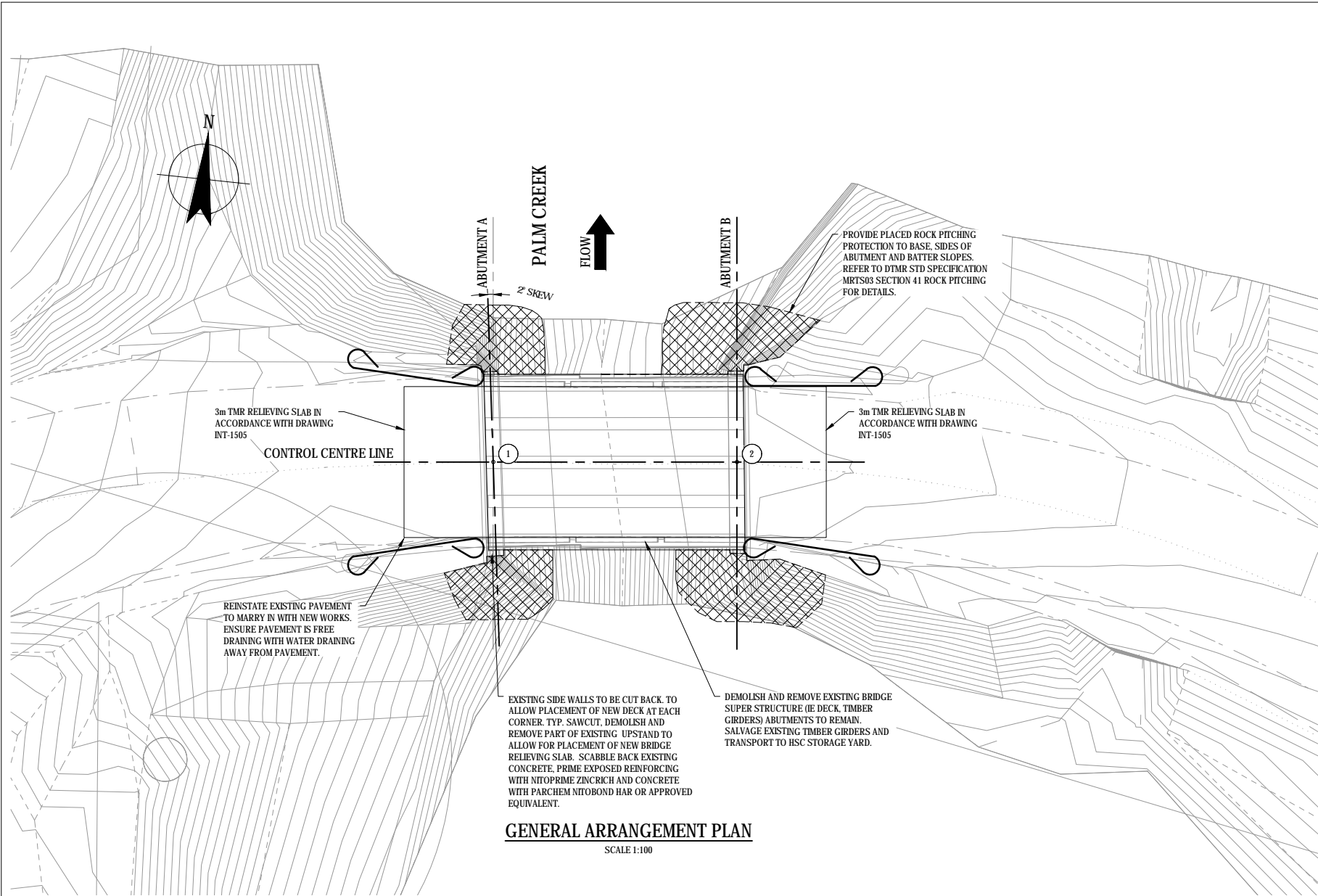
Local Government Act 2009

Consultation

- Executive Manager Infrastructure Services Delivery;
- Chief Executive Officer; and
- Mayor and Councillors via Briefing Session.

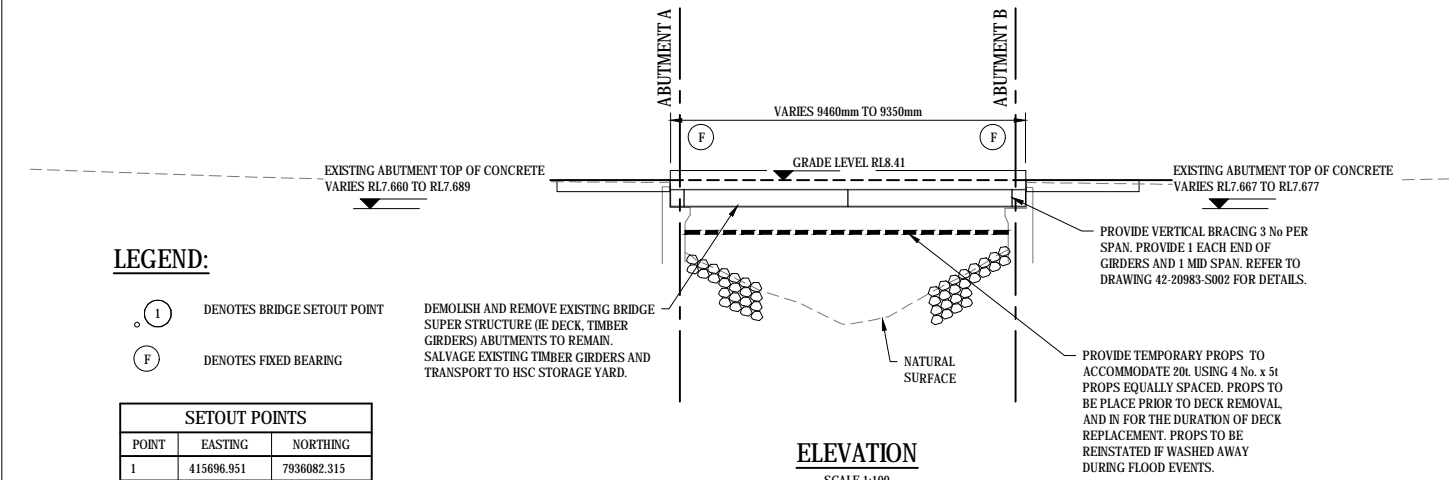
Attachments

- Detail Design Drawing Set inclusive of the following plans:
 - 42-20983-S001-RO;
 - 42-20983-S002-RO;
 - 42-20983-S003-RO;
 - 42-20983-S004-RO;
 - 42-20983-S005-RO;
 - 42-20983-S010-RO;
 - First Bridge Replacement Cost Estimate; and
 - Desjardins Crossing Deck Replacement Cost Estimate.
-



GENERAL ARRANGEMENT PLAN

SCALE 1:100



LEGEND:

- ① DENOTES BRIDGE SETOUT POINT
F DENOTES FIXED BEARING

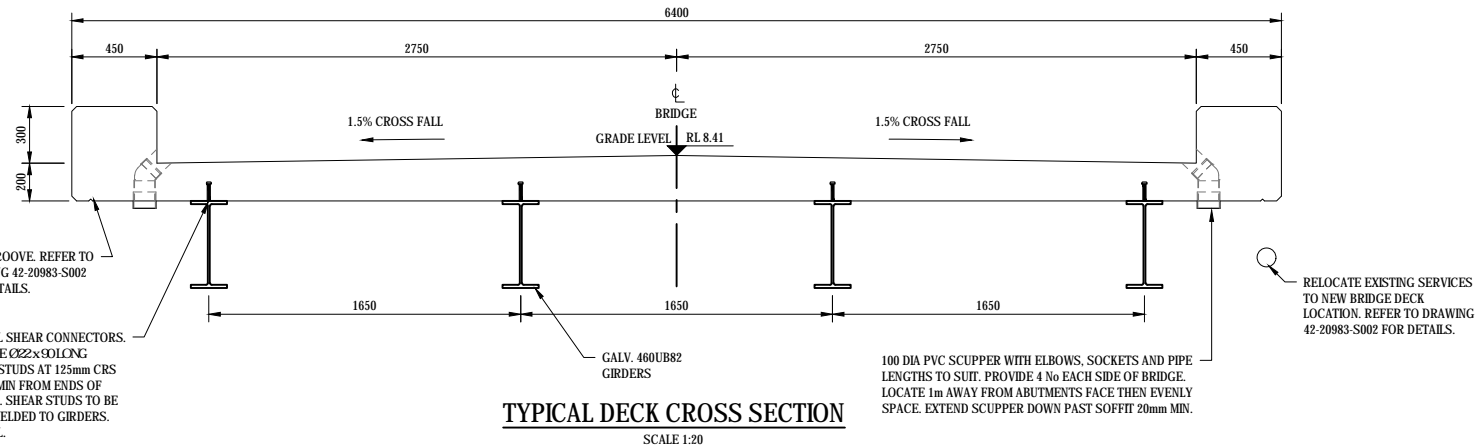
SETOUT POINTS		
POINT	EASTING	NORTHING
1	415696.951	7936082.315
2	415705.787	7936083.243

DEMOLISH AND REMOVE EXISTING BRIDGE SUPER STRUCTURE (IE DECK, TIMBER GIRDERS) ABUTMENTS TO REMAIN. SALVAGE EXISTING TIMBER GIRDERS AND TRANSPORT TO HSC STORAGE YARD.

PROVIDE TEMPORARY PROPS TO ACCOMMODATE 20t. USING 4 No. x 5t PROPS EQUALLY SPACED. PROPS TO BE PLACE PRIOR TO DECK REMOVAL AND IN FOR THE DURATION OF DECK REPLACEMENT. PROPS TO BE REINSTATED IF WASHED AWAY DURING FLOOD EVENTS.

ELEVATION

SCALE 1:100



TYPICAL DECK CROSS SECTION

SCALE 1:20

NOTES:

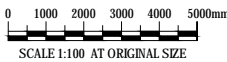
- READ THESE NOTES IN CONJUNCTION OTHER ENGINEERING DRAWINGS AND SPECIFICATIONS, AND WITH SUCH OTHER WRITTEN INSTRUCTIONS ISSUED, IN CASE OF DISCREPANCY, PRECEDENCE IS GIVEN TO DRAWINGS, THEN NOTES THEN SPECIFICATION.
- CARRY OUT WORK IN A SAFE MANNER IN ACCORDANCE WITH APPLICABLE STATUTORY REGULATIONS, BY-LAWS OR RULES. CONTRACTOR IS RESPONSIBLE FOR OCCUPATIONAL HEALTH AND SAFETY OF SITE PERSONAL AND GENERAL PUBLIC IN ACCORDANCE WITH LEGISLATIVE REQUIREMENTS, INDUSTRIAL AGREEMENTS AND ACCEPTED INDUSTRY PRACTICE.
- LEVELS DATUM - MGA94 ZONE 55 PM190002 E 415828.449 N 7936052.545 RL 7.679
HORIZONTAL DATUM - AHD(D)
- REINFORCING STEEL TO BE AUSTRALIAN MADE GRADE 500N TO AS 1302.
- ALL BOLTS AND NUTS TO BE HOT DIP GALVANISED TO AS 1214 UNO. ALL WASHERS TO BE HOT DIP GALVANISED TO AS1650 UNO. ANY GALVANISED ELEMENT IN CONTACT WITH CEMENTITIOUS MATERIAL TO BE PASSIVATED IN 0.2% SODIUM DICHROMATE SOLUTION.
- CONCRETE CLASS SHALL BE CLASS S40/70 (80mm SLUMP).
- CLEAR COVER TO REINFORCING STEEL SHALL BE 45mm FOR CONCRETE DECK 55 ELSEWHERE.
- 56 DAY SHRINKAGE TO BE -600 MICRONS.
- REPAIR CONCRETE SPALLING AND DAMAGE ON ABUTMENTS AS REQUIRED IN ACCORDANCE WITH REPAIR METHODOLOGY BELOW.
- ALL EXPOSED EDGES TO HAVE A 25x25 CHAMFER UNLESS NOTED OTHERWISE.
- LOADINGS IN ACCORDANCE WITH:
 - DESIGN LIVE LOAD IS AUSTRROADS T44 TRUCK LOADING & L44 LANE LOADING.
 - BRIDGE IS DESIGNED AS SINGLE LANE IN ACCORDANCE WITH LOW TRAFFIC VOLUME AND AUSTRROADS REQUIREMENTS.
- ALL EXISTING SERVICES AND UTILITIES SHALL BE PROTECTED FROM DAMAGE BY THE OPERATIONS OF THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIR OF SERVICES DAMAGED DURING CONSTRUCTION. CONTRACTOR TO LOCATE ALL SERVICES ON SITE PRIOR TO COMMENCEMENT OF ANY WORKS.
- CONTRACTOR SHALL VERIFY ALL SETOUT DETAILS AND DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF SITE WORKS. ANY DISCREPANCIES TO BE REPORTED TO THE SUPERINTENDENT IMMEDIATELY.
- SPOIL MATERIAL TO BE USED ON SITE AS DIRECTED BY SUPERINTENDENT. GRADE EVENLY BETWEEN LEVELS SHOWN.
- ALL STRUCTURAL STEELWORK TO BE HOT DIP GALVANISED.

REPAIR METHODOLOGY:

REPAIR OF CONCRETE SPALLS TO BE TREATED IN ACCORDANCE WITH THE BELOW REPAIR METHODOLOGY. OTHERWISE, CONTRACTOR TO PROPOSE ALTERNATIVE REPAIR METHODOLOGY FOR APPROVAL BY THE SUPERINTENDENT.

- NEATLY BREAK BACK SPALLED, DAMAGED, AND/OR WEAK CONCRETE TO EXPOSE SOUND SOLID CONCRETE AND SOUND REINFORCEMENT WITH MINIMUM 20mm DIAMETER REMAINING. BREAK BACK EXTENTS FOR ALLOWANCE OF 300mm TO SOUND REINFORCEMENT. (HOLD POINT).
- CLEAN ALL EXPOSED CONCRETE SURFACES OF ALL CONCRETE DEBRIS, LOOSE AND UNSOUND MATERIAL PROVIDE A SOUND SUBSTRATE FOR THE APPROPRIATE REPAIR MATERIAL.
- ON THE SATISFACTORY COMPLETION OF THE CONCRETE BREAKOUT, EXPOSED CORRODED REINFORCEMENT WITH DIAMETER <20mm TO BE CUT NEATLY AND REMOVED TO EXPOSE THE ENDS OF SOUND REINFORCEMENT.
- EXPOSED REINFORCEMENT IS TO BE THOROUGHLY CLEANED ALL ROUND AND REINSTATE REMOVED SECTION OF REINFORCING BAR WITH FPBW.
- PRIME EXPOSED REINFORCING WITH NITOPRIME ZINCRICH AND CONCRETE WITH PARCHEM NITOBOND HAR OR APPROVED EQUIVALENT.
- APPLY RENDERROC HB 70 OR APPROVED BY THE SUPERINTENDENT. THE MATERIAL WOULD NEED TO BE SELF-SUPPORTING FOR THE FULL DEPTH OF THE REPAIR.
- MIX THE APPLIED REPAIR MATERIAL IN ACCORDANCE WITH THE SUPPLIERS INSTRUCTIONS. USE POTABLE QUALITY WATER CONFORMING TO AS 1379 FOR MIXING.
- APPLY THE REPAIR MATERIAL USING A HAND TROWEL IF A SELF-SUPPORTING GROUT/MORTAR MATERIAL IS BEING USED. THE TROWEL-APPLIED APPLICATION SHALL BE CONTINUOUS. (HOLD POINT SUPERINTENDENT TO INSPECT REPAIR)
- CONTINUOUSLY WET CURE THE FINISHED REPAIR SURFACE FOR A MINIMUM OF 5 DAYS UNLESS NOTED OTHERWISE IN THE MANUFACTURER'S SPECIFICATION.
- VISUALLY EXAMINE THE REPAIRED SURFACES FOR DEFECTS. ANY AREAS CONTAINING VOIDS, HONEYCOMBING, CRAZING/CRACKING COVERING SIGNIFICANT AREAS OF THE REPAIR, OR ANY CRACKING WHATSOEVER AT INTERFACES BETWEEN OLD CONCRETE AND THE REPAIR, SHALL BE CONDEMNED. REMOVE AND REINSTATE ACCORDING TO THIS REPAIR METHODOLOGY.
- TEST THE IN-SITU CONCRETE REPAIRS FOR SOUNDNESS BY LIGHT HAMMER TAPPING. ANY AREAS SOUNDING HOLLOW SHALL BE CONDEMNED. REMOVE AND REINSTATE ACCORDING TO THIS REPAIR METHODOLOGY. (HOLD POINT)

0	APPROVED ISSUE		WRC	*MI	*AA	10.07.19
No	Revision	Note: * indicates signatures on original issue of drawing or last revision of drawing	Drawn	Job Manager	Project Director	Date



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Drawn	W.CLARKE	Designer	S.DURAIRAJ
Drafting Check	*M.ISENBERT	Design Check	*M.ISENBERT
Approved (Project Director)	*A.AHILADELLIS		
Date	10.07.19		
Scale	AS SHOWN		

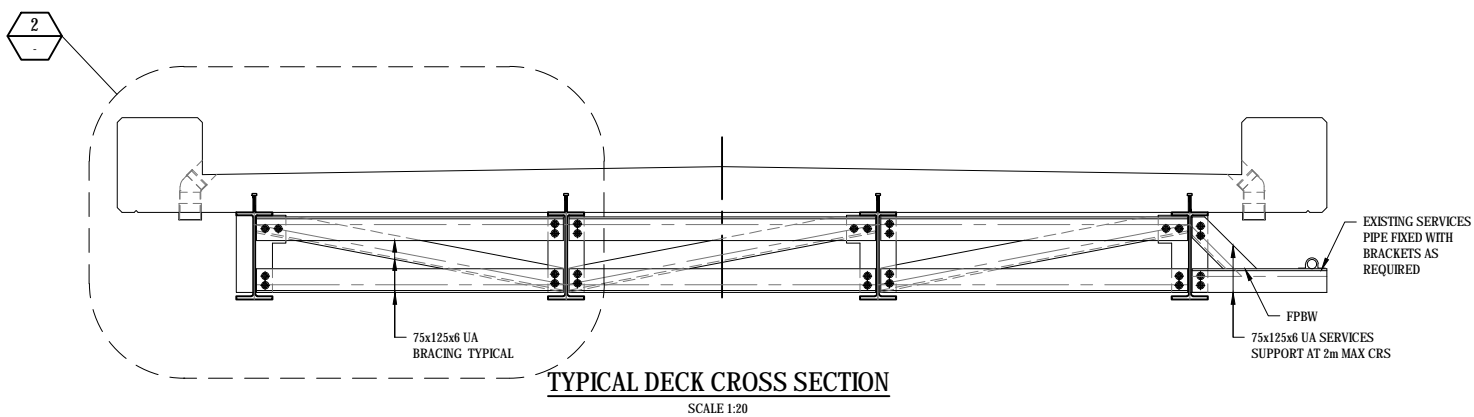
This Drawing must not be used for Construction unless signed as Approved

Client	HINCHINBROOK SHIRE COUNCIL		
Project	DESJARDINS AND FIRST BRIDGE CROSSINGS		
Title	DESJARDINS DECK REPLACEMENT GENERAL ARRANGEMENT		
Original Size	A1	Drawing No:	42-20983-S001
Rev:	0		

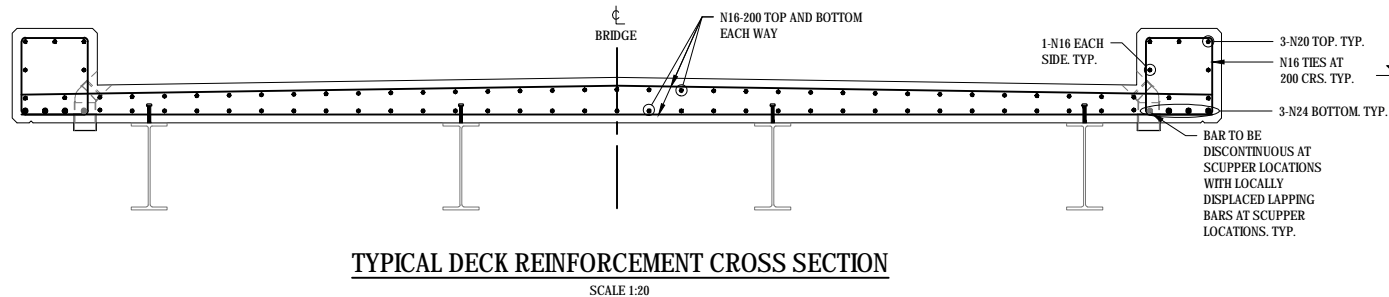
SLAB PLAN
SCALE 1:50

200 DENOTES SLAB THICKNESS

GIRDER PLAN
SCALE 1:50



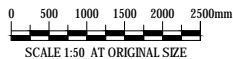
2 DETAIL
- SCALE 1 : 10



1 **DETAIL**
- SCALE 1 : 2

TYPICAL DRIP GROOVE DETAIL

TYPICAL ABUTMENT ANCHOR DETAILS



0	APPROVED ISSUE		WRC	*MI	*AA
No	Revision	Note: * indicates signatures on original issue of drawing or last revision of drawing	Drawn	Job Manager	Project Director
					Date



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Drawn W.CLARKE

Drafting Check	*M.ISENBERT
Approved (Project Director)	*A.AHILA

Date	10.0
------	------

Designer S.DURAIRAJ

Design Check	*M.ISENBERT
-----------------	-------------

DELLIS

Client

Project
Title

HINCHINBROOK SHIRE COUNCIL DESJARDINS AND FIRST BRIDGE CROSSINGS DESJARDINS DECK REPLACEMENT DECK AND GIRDER DETAILS

Original Size
A1 Drawing No: **42-20983-S002**

Rev: 0

G1	READ THESE NOTES IN CONJUNCTION WITH OTHER ENGINEERING DRAWINGS AND SPECIFICATIONS AND WITH SUCH OTHER WRITTEN INSTRUCTIONS ISSUED IN CASE OF DISCREPANCY PRECEDENCE IS GIVEN TO DRAWINGS THEN NOTES THEN SPECIFICATION
G2	CARRY OUT WORK IN A SAFE MANNER IN ACCORDANCE WITH APPLICABLE LEGISLATION, STATUTORY REGULATIONS, BY-LAWS OR RULES. CONTRACTOR IS RESPONSIBLE FOR OCCUPATIONAL HEALTH AND SAFETY OF SITE PERSONNEL AND GENERAL PUBLIC IN ACCORDANCE WITH ALL CURRENT WORK HEALTH AND SAFETY ACTS, LEGISLATIVE REQUIREMENTS, ASSOCIATED REGULATIONS AND CODES OF PRACTICE, INDUSTRIAL AGREEMENTS AND ACCEPTED INDUSTRY PRACTICE
G3	REFER DISCREPANCIES TO SUPERINTENDENT BEFORE PROCEEDING WITH WORK
G4	SUBMIT DETAILS OF PROPOSED CHANGES TO SCOPE, WORK METHODS OR MATERIALS etc FOR APPROVAL BEFORE PROCEEDING. APPROVAL DOES NOT AUTHORISE A VARIATION TO THE CONTRACT
G5	NOTIFICATION OF PROPRIETARY ITEMS DOES NOT INDICATE EXCLUSIVE PREFERENCE, BUT INDICATES REQUIRED PROPERTIES OF ITEM. SIMILAR ALTERNATIVES, HAVING REQUIRED PROPERTIES MAY BE OFFERED FOR APPROVAL. APPROVAL DOES NOT AUTHORISE A VARIATION TO THE CONTRACT. INSTALL PROPRIETARY ITEMS IN ACCORDANCE WITH MANUFACTURER'S REQUIREMENTS AND RECOMMENDATIONS
G6	OBTAIN NECESSARY PERMITS AND APPROVALS FROM RELEVANT AUTHORITIES BEFORE COMMENCING WORK ON SITE. NOTIFY RELEVANT SERVICE AUTHORITY BEFORE COMMENCING WORK ON SITE
G7	GIVE TWO WORKING DAYS (48 HOURS) NOTICE SO THAT INSPECTION MAY BE MADE OF CRITICAL STAGES OF WORK
G8	INSPECTIONS AND REVIEWS UNDERTAKEN BY SUPERINTENDENT OR OTHERS DO NOT RELIEVE CONTRACTOR OF RESPONSIBILITY FOR COMPLIANCE WITH DRAWINGS AND SPECIFICATIONS
G9	DO NOT OBTAIN DIMENSIONS BY SCALING FROM DRAWINGS
G10	DIMENSIONS ARE IN MILLIMETRES UNLESS ARE IN METRES UNLESS OTHERWISE SPECIFIED
G11	DATE FOR LEVELS IS AHD (AUSTRALIAN HIGH DATE) UNLESS OTHERWISE SPECIFIED
G12	CO-ORDINATES ARE TO VG94 (MAP GRID OF AUSTRALIA)
G13	HAVE SURVEY AND SETTING OUT UNDERTAKEN BY A REGISTERED SURVEYOR
G14	VERIFY ON SITE SETTING OUT DIMENSIONS AND EXISTING MEMBER SIZES SHOWN ON DRAWINGS BEFORE SHOP DRAWINGS CONSTRUCTION AND FABRICATION COMMENCED. EXISTING STRUCTURES SHOWN ON DRAWINGS ARE IN APPROXIMATE LOCATION ONLY
G15	USE STANDARD BOLT PATTERNS etc THROUGHOUT THE WORKS TO AVOID CONFUSION OR AMBIGUITY
G16	TAKE CARE OF HAZARDS ASSOCIATED WITH BURIED, CONCEALED OR OVERHEAD SERVICES. TAKE PRECAUTIONS AND WORKMANSHIP UNdertake EXPLOSION TO ESTABLISH LOCATION OF AND PROTECT EXISTING SERVICES AT SITE. SERVICES SHOWN ON DRAWINGS ARE IN APPROXIMATE LOCATIONS ONLY. SERVICES OTHER THAN THOSE SHOWN MAY EXIST ON SITE. MARK LOCATIONS OF SERVICES CLEARLY ON SITE AND ON AS-BUILT DRAWINGS. FILL AND EXCAVATE WITHIN ONE METRE OF IN-GROUND SERVICES
G17	DISPOSE OF SURPLUS MATERIAL OFF SITE IN ACCORDANCE WITH LOCAL AUTHORITY WASTE REGULATIONS
G18	IMPLEMENT SOIL AND WATER MANAGEMENT PROCEDURES TO AVOID EROSION, CONTAMINATION AND SEDIMENTATION OF SITE. SURROUNDING AREAS AND DRAINAGE SYSTEMS
G19	WORKMANSHIP AND MATERIALS TO COMPLY WITH REQUIREMENTS OF AUSTRALIAN STANDARDS, NATIONAL CONSTRUCTION CODE (NCC) AND BY-LAWS AND ORDINANCES OF RELEVANT BUILDING AUTHORITIES. ALL STANDARDS REFERRED TO ARE THOSE CURRENT (AS AMENDED) AT COMMENCEMENT OF CONTRACT
G20	OBTAIN REQUIREMENTS FOR SERVICES ADJOINING ELEMENTS etc TO BE EMBEDDED, NEEDED TO BE SUPPORTED ON WORK AND PROVIDE FOR REQUIRED FIXINGS. PROVIDE FOR TEMPORARY SUPPORT OF ADJOINING ELEMENTS DURING CONSTRUCTION. DRAWINGS DO NOT SHOW DETAILS OF ALL FIXTURES, INSERTS, SLEEVES, RECESSES OR OPENINGS etc REQUIRED
G21	MARK GOOD ANY DAMAGE TO EXISTING ELEMENTS AT COMPLETION OF WORKS
G22	WHERE NEW WORK ADJUTS EXISTING, PROVIDE SMOOTH TRANSITION FREE OF ABRUPT CHANGES
G23	NEATLY CUT BACK CONCRETE TO BE REMOVED TO A CLEAN TRUE FACE USING A DIAMOND SAW
G24	HAVE TESTS PERFORMED BY AN INDEPENDENT NATIONAL ASSOCIATION OF TESTING AUTHORITIES, ACCREDITED AUTHORITY AND PROVIDE TEST RESULTS TO SUPERINTENDENT
G25	SEPARATE METALS FROM INCOMPATIBLE MATERIALS eg STAINLESS STEEL, GALVANIZED STEEL, UNGALVANIZED STEEL AND TREATED TIMBER etc; BY CONCEALED LAYERS OF SUITABLE INERT MATERIALS OF SUITABLE THICKNESSES. USE PLASTIC SLEEVES AND WASHERS FOR BOLTS etc
G26	UNLESS NOTED OTHERWISE, SLAB SERVICEABILITY LIMIT STATE, ULTIMATE LIMIT STATE, MINIMUM NATURAL SURFACE LEVEL, FINISHED SURFACE LEVEL
G27	SUPERINTENDENT = SUPERINTENDENT NOMINATED IN CONTRACT
G28	BUILD, FABRICATE AND PROCURE ONLY FROM DRAWINGS ISSUED FOR CONSTRUCTION
G29	KEEP ON SITE A COMPLETE SET OF CONTRACT DOCUMENTS, INCLUDING DRAWINGS AND SPECIFICATIONS; AND SITE INSTRUCTIONS
TEMPORARY WORKS	
G30	THESE DRAWINGS DO NOT DETAIL TEMPORARY WORKS. CONSTRUCTION METHODS AND TEMPORARY WORKS ARE RESPONSIBILITY OF THE CONTRACTOR
G31	MAINTAIN STRUCTURE IN A STABLE CONDITION DURING CONSTRUCTION AND PROVIDE TEMPORARY BRACING AND/OR SUPPORT AS REQUIRED. SHOW TEMPORARY MEMBERS ON SHOP DRAWINGS. PROVIDE SPREADERS AT LOADS AND/OR LIFTING POINTS WHERE REQUIRED. ENSURE NO PART IS OVERSTRESSED. DO NOT PLACE OR STORE BUILDING MATERIALS ON SUPPORT FORMWORK OR PROP FROM STRUCTURAL MEMBERS WITHOUT SUPERINTENDENT'S APPROVAL. PROVIDE CALCULATIONS BY SUITABLY QUALIFIED STRUCTURAL ENGINEER TO PROVE ADEQUACY OF STRUCTURE FOR PROPOSED CONSTRUCTION ON SEQUENCE, METHODS AND LOADS INCLUDING PROPPING, DRAINFILLS etc
DESIGN ASSUMPTIONS	
STRUCTURAL WORK HAS BEEN DESIGNED FOR FOLLOWING LOADS	
- PERMANENT DEAD LOAD OF STRUCTURE AS SHOWN ON DRAWINGS	
- BARRIER LOADS: LOW PERFORMANCE LEVEL TO ASSIGN	
- TRAFFIC LOADS: T44 TRUCK LOADINGS AND 4.4 LANE LOADING	
- FLOOD LOADING NOT CONSIDERED FOR EXISTING ABUTMENT	
DELIVERABLES	
G32	PREPARE WORKSHOP DRAWINGS, CALCULATIONS etc FOR PREFABRICATED COMPONENTS INCLUDING STRUCTURAL STEELWORK, LIGHT GAUGE STEELWORK, PRECAST CONCRETE, PRESTRESSING, FABRICATED TIMBER FRAMES etc AND SUBMIT ELECTRONIC PDFS OR THREE PAPER COPIES OF EACH FOR SUPERINTENDENT'S REVIEW OF GENERAL CONCEPT WITH DESIGN CONCEPT. DO NOT COMMENCE FABRICATION UNTIL SHOP DRAWINGS AND CALCULATIONS HAVE BEEN REVIEWED. ALLOW 4 DAYS FOR SUPERINTENDENT'S REVIEW. SUPERINTENDENT'S REVIEW OF SHOP DRAWINGS AND CALCULATIONS IS OF GENERAL CONFORMANCE WITH DESIGN CONCEPT AND GENERAL COMPLIANCE WITH CONTRACT DOCUMENTS ONLY, AND DOES NOT INCLUDE CHECKING OF DIMENSIONS. SUPERINTENDENT'S REVIEW DOES NOT INCLUDE CHECKING OF DIMENSIONS AND CONTRACTOR IS RESPONSIBLE FOR CONFIRMING AND CORRELATING QUANTITIES AND DIMENSIONS, SELECTING FABRICATION PROCEDURES AND CONSTRUCTION TECHNIQUES AND PERFORMING WORK IN A SAFE MANNER. CORRECTIONS OR COMMENTS MADE ON SHOP DRAWINGS AND CALCULATIONS DO NOT RELIEVE CONTRACTOR FROM RESPONSIBILITY FOR COMPLIANCE WITH REQUIREMENTS OF CONTRACT DRAWINGS AND SPECIFICATION

S 01	THE SAFETY RISK MITIGATION ITEMS BELOW ARE BASED ON GHS DESIGNS OFFICE EXPERIENCE AND DO NOT NECESSARILY ACCOUNT FOR ALL CONSTRUCTION OPERATION MAINTENANCE AND DEMOLITION SAFETY RISKS BASED ON INFORMATION AVAILABLE WHEN THIS DRAWING WAS MADE. INT'S CAPACITY AS DESIGNER ONLY GUIDES HAS TRIED TO IDENTIFY SAFETY RISKS PERTAINING TO CONSTRUCTION OPERATION MAINTENANCE AND DEMOLITION PHASES OF THE ASSET INCLUSION (OR NOT) OF ANY ITEM DOES NOT REFLECT OR LIMIT OBLIGATIONS OF CONSTRUCTION USER MAINTAINER AND DEMOLITION TO UNDERTAKE APPROPRIATE RISK MANAGEMENT ACTIVITIES TO REDUCE RISK AND IS NOT AN ADMISION BY GHD THAT INCLUSION OF ANY ITEM IS DESIGNER'S RESPONSIBILITY
S 02	PROVIDE SAFETY BARRIERS AT EDGES OF OPENINGS AND ELEVATED AREAS
S 03	REVIEW ADEQUACY OF WORKING SPACE AVAILABLE FOR CONSTRUCTION ACTIVITIES ENSURE SEPARATION OF PLANT AND PERSONNEL ON SITE INCLUDING MOVEMENTS OF BOTH
S 04	LOCATE LIFTING SLEW AND LAY DOWN AREAS AWAY FROM REGULAR CONSTRUCTION TRAFFIC
S 05	PROVIDE PROTECTION TO PERSONNEL FROM PLANT AND EQUIPMENT
S 06	ENSURE ISOLATION, SAFE SYSTEMS OF WORK OR PROTECTIVE MEASURES ARE INSTALLED BEFORE WORKING NEAR LIVE ELECTRICAL INFRASTRUCTURE PROVIDE PROTECTION OF ELECTRICAL OVERHEAD WIRING SYSTEMS DURING CONSTRUCTION
S 07	WRITE RISK ASSESSMENTS ARE ADVISED FOR ACCESS TO OPEN EXCAVATIONS
S 08	PROVIDE ACCESS AND EGRESS TO EXCAVATIONS APPROPRIATE IN CASE OF INUNDATION COLLAPSE OR ENGULFMENT
S 09	LOCATE STOCKPILES AND HEAVY EQUIPMENT INCLUDING CRANES AWAY FROM BURIED SERVICES AND BUILDING BOUNDARIES WHERE ADJACENT BASEMENTS ARE PRESENT
S 10	SEEK ADVICE FROM SUITABLY QUALIFIED GEOTECHNICAL OR STRUCTURAL ENGINEER PRIOR TO OPERATION OF HEAVY SURFACE PLANT AND EQUIPMENT OR STOCKPILING MATERIAL NEAR OPEN EXCAVATIONS OR EXISTING RETAINING STRUCTURES
S 11	DO NOT STOCKPILE MATERIALS BEHIND OR EXCAVATE IN FRONT OF EXISTING RETAINING WALLS UNTIL WALL STABILITY HAS BEEN REVIEWED BY SUITABLY QUALIFIED STRUCTURAL ENGINEER
S 12	SEEK ADVICE FROM SUITABLY QUALIFIED STRUCTURAL ENGINEER BEFORE LAYING SERVICES BELOW EXISTING FOOTING LEVELS
S 13	HAVE LOAD CAPACITY OF STRUCTURES VERIFIED BY SUITABLY QUALIFIED STRUCTURAL ENGINEER BEFORE LOADING OR STORING MATERIALS ON EXISTING OR PARTIALLY COMPLETED STRUCTURAL ELEMENTS
S 14	SEEK ADVICE FROM SUITABLY QUALIFIED STRUCTURAL ENGINEER BEFORE CORING CHASING CUTTING OR REMOVAL OF EXISTING CONCRETE AND REINFORCEMENT
S 15	INSTRUCT SERVICES CONTRACTORS UNDER NO CIRCUMSTANCES CAN STRUCTURAL MEMBERS BE CUT NOTCHED OR DRILLED TO ACCOMMODATE NEW SERVICES
S 16	DEVELOP SEQUENCE / PRECAST / LIFT UP INSTALLATION SAFE WORK METHOD STATEMENT TO ELIMINATE AND MINIMISE INSTALLATION RISKS AND HAVE REVIEWED BY SUITABLY QUALIFIED STRUCTURAL ENGINEER PRIOR TO FRECTION
S 17	DO NOT CUT OR UNLOAD ANY STRUCTURAL MEMBERS WITHOUT SEEKING REVIEW BY SUITABLY QUALIFIED STRUCTURAL ENGINEER
S 18	MINIMISE SITE BASED TREATMENTS (eg WELDING CUTTING SPRAY PAINTING GRIT BLASTING etc) PROVIDE ADEQUATE PROTECTION SCREENING AND VENTILATION TO MINIMISE EXPOSURE TO PERSONNEL IF SITE BASED TREATMENT IS UNAVOIDABLE
S 19	AVOID HOT WORKS ON SITE PARTICULARLY IN TIMBER FRAME STRUCTURES HOT WORKS TO COMPLY WITH CLIENT PROCEDURES FOR APPLICABLE HOT WORKS PERMITS
S 20	MAKE WORK AREAS SAFE WHERE STRUCTURAL ELEMENTS ARE DAMAGED, CRACKED OR HAVE SUFFERED SIGNIFICANT DEFLECTIONS BEFORE ALLOWING GENERAL CONSTRUCTION OR REPAIR ACCESS
S 21	REPORT SIGNIFICANT SECTION LOSS OR CORROSION FLAKING BEFORE STARTING PAINTING OR REPAIRS CONSULT SUITABLY QUALIFIED STRUCTURAL ENGINEER IF SECTION LOSS OR EXTENSIVE CORROSION FLAKING PRESENT BEFORE PROCEEDING WITH WORK
S 22	REPORT LOSS OF MISSING BOLTS etc IN CONNECTIONS ENCOUNTERED DURING DAY TO DAY OPERATIONS

D1 DEMOLITION WORK TO BE TO AS2001 TAKE PRECAUTIONS NECESSARY FOR PROTECTION OF PERSONS AND PROPERTY

D2 OBTAIN NECESSARY PERMITS AND APPROVALS FROM RELEVANT AUTHORITIES BEFORE COMMENCING WORK ON SITE DO NOT COMMENCE DEMOLITION WORK BEFORE DEMOLITION PERMIT/SCAFFOLD PERMIT OBTAINED

D3 SEEK ADVICE FROM SUITABLY QUALIFIED STRUCTURAL ENGINEER TO ESTABLISH CRITICAL SAFETY ELEMENTS AND ASSIST DEVELOPMENT OF DEMOLITION METHOD STATEMENT

D4 MAKE ALLOWANCE FOR CONDITION OF STRUCTURAL AND OTHER ELEMENTS (eg WALL TIES), INCLUDING LOSS OF CAPACITY DUE TO DETERIORATION OR AGE

D5 CONSIDER PROVIDING LOCAL EMERGENCY SERVICES WITH COPY OF DEMOLITION METHOD STATEMENT BEFORE COMMENCING WORK

D6 DO NOT USE EXPLOSIVES

D7 USE DEMOLITION METHODS TO MINIMISE INTERFERENCE WITH AND PROTECT OCCUPANTS AND THEIR ACTIVITIES INCLUDING FROM NOISE NOXIOUS EFFECTS OF DUST FUMES LIQUIDS, GASES INFECTION FIRE EXPLOSION RADIATION OR OTHER HAZARDS, ETC

D8 ADVISE SUPERINTENDENT IMMEDIATELY IF HAZARDOUS MATERIALS ARE FOUND ON SITE INCLUDING ASBESTOS, FLAMMABLE OR EXPLOSIVE LIQUIDS OR GASES TOXIC INFECTED OR CONTAMINATED MATERIALS RADIATION OR RADIOACTIVE MATERIALS NOXIOUS OR EXPLOSIVE CHEMICALS TANKS OR OTHER CONTAINERS THAT HAVE BEEN USED FOR STORAGE OF ABOVE

D9 REMOVE FROM SITE ALL DEMOLISHED MATERIALS NOT REQUIRED FOR FINAL WORKS

DELIVERABLES

D10 SUBMIT NAMES AND CONTACT DETAILS OF PROPOSED DEMOLITION SUBCONTRACTORS

D11 SUBMIT ELECTRONIC PDFS OR THREE PAPER COPIES OF PROPOSED DEMOLITION METHOD STATEMENT AT LEAST 14 DAYS PRIOR TO DEMOLITION WORK DO NOT PROCEED WITH DEMOLITION UNTIL WRITTEN APPROVAL ISSUED METHOD STATEMENT TO INCLUDE PROPOSED SEQUENCE OF WORKS TIMES OF DISCONNECTION AND RECONNECTION OF SERVICES SITE SECURITY HOT WORKS, SPLINTERS AND EXPOSED ELEMENTS DEBRIS TRANSPORT AND DISPOSAL ACCESS EQUIPMENT TEMPORARY BATTERS, AIR QUALITY AND POLLUTION CONTROL MEASURES

D12 HAVE CHARTERED STRUCTURAL ENGINEER REVIEW PROPOSED DEMOLITION LOADS THAT MAY AFFECT STRUCTURES AND SUBMIT REPORT TO SUPERINTENDENT PRIOR TO COMMENCEMENT OF DEMOLITION

EARTHWORKS	
F1	EARTHWORKS TO BE TO AS3758 AND AS2670
F2	REMOVE TOPSOIL MATERIAL CONTAINING GRASS ROOTS OR OTHER ORGANIC MATTER RUBBLE AND OR DEBRIS AND ALL UNSUITABLE MATERIAL BELOW FOUNDATIONS AND WHERE SHOWN ON DRAWINGS
F3	STOCKPILE SUITABLE TOPSOIL FOR RE-USE TO 1500mm MAXIMUM HEIGHT
F4	DO NOT STOCKPILE MATERIAL AGAINST RETAINING WALLS BUILDINGS FENCES OR TREES etc DO NOT OBSTRUCT THE FREE FLOW OF WATER
F5	REFER TO DESARJINS CROSSING GEOTECHNICAL INVESTIGATION REPORT NO 98525/09/001 REV0 PREPARED BY DUGLAS PARTNERS DATED JUNE 2019 AND FIRST BRIDGE CROSSING GEOTECHNICAL INVESTIGATION REPORT NO 98525/09/002 REV0 NOTIFY SUPERINTENDENT IF CONDITIONS ENCOUNTERED DIFFER FROM THOSE DESCRIBED IN THE REPORT AND SEEK DIRECTIONS
F6	NOTIFY SUPERINTENDENT IF GROUND WATER ENCOUNTERED

FOUNDATIONS

F16 FOUNDATION LEVELS SHOWN ARE CONTRACT LEVELS. FINAL LEVELS TO BE AS DIRECTED BY SUPERINTENDENT.

F16 "CONTROLLED FILL" IS SAND FILL UP TO 800 mm DEEP WELL COMPACTED IN LAYERS < 300 mm THICK BY VIBRANT ROLLER OR VIBRATING ROLLER, OR NON-SAND FILL UP TO 400 mm DEEP, WELL COMPACTED IN LAYERS < 350 mm THICK BY MECHANICAL ROLLER (CLAY FILL TO BE MOIST DURING COMPACTION), OR OTHER MATERIAL PLACED AND COMPACTED IN ACCORDANCE WITH SPECIFICATION.

F17 ROLLED FILL IS SAND FILL UP TO 600 mm DEEP COMPACTED IN LAYERS < 300 mm THICK, OR NON-SAND FILL UP TO 300 mm DEEP COMPACTED IN LAYERS < 150 mm THICK (CLAY FILL TO BE MOIST DURING COMPACTION).

F18 AVOID OVER EXCAVATION. BACKFILL OVER EXCAVATION WITH GRADE-NEED BUILDING CONCRETE.

F19 KEEP EXCAVATIONS FREE OF WATER. PROVIDE ADEQUATE DRAINAGE TO ENSURE FORMATION IS NOT AFFECTED BY MOISTURE. PREVENT FOUNDATION DRYING OUT DUE TO EXPOSURE. PLACE BLINDING FOOTINGS PILES AND BACKFILL AS SOON AS PRACTICABLE AFTER EXCAVATION.

F20 ENSURE EXCAVATIONS ARE STABLE AND PROTECT SURROUNDING PROPERTY AND SERVICES FROM ADVERSE EFFECTS OF GROUNDWORKS. PROVIDE TEMPORARY WORKS AS REQUIRED. PROVIDE SHORING CERTIFIED BY SUITABLY QUALIFIED STRUCTURAL ENGINEER TO ALL DEEP EXCAVATIONS WHERE REQUIRED.

F21 DO NOT UNDERMINE EXISTING FOOTINGS.

F22 DEEPEN FOOTINGS BY THICKENING BLINDING CONCRETE AS REQUIRED NEAR EXISTING SERVICE TRENCHES (EVEN IF BACKFILLED). EXCAVATIONS BATTERS AT 90° TO HORIZONTAL (AT 30° TO HORIZONTAL) FROM FOOTINGS BELOW ADJACENT EXCAVATION.

F23 PROVIDE SAFETY MESH AND OTHER PROTECTION TO PREVENT EXPOSURE OF PERSONNEL TO EXCAVATIONS DURING FOUNDATION CONSTRUCTION.

F24 USE SUITABLE CONSTRUCTION TECHNIQUES AND EQUIPMENT FOR BACKFILLING ADJACENT TO STRUCTURES TO PREVENT OVERSTRESS AND DAMAGE. PROVIDE SUPPORT TO RETAINING WALLS IF CONSTRUCTION METHODS IMPOSE COMPACTION LOADS GREATER THAN ALLOWED (SEE DESIGN LOADS IN GENERAL NOTES). BACKFILL EVENLY TO AVOID DIFFERENTIAL SOIL PRESSURES ON STRUCTURES. BACKFILL AGAINST RETAINING WALLS ONLY AFTER SPECIFIC COMPACTION STRENGTH IS ACHIEVED AND PERMANENT SUPPORT INSTALLED WHERE APPLICABLE.

F25 BACKFILL FOR RETAINING WALLS TO BE FREE DRAINING GRANULAR MATERIAL. PROVIDE DRAINAGE BEHIND RETAINING WALLS COMPRISING CONTINUOUS SLOTTED DRAIN WITH GRANULAR SURROUND OR NYLON "COREDRAIN" CONNECTED TO RETICULATED STORMWATER DRAINAGE SYSTEM. PROVIDE 50 mm DIAMETER WEEPHOLES AT 1500 MAXIMUM CENTRES AT BASE OF WALL.

F26 SLOPE SERVICES TRENCHES AWAY FROM BUILDING BED SERVICES ON COMPACTED MATERIAL COMPATIBLE WITH NATURAL MATERIAL ON SITE. BACKFILL TO 300 mm OF TRENCHES WITH HAND COMPACTED CLAY WITHIN 1500 mm OF BUILDING. WHERE SERVICES PASS THROUGH MIDDLE THIRD OF FOOTING, SLEEVE SERVICES OR PROVIDE 40 mm THICK CLOSED CELL POLYETHYLENE LAGGING.

F27 FOR SITES CLASSIFIED M OR GREATER REACTIVITY WHERE SERVICES PASS UNDER FOOTINGS OF BACKFILL TRENCHES WITH HAND COMPACTED CLAY OR BLINDING CONCRETE FOR 300 mm EACH SIDE OF FOOTING AGAINST CLEAN DRY UNDISTURBED NATURAL MATERIAL. BACKFILL TRENCHES WITH HAND COMPACTED CLAY WITHIN 1500 mm OF BUILDING. PROVIDE FLEXIBLE JOINTS IN STORMWATER AND WASTEWATER SERVICES AT EXTERIOR OF BUILDING.

F28 FOLLOWING CONSTRUCTION ON FOUNDATION MAINTENANCE TO BE IN ACCORDANCE WITH CSIRO BUILDING TECHNOLOGY FILE 18 "FOUNDATION MAINTENANCE AND FOOTING PERFORMANCE: A HOMEOWNER'S GUIDE" INCLUDING CONSTRAINTS ON TREE LOCATIONS.

F29 FOOTINGS HAVE BEEN DESIGNED FOR A SAFE WORKING BEARING PRESSURE OF 100 kPa IN UNDISTURBED NATURAL CLAYEY MATERIAL

F30 CONSTRUCT FOOTINGS FOUND IN SPECIFIED MATERIALS AS ABOVE, OR IN GEO TECHNICAL REPORT; REMOVE SOFTENED OR LOOSE MATERIAL AND MATERIAL THAT DOES NOT ACHIEVE THESE PRESSURES. ENSURE FORMATION IS CLEAN AND LEVEL. PROVIDE FORMWORK WHERE SIDES OF EXCAVATIONS NOT STABLE UNDO

F31 PROOF ROLL FORMATION WITH HEAVY DUTY ROLLER

F32 OBTAIN APPROVAL OF FOUNDATION MATERIAL FOR THE DESIGN PRESSURES FROM SUITABLY QUALIFIED GEO TECHNICAL ENGINEER/SUPERINTENDING AUTHORITY BEFORE FIXING REINFORCEMENT OR PLACING CONCRETE

F33 SLAB PANELS TO BE FOUND ON UNDISTURBED NATURAL SOIL WITH ALLOWABLE BEARING CAPACITY OF NOT LESS THAN 100 kPa. REMOVE ANY SOFT SPOTS AND REPLACE WITH COMPACTED CRUSHED ROCK. WHERE SLAB PANELS AND INTERNAL BEAMS ARE FOUND ON CONTROLLED FILL, CONTROLLED FILL MUST CONTINUE AT LEAST ONE METRE PAST BUILDING

F34 LOCATE FOOTINGS CENTRALLY UNDER WALLS AND COLUMNS UNDO

F35 PROVIDE 0.2 mm HIGH IMPACT RESISTANT VIRGIN POLYETHYLENE FILM DAMP PROOF MEMBRANE TO AS2670 0.45 mm SAND BUILDING WHERE SHOWN ON DRAWINGS. LAP 200 mm AND SEAL DAMP PROOF MEMBRANES TAPE AT PENETRATIONS etc TO ENSURE A COMPLETE VAPOUR BARRIER IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS AND AS2670. PREVENT PUNCTURING OR DAMAGE BY PLACING A PLASTIC PLATE UNDER REINFORCEMENT SUPPORTS

F36 TOP OF CONCRETE SLAB TO BE AT LEAST 150 mm ABOVE ADJACENT GROUND LEVELS

F37 SLOPE GROUND SURROUNDING BUILDING SO WATER WILL DRAIN AWAY FROM BUILDING TO SUITABLE DISCHARGE POINTS WITHOUT PONDING. WHERE ACHIEVED BY FILLING FILL TO BE LESS PERMEABLE THAN UNDERLYING MATERIAL

S1	WORKMANSHIP AND MATERIALS TO COMPLY WITH A54100, A513Z350C, A513Z1554
S2	PROVIDE STEEL IN ACCORDANCE WITH
	<ul style="list-style-type: none"> A. A51163 GRADE C350 OR C450 FOR RECTANGULAR AND SQUARE HOLLOW SECTIONS A. A51163 GRADE C250 OR C350 FOR CIRCULAR HOLLOW SECTIONS AS NOTED ON DRAWINGS A. A51443 GOLF-FINISHED BARS A. A513Z1594 GRADE 250 IIOT-ROLLED STEEL FLAT PROJECTS A. A513Z3675 FOR PLATES AND FLOOR PLATE A. A513Z3679 PART 2 GRADE 300 FOR WELDED BEAMS AND WELDED COLUMNS A. A513Z3679 PART 1 GRADE 300 OR BHP GRADE 300 PLUS FOR UNIVERSAL BEAMS, UNIVERSAL COLUMNS, PARALLEL FLANGE CHANNELS, ANGLES, FLATS, BARS AND RODS. A. OTHERWISE TO COMPLY WITH A513Z3676 OR A513Z3679 GRADE 250 UNO

WELDING

S10. DEVELOP WELD PROCEDURES TO SUIT JOINT DETAILS AND SHOW ON SHOP DRAWINGS. USE PREQUALIFIED WELD PROCEDURES AND CONSUMABLES TO ASME B31.1, CLASS 4, 2000 DEVELOPMENT QUALIFICATION OF WELD PROCEDURE AND CONSUMABLES BY TESTING TO ASME B31.1, CLASS 4, 2000. LIST APPLICABLE PARAMETERS ON WELDING PROCEDURE QUALIFICATION RECORD AND MAKE RECORD AVAILABLE FOR INSPECTION.

S11. WELDING TO BE UNDERTAKEN BY SUITABLY QUALIFIED EXPERIENCED WELDER UNDER SUPERVISION OF QUALIFIED WELDING SUPERVISOR.

S12. CARRY OUT WELDING TO ASME B31.1. ALL INTERFACES BETWEEN STEEL SECTIONS TO BE CONNECTED WITH 6mm CONTINUOUS FILLET WELDS ALL ROUND BOTH SIDES JOINT.

- WELDS TO BE SHOP WELDED UNO
- WELDS TO BE CATEGORY SP
- BUTT WELDS TO BE FULL COMPLETION PENETRATION UNO
- ELECTRODES TO BE LOW CARBON WITH TENSILE STRENGTH OF 140-160 MPa PRE-APPROVED TO ASME B31.1, CLASSIFICATION E6010

S13. EXTENT OF WELD INSPECTION QWESIG 10.4.1.1

- VISUAL SCANNING 100% OF WELDS
- VISUAL EXAMINATION 100% OF BUTT WELDS IN TENSION MEMBERS AND 50% OF OTHER WELDS
- RADIOGRAPHIC OR ULTRASOUND 10% OF BUTT WELDS IN TENSION MEMBERS AND 5% OF OTHER WELDS

S14. GRIND WELDS SMOOTH AND FLUSH WITH PARENT METAL WHERE NOMINATED ON DRAWINGS. GRIND ONLY IN LONGITUDINAL DIRECTION OF MEMBER.

S15. REPAIR FAULTY WELDS AND DEFECTS REVEALED BY WELD INSPECTION/TESTING AND REPEAT THE EXAMINATION.

S16. WELDS TO BE INSPECTED BY INDEPENDENT NATA ACCREDITED QUALIFIED WELDING INSPECTOR TO ASME B31.1. PROVIDE WELDING INSPECTOR'S REPORT TO SUPERINTENDENT.

S17. WELDING SYMBOLS ARE TO ASME B31.1. 3 "CFW" INDICATES CONTINUOUS FILLET WELD. "FSBW" INDICATES FULL STRENGTH BUTT WELD WHICH IS EQUIVALENT TO CPBW. "CPBW" INDICATES COMPLETE PENETRATION BUTT WELD.

S18 M16 AND LARGER BOLTS TO BE HIGH STRENGTH STRUCTURAL BOLTS 8/8S PROCEDURE AND M20 SIZE BOLTS SHALL BE COMMERCIAL BOLTS 4/8S PROCEDURE UNLESS

S19 FOR BOLTS MANUFACTURED OUTSIDE AUSTRALIA PROVIDE LOCAL INDEPENDENT NATA-ACCREDITED LABORATORY COMPLIANCE CERTIFICATE BASED ON APPROPRIATE TESTING AND VERIFICATION

S20 UNLESS BOLTS WITH THREADS IN COMPLIANCE WITH AS1278 BOLTS OF STRENGTH GRADE 4.6 TO BE COMMERCIAL GRADE BOLTS TO AS1111 AND 1112 BOLTS OF STRENGTH GRADE 8.2 TO BE HIGH STRENGTH STRUCTURAL BOLTS NUTS AND WASHERS TO AS/NZS1252 MECHANICAL PROPERTIES OF BOLTS, NUTS, SCREWS AND STUDS TO COMPLY WITH AS/NZS4291 WASHERS TO COMPLY WITH AS1237 LIGHTWEIGHT PROCEDURES TO COMPLY WITH AS4100

- S SNUG TIGHT
- TB BEARING MODE JOINT BOLTS FULLY TENSIONED
- TF FRICTION MODE JOINT BOLTS FULL TENSIONED (CONTRACT SURFACES OF FRICTION CONNECTIONS TO BE UNCOATED AND FREE OF MILL SCALE)

PROCEDURES
eg 4M24 85T3 = 4 OFF 24 DIAMETER METRIC HIGH STRENGTH STRUCTURAL BOLTS FULLY TENSIONED IN BEARING MODE

S22 USE BOLT LENGTHS SO THAT PROJECTION BEYOND "W" IS AT LEAST TWO T-THREADS AND NOT MORE THAN 10 mm

CONNECTIONS

S23 STEEL CONNECTION DETAILS TO BE IN ACCORDANCE WITH AS4100 AND AUSTRALIAN STEEL INSTITUTE (ASI) STRUCTURAL STEEL CONNECTION SERIES OF MANUALS AND GUIDES

S24 MAKE BOLTED STRUCTURAL CONNECTIONS WITH 13 mm THICK CLEAT PLATES AND 2 M16 8/5 BOLTS AND USE M12 X 65 BOLTS FOR PURLINS UP TO 250 DEEP UNO STEENERS PURLINS AND GRT CLEATS AND FLY BRACE CLEATS TO BE 8 mm THICK UNO ROD BRACING TO HAVE TURNBUCKLES WITH FULL CAPACITY OF ROD UNO

S26 PROVIDE CLEATS AND DRILL HOLES NECESSARY FOR FIXING OTHER ELEMENTS TO STEEL WORK SHOW ON SHOP DRAWINGS

S26 PROVIDE RADIUSSED CORNERS ON EXPOSED CLEATS TO REDUCE RISK OF IMPALEMENT AND LACERATIONS

S27 CROP INTERNAL CORNERS OF CLEATS AND STEENERS etc TO FACILITATE DRAINAGE PROVIDE DRAINAGE HOLES TO PREVENT WATER POOLING ON STRUCTURAL ELEMENTS DURING CONSTRUCTION SHOW PROPOSED HOLES ON SHOP DRAWINGS

528 HOLDING DOWN BOLTS TO ONE GRADE 4 FUND. SUPPLY HOLDING DOWN BOLTS WITH TWO CLASSES 5 HEXAGONAL HEAD NUTS AND EXTRA LARGE 4010 4 mm PLATE WASHER - HOT DIP GALVANIZED HOLDING DOWN BOLTS, NUTS AND WASHERS TO A31314. IF HOLDING DOWN BOLT GROUPS RIGIDLY TOGETHER PRIOR TO INSTALLATION [eg. TIGHT WELD WITH 3 mm DIAMETER REINFORCING BAR TO FORM A RIGID CAGE] TO ENSURE CORRECT BOLT LOCATIONS AND SET OUT USING A 3 mm MILD STEEL TEMPLATE SUPPLIED BY STEELWORK FABRICATOR. PROVIDE 4 N12 LIGATURES TO FIX HOLDING DOWN BOLT CAGE SECURELY TO SLAB/FOOTING REINFORCEMENT

DURABILITY & PROTECTIVE COATINGS

S30 USE BOLTS, SCREWS, NUTS AND WASHERS HOT DIP GALVANIZED BY MANUFACTURER TO A51274. TAP GALVANIZED BOLTS 4-10mm DIAMETER TO SLT GALVANIZED THREADED TO A51274 AND CH FOR PROTECTIVE CH INSTA. L WASHERS UNDER BOLT HEAD OR NUT, WHICHEVER PART IS ROTATED. USE HARDENED OR PLATE WASHERS UNDER BOLT HEAD AND NUT FOR OVERSIZED AND SLOTTED HOLES TO A51100. USE TAPERED WASHERS AS REQUIRED UNDER NON-PUTTING PART.

S31 AFTER COMPLETION OF FABRICATION PREPARATION FOR SURFACE TREATMENT TO B. HOLD OFF ROUGH WELDS. SHARP EDGES (2mm RADIUS) etc. SURFACE TO BE FREE OF WELDING SPATTER, SLAGS, UNDERCUTS, VISIBLE POROSITY AND CRACKS. VISIBLE SLIVERS, ROLL-OVERS, LAMINATIONS, ROLLED-IN EXTERNALS, MATTER, GROOVES (RADIUS OF GOGGES TO BE LESS THAN 4mm) INCENTINANT, ROLL MARKS, BURRS, ARISERS, CRACKS etc. PREPARE WELDS, EDGES AND OTHER AREAS WITH SURFACE IMPERFECT ON TO ISO 8501-3 PREPARATION GRADE P3.

[illegible]

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ADELLIS

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Client	HINCHINBROOK SHIRE COUNCIL
Project	DESJARDINS AND FIRST BRIDGE CROSSINGS
Title	DESJARDINS DECK REPLACEMENT STRUCTURAL NOTES - SHEET 1

Original Size **A1** Drawing No: **42-20983-S003** Rev: **0**

[illegible]

S32	SURFACE PREPARATION REMOVE OIL GREASE AND OTHER CONTAMINANTS TO AS 627 1 ABRASIVE BLAST CLEAN TO AS1627 4 CLASS SA 2½ WITH SURFACE PROFILE 40 TO 70 MICROMETRES OR AS SPECIFIED BY COATINGS MANUFACTURER FOR THE SERVICE CONDITIONS. ASSESS ABRASIVE BLAST CLEANED SURFACE TO AS1627 9 AND SURFACE PROFILE TO AS3994 5. FOR SMALL AREAS WHERE ABRASIVE BLAST CLEANING IS NOT POSSIBLE OBTAIN APPROVAL FROM SUPERVISOR TO USE POWER TOOL CLEANING TO AS1627 2 CLASS ST 3/ST 3 AS DEFINED IN ISO 8501 1 FOR STEEL CLEANED TO A METALLIC FINISH WITH MINIMUM 25 MICRON SURFACE PROFILE REMOVE DUST BY BRUSHING OR VACUUM CLEANING	C7	SUPPLEMENTARY CEMENTITIOUS MATERIALS INCLUDING AMORPHOUS SILICA FUME, FLY ASH AND GROUND GRANULATED BLAST FURNACE SLAG (GGFS OR SLG)	C39	ELAPSED TIME BETWEEN WETTING OF MIX AND DISCHARGE OF CONCRETE AT SITE MUST BE AS SHORT AS POSSIBLE AND COMPLYING WITH THE FOLLOWING	C57	SUBMIT NAMES AND CONTACT DETAILS OF PROPOSED CONCRETE SUBCONTRACTORS
S33	APPLY PROTECTIVE COATINGS AS SOON AS PRACTICABLE AFTER PREPARATION WITHIN FOUR HOURS AND BEFORE FLASH RUST OR RUST BECOMES APPARENT. APPLICATION OF PROTECTIVE COATINGS TO COMPLY WITH MANUFACTURER'S RECOMMENDATIONS	C8	SUMP TO BE AS REQUIRED FOR PLACEMENT (by PUMPING, CHUTE etc.) COMPACTION AND FINISHING USE SUPERPLASTISICERS AND HIGH RANGE WATER REDUCERS TO AS 478 TO ACHIEVE ADEQUATE WORKABILITY	C40	USE PLACEMENT METHODS THAT WILL MINIMISE PLASTIC SETTLEMENT AND SHRINKAGE CRACKING. LIMIT VERTICAL FREE FALL BY USE OF CHUTES etc. KEEP CHUTES VERTICAL, FULL AND IMMersed IN CONCRETE. PLACE CONCRETE IN LAYERS AND BLEND JOOEDING LAYERS BY COMPACTION. MAINTAIN CONCRETE EDGE IN A PLASTIC STATE. PROPERLY COMPACT CONCRETE USING MECHANICAL VIBRATORS (AND HAND METHODS IF REQUIRED) TO REMOVE AIR BUBBLES AND GIVE MAXIMUM COMPACT ON WITHOUT SEGREGATION OF CONCRETE. TAKE CARE TO AVOID CONTACT BETWEEN VIBRATORS AND PARTIALLY HARDENED CONCRETE FORMWORK OR REINFORCEMENT. DO NOT USE VIBRATORS TO MOVE CONCRETE ALONG FORMS	C58	AT LEAST ONE WEEK PRIOR TO CONCRETE PLACEMENT SUBMIT DETAILS OF PROPOSED READY MIXED CONCRETE SUPPLIER, NAME OF CONCRETE DELIVERY SUPERVISOR, LOCATION OF BATCHING PLANT, CONCRETE MIX DESIGNS, METHOD OF CONCRETE TEMPERATURE CONTROL, MIXING HANDLING, TRANSPORT, PUMPING, PLACEMENT, COMPACTION, FINISHING, PROTECTION ON AND CURING SEQUENCE AND TIMES FOR CONCRETE POURS. CONSTRUCTION JOINT LOCATIONS AT LEAST ONE WEEK PRIOR TO DELIVERY OF CONCRETE FOR SUPERINTENDENT'S APPROVAL. NOMINATE FOR EACH MIX DESIGN THE SOURCE, TYPE AND PROPORTIONS OF CONSTITUENTS, AGGREGATE GRADINGS AND SATURATED SURFACE DRY DENSITIES, ADMITTIVES AND ADMIXTURES, MAXIMUM WATER/CEMENT RATIO AND MAXIMUM WATER/CEMENT RATIO TARGET SLUMP. "TARGET CHARACTERISTIC STRENGTH" (f _{ck}) AND "TARGET DRYING SHRINKAGE
S34	COATING REPAIRS REINSTATE COATING TO DAMAGED AREAS TO PROTECT VE COATINGS SPECIFICATION. FIELD WELD REPAIRS DO NOT WELD THROUGH EXISTING GALVANISING OR COATINGS. REMOVE WELD SPATTER, RESIDUAL FLUX etc BY CHIPPING, GRINDING OR ABRASIVE BLAST CLEANING. GRIND FLASH ROUGH WELD BEADS. PREPARE SURFACE FOR PAINTING AS PER COATING SPECIFICATION. REMOVE JUST LOOSE AND BURNT PAINT AND SUFFICIENT SOUND COATING SO PAINT EDGE IS FEATH-ERED AND SMOOTH. STRIPE COAT ALL WELDS, EDGES AND ROUGH SURFACES USING A BRUSH. REINSTATE COATING AS PER PROTECTIVE COATINGS SPECIFICATION	C9	MAXIMUM SULPHATE CONTENT OF CONCRETE TO BE LESS THAN 5% BY MASS OF AGGREGABLE SO AS A PERCENTAGE OF CEMENTITIOUS MATERIAL	C41	OBTAIN SUPERINTENDENT'S WRITTEN APPROVAL OF "PLACEMENT" METHODS FOR CONCRETE ELEMENTS GREATER THAN 1500 mm HEIGHT	C59	PROVIDE DOCUMENTARY EVIDENCE OF PREVIOUS PERFORMANCE AND RELEVANT TEST RESULTS OF MIX DESIGN INCLUDING NO. 3 AND 28 DAY COMPRESSIVE STRENGTH, CHARACTERISTIC C STRENGTH, TEMPERATURE RISE, DRYING SHRINKAGE, LIMITS OF SOLUBLE SALTS AND ALKALI AGGREGATE REACTIVITY etc. IF NO CERTIFIED TEST RESULTS MADE ON AT LEAST TWO SEPARATE SAMPLES FROM A NATA REGISTERED LABORATORY EITHER
S35	WHERE NOMINATED AS GALVANIZED ON DRAWINGS, STEELWORK IS TO BE HOT DIPPED GALVANIZED TO AS/NZS4680 AND AS 1214 FOR FASTENERS. THICKNESS OF GALVANIZED COATINGS TO AS/NZS4680. ZINC IN GALVANISING BATH TO BE NOT LESS THAN 90% PURE. BATH TEMPERATURE, TIME OF IMMERSION AND WITHDRAWAL, SPEED TO BE AS REQUIRED TO ACHIEVE SPECIFIED COATING THICKNESS AND FINISH. ZINC COATING TO BE CONTINUOUS, ADHERENT, FREE FROM LUMPS, SPIKES, DAGS, RUNS, BUSTERS, ROUGHNESS, GRITTY AREAS, UNCOATED SPOTS, ACID AND BLACK SPOTS, DROSS, FLUX AND OTHER IMPERFECTIONS	C10	USE CEMENTITIOUS MATERIALS LESS THAN SIX MONTHS OLD. USE BAGGED CEMENT IN ORDER OF RECEIPT FOR GENERAL BLENDED CEMENT (GB). CONTAINING ORDINARY PORTLAND CEMENT PLUS AT LEAST 5% SUPPLEMENTARY CEMENTITIOUS MATERIALS	C42	KEEP ON SITE A LOG BOOK RECORDING EACH PLACEMENT OF CONCRETE INCLUDING DATE, CLIMATIC CONDITIONS, PORTION OF WORK, SPECIFIED GRADE AND SOURCE OF CONCRETE, DELIVERY DOCKET DATA, METHODS OF PLACEMENT AND COMPACTION. PROJECT ASSESSMENT CARRIED OUT. SLUMP MEASUREMENTS, VOLUME AND OTHER NOTABLE MATTERS	C60	USE READY MIXED CONCRETE MIXED BY BATCH PRODUCTION PROCESS DELIVERED IN AGITATING TRUCKS FOR EACH BATCH. SUPPLY A DOCKET LISTING INFORMATION REQUIRED BY AS1379 CLAUSE 17.3 AND FOLLOWING
S36	PASSIVATE GALVANIZED STEEL TO BE IN CONTACT WITH CONCRETE BY DIPPING IN 0.2% SODIUM DICHROMATE SOLUTION	C11	DO NOT USE CALCIUM CHLORIDE. MAXIMUM ALLOWABLE SOLUBLE CHLORIDE ION CONTENT 5.4 kg/m ³ OF CONCRETE. DO NOT USE STRONGLY IONIZED SALTS	C43	IN HOT WEATHER PREVENT PREMATURE SETTING OF FRESH CONCRETE. REDUCE WATER ABSORPTION AND EVAPORATION LOSSES. MIX, TRANSPORT, PLACE AND COMPACT CONCRETE AS QUICKLY AS POSSIBLE DURING PLACEMENT. TEMPERATURE OF CONCRETE MUST NOT EXCEED TEMPERATURES BELOW	C61	ON CONCRETE OF SAME MIX DESIGN (IN RESPECT OF ALL DETAILS TO BE NOMINATED ABOVE) OF SIMILAR GRADE MADE UNDER PRODUCTION CONDITIONS IN SIMILAR PLANT WITHIN LAST SIX MONTHS OR
S37	STRENGTHEN MEMBERS DISTORTED DURING FABRICATION AND/OR GALVANISING PROCESS USING AN APPROVED METHOD	C12	CONCRETE DESIGNED WITH STRENGTH GRADE PREFIX S SUCH AS S40 IS REQUIRED TO HAVE HIGH DURABILITY	C44	DO NOT MIX CONCRETE WHEN SURROUNDING OUTDOOR SHADE TEMPERATURE 38 C. MAINTAIN TEMPERATURE OF FORMWORK AND REINFORCEMENT AT 32 C BEFORE AND DURING PLACING. COOL REINFORCEMENT AND FORMWORK AS REQUIRED. MAINTAIN SPECIFIED TEMPERATURE OF PLACED CONCRETE BY	C62	ON PRELIMINARY TESTS FROM LABORATORY OR PLANT TRIALS OF PROPOSED MIX
S38	ANIMAL COLOURED ITEMS TO 500 C PRIOR TO GALVANISING	C13	CONCRETE DESIGNED WITH STRENGTH GRADE PREFIX S SUCH AS S40 IS REQUIRED TO HAVE HIGH DURABILITY	C45	FOR CONCRETE WITH WATER/CEMENT RATIO LESS THAN 0.5, IN HOT, WINDY OR DRY (LOW HUMIDITY) CONDITIONS SPRAY EXPOSED SURFACES OF FRESH CONCRETE WITH FOG SPRAY APPLICATION OF ALIPHATIC ALCOHOL RETARDANT IMMEDIATELY AFTER PLACEMENT TO REDUCE RISK OF PLASTIC SHRINKAGE CRACKING. IN SEVERE CLIMATIC CONDITIONS CONSIDER REINTEGRATING CONCRETE BEFORE REACHES FINAL SET. COMMENCE CURING OF CONCRETE TO AS3600 AS SOON AS POSSIBLE AFTER PLACING AND FINISHING OR STRIPPING AND WITHIN ONE HOUR. FINISH EXPOSED SURFACES ARE NOT STAINED. ACCEPTABLE METHODS OF CURING INCLUDE	C63	USE EACH MIXED CONCRETE MIXED BY BATCH PRODUCTION PROCESS DELIVERED IN AGITATING TRUCKS FOR EACH BATCH. SUPPLY A DOCKET LISTING INFORMATION REQUIRED BY AS1379 CLAUSE 17.3 AND FOLLOWING
S39	REPAIR DAMAGE TO GALVANIZED COATING TO AS/NZS 4680 SECTION 8 -REPAIR AFTER GALVANIZING. USE ORGANIC TWO-PACK ZINC RICH EPOXY COATING COMPLYING WITH AS/NZS 3756.5 APPLIED IN TWO COATS EACH 50 MICRON MINIMUM TOTAL DRY FILM THICKNESS 100 MICRONS. DO NOT USE SPRAY GUNS OF "COLD GALV" OR ZINC ALLOY SOLDER "STICKS". SURFACE PREPARATION OF EXPOSED BARE STEEL TO BE ABRASIVE BLAST CLEANED TO AS 1627 4, CLASS 2½ (PREFERRED) OR POWER TOOL CLEANED TO AS 627 2 CLASS ST 3. LIGHTLY SWEEP BLAST GALVANIZED SURFACES	C14	CONCRETE DESIGNED WITH STRENGTH GRADE PREFIX S SUCH AS S40 IS REQUIRED TO HAVE HIGH DURABILITY	C46	PROTECT FRESH CONCRETE FROM PREMATURE DRYING, PARTICULARLY IN HOT, WINDY OR DRY (LOW HUMIDITY) CONDITIONS. EXCESSIVELY HOT OR COLD TEMPERATURES, RAIN etc. PROVIDE WIND BREAKS MAINLY ON CONCRETE AT A REASONABLY CONSISTANT TEMPERATURE WITH MINIMUM MOISTURE LOSS FOR CURING PERIOD	C64	REPORT DRYING SHRINKAGE TESTING RESULTS TO SUPERINTENDENT. REFER CONCRETE TESTING NOTES
S40	PROVIDE DRAINAGE VENT DRAIN HOLES AT TOP AND BOTTOM EXTREMITIES FOR HOLLOW SECTIONS TO BE HOT DIPPED GALVANIZED. PROVIDE RUBBER SEALS OR PLUG WELDS ON DRAIN HOLES THAT REMAIN EXPOSED	C15	CONCRETE DESIGNED WITH STRENGTH GRADE PREFIX S SUCH AS S40 IS REQUIRED TO HAVE HIGH DURABILITY	C47	DO NOT MIX CONCRETE WHEN SURROUNDING OUTDOOR SHADE TEMPERATURE 38 C. MAINTAIN TEMPERATURE OF FORMWORK AND REINFORCEMENT AT 32 C BEFORE AND DURING PLACING. COOL REINFORCEMENT AND FORMWORK AS REQUIRED. MAINTAIN SPECIFIED TEMPERATURE OF PLACED CONCRETE BY	C65	PROVIDE CONCRETE TEST RESULTS TO SUPERINTENDENT PROMPTLY WITHIN SEVEN DAYS OF TESTING
S41	PROVIDE DRILLED SUSPENSION HOLES IN END PLATES, ETC FOR ITEMS TO BE HOT DIPPED GALVANIZED	C16	CONCRETE DESIGNED WITH STRENGTH GRADE PREFIX S SUCH AS S40 IS REQUIRED TO HAVE HIGH DURABILITY	C48	DO NOT MIX CONCRETE WHEN SURROUNDING OUTDOOR SHADE TEMPERATURE 38 C. MAINTAIN TEMPERATURE OF FORMWORK AND REINFORCEMENT AT 32 C BEFORE AND DURING PLACING. COOL REINFORCEMENT AND FORMWORK AS REQUIRED. MAINTAIN SPECIFIED TEMPERATURE OF PLACED CONCRETE BY	C66	SUBMIT DETAILS OF PROPOSED COATINGS AND RELEVANT TEST CERTIFICATES FOR SUPERINTENDENT'S REVIEW 28 DAYS PRIOR TO APPLICATION. TESTING TO BE BASED ON KLOPFER CRITERIA FOR ANTI-CARBONATION COATINGS AND PICK'S LAW OF DIFFUSION
S42	PRIOR TO DIPPING ADVISE SUPERINTENDENT OF ANY DESIGN FEATURES THAT MAY LEAD TO DIFFICULTIES DURING GALVANISING AND SUBMIT DETAILS FOR IMPROVEMENT	C17	CONCRETE DESIGNED WITH STRENGTH GRADE PREFIX S SUCH AS S40 IS REQUIRED TO HAVE HIGH DURABILITY	C49	PREVENT RAPID DRYING OUT AT END OF CURING PERIOD		
S43	DO NOT PAINT GALVANIZED STEELWORK UNLESS SPECIFIED ON THE ENGINEERING DRAWINGS	C18	MIX CONCRETE TO ENSURE UNIFORM DISTRIBUTION OF CONSTITUENTS	C50	FINISH CONCRETE SURFACES TO AS3610 AND AS SHOWN BELOW		
S44	PROTECTIVE COATINGS ARE TO BE SHOP APPLIED AND CURED IN WORKSHOP IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS UNLESS APPROVED OTHERWISE IN WRITING BY SUPERINTENDENT. PROTECTIVE COATINGS ARE TO BE SMOOTH, UNIFORM AND WITHOUT RUNS, BEADS, PINHOLES, SURFACE CRACKING OR OTHER IMPERFECTIONS	C19	CONCRETE TESTING	C51	STEEL TROWEL FINISH AFTER MACHINE FLOATING USE POWER TROWELS TO PRODUCE SMOOTH SURFACES FREE OF DEFECTS. WHEN SURFACE HAS HARDENED SUFFICIENTLY, USE STEEL HAND TROWELS TO PRODUCE FINAL CONSOLIDATED FINISH FREE OF TROWEL MARKS OF "JUNIFORM" TEXTURE AND APPEARANCE. MAXIMUM DEVIATION FROM 3 mm STRAIGHT EDGE IS LESS THAN 3 mm		
S45	PROTECT COATINGS FROM DAMAGE AND DETEIORATION DURING HANDLING, TRANSPORT, STORAGE AND ERECTION. REPAIR DAMAGE TO PROTECTIVE COATINGS TO REINSTATE INTEGRITY OF NOMINATED COATING IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS AND SPECIFICATION. EDGES OF PATCH REPAIRS TO BE FEATHERED	C20	REGISTER PROJECT FOR DISSEMINATION OF CONCRETE PRODUCTION ASSESSMENT INFORMATION. MANUFACTURER TO CARRY OUT PRODUCTION ASSESSMENT OF CONCRETE FOR COMPLIANCE WITH REQUIREMENTS OF AS 3759	C52	PROVIDE EXPOSED EDGES AND RE-ENTRANT CORNERS WITH 45 DEGREES x 25 mm CHAMFERS OR FILLETS, INTO		
DELIVERABLES		C21	CARRY OUT PROJECT ASSESSMENT OF CONCRETE TO AS1379 CLAUSE 6.4 AND 6.5. TAKE SAMPLES AT PROJECT SITE AT POINT OF DISCHARGE FROM AGITATOR. SPREAD SAMPLING EVENLY THROUGH POUR. SAMPLE CONCRETE FOR PROJECT ASSESSMENT OCCASIONALLY WITH EACH SAMPLE TAKEN FOR PRODUCTION ASSESSMENT AT PROJECT SITE. FOR EACH CONCRETE DESIGN MIX, TAKE ONE SAMPLE FROM EACH 25 CUBIC METRES OF CONCRETE DELIVERED PER DAY. NOT LESS THAN FIVE SAMPLES TOTAL FOR EACH MIX DESIGN. EACH SAMPLE TO COMPRISE FOUR CYLINDERS. TEST TWO AT 7 DAYS AND TWO AT 28 DAYS. NOTIFY SUPERINTENDENT WITHIN 2 WORKING DAYS. 7 DAY CONCRETE TEST RESULTS INDICATE 28 DAY STRENGTHS ARE LIKELY TO BE BELOW SPECIFIED STRENGTH	C53	FORMED SURFACES		
S46	SUBMIT NAMES AND CONTACT DETAILS OF PROPOSED FABRICATION AND INSTALLATION SUBCONTRACTORS	C22	CARRY OUT DRYING SHRINKAGE TESTING TO AS1012 13. FOR EACH CONCRETE DESIGN MIX, TAKE ONE SAMPLE EVERY THREE MONTHS OR FOR EVERY 1000 m ³ OF CONCRETE PLACED. A MINIMUM OF ONE SAMPLE. EACH SAMPLE TO COMPRISE THREE SPECIMENS. SAMPLE CONCRETE AT PROJECT SITE DIRECTLY FROM DELIVERY VEHICLE. BASE ASSESSMENT ON AVERAGE OF THREE TEST RESULTS	C54	DO NOT MAKE HOLES, PENETRATIONS, RECESSES, CHASES OR EMBED PIPES (OTHER THAN THOSE SHOWN ON STRUCTURAL DRAWINGS) WITHOUT APPROVAL OF SUPERINTENDENT. DO NOT PLACE CONDUITS, PIPES etc WITHIN COVER CONCRETE. LOCATE CONDUITS, PIPES etc ONLY IN MIDDLE THIRD OF SLAB OR BEAM DEPTH AND BETWEEN REINFORCEMENT LAYERS AND SPACED AT 3 x DIAMETER CENTRES MINIMUM. DO NOT CUT REINFORCEMENT AT PENETRATIONS WITHOUT APPROVAL		
S47	SUBMIT SHOP DRAWINGS AND DESIGN CALCULATIONS. REFER GENERAL-DELIVERABLES NOTES. SHOP DRAWINGS AND DESIGN CALCULATIONS TO SHOW ARRANGEMENT OF MEMBERS, MARKING PLAN, MEMBER SCHEDULE, LOCATION AND ORIENTATION OF MEMBERS IN BUILDING, REQUIRED CHAMFER (WHERE APPLICABLE), RELEVANT DETAILS OF EACH ASSEMBLY, COMPONENT AND CONNECTION, DIMENSIONS OF ITEMS, LOAD NG PARAMETERS AND BRACING LENGTHS ASSUMED IN DESIGN, DESIGN STRESSES, STRENGTH OF MATERIALS, SIZE OF EACH MEMBER, TOLERANCES ON MEMBER SIZES, JOINT DETAILS, TRIMMERS, NOGGINGS etc. LIFTING POINTS, METHOD OF FIXING AND BRACING, DESIGN DEFLECTION, METHOD OF FABRICATION, SIZE AND SPECIFICATION OF CLIPS, BOLTS, SCREWS, WELDS, WELD CATEGORIES AND WELDING CATEGORIES, WELD PROCEDURES INCLUDING POST WELD HEAT TREATMENT, SURFACE PREPARATION METHODS AND PROTECTIVE COATING SYSTEM, VENT DRAIN HOLES FOR HOT DIP GALVANISING, PROPOSED JOINTS IN MEMBERS, TEMPORARY MEMBERS, BRACES AND FIXINGS, LOCATION OF FALL ARREST CONNECTIONS, FIXINGS FOR ADJOINING BUILDING ELEMENTS, BASE PLATE DETAILS, FIXINGS FOR PULPINS, GIRTS, LOCATION OF AND PREPARATION FOR SITE WELDS AND BRACING METHOD OF HANDLING TEMPORARY WORKS, ASSEMBLY, TRANSPORT AND ERECTION (INCLUDING TEMPORARY BRACING IF REQUIRED), PRECAUTIONS etc.	C23	CONCRETE SAMPLING AND TESTING TO BE BY AN APPROVED INDEPENDENT NATA REGISTERED LABORATORY	C55	COVER IS CLEAR DISTANCE BETWEEN ANY REINFORCEMENT (INCLUDING LOCATIONS IF WIRE etc.) AND OUTSIDE SURFACE OF STRUCTURAL CONCRETE		
S48	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY. TEST CERTIFICATE NUMBER AND DATE WITH PAGE NUMBER ON EACH PAGE. PRODUCT TEST SPECIFICATION AND GRADE OF STEEL. PRODUCT DESIGNATION AND RELEVANT DIMENSIONS. PRODUCT STEEL MAKING PROCESS, LENGTH, BUNDLE PACK OR UNIQUE IDENTIFIER TO WHICH CERTIFICATE APPLIES. HEAT NUMBER (FROM CASTING), MECHANICAL PROPERTIES FROM TENSILE TEST (ALL VALUES GIVEN IN AS/NZS STANDARD), WHETHER EACH MEASURED MECHANICAL PROPERTY COMPLIES WITH AS/NZS STANDARD, CHEMICAL ANALYSIS RESULTS AND TYPE OF ANALYSIS UNDERTAKEN. CUSTOMER PURCHASE ORDER TO MATCH BATCH NUMBER. ANY OTHER SYSTEM REFERENCE NUMBERS AND SIGNATURE OF AUTHENTICITY	C24	RESPONSIBILITY FOR DESIGN, CERTIFICATION, CONSTRUCTION AND PERFORMANCE OF FORMWORK AND FASTENING DEVICES WITH CONTRACTOR	C56	COVER MUST NOT BE LESS THAN SPECIFIED. PROVIDE MINIMUM CLEAR COVER TO REINFORCEMENT AS SHOWN BELOW, EXCEPT WHERE SPECIFIED OTHERWISE		
S49	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY. TEST CERTIFICATE NUMBER AND DATE WITH PAGE NUMBER ON EACH PAGE. PRODUCT TEST SPECIFICATION AND GRADE OF STEEL. PRODUCT DESIGNATION AND RELEVANT DIMENSIONS. PRODUCT STEEL MAKING PROCESS, LENGTH, BUNDLE PACK OR UNIQUE IDENTIFIER TO WHICH CERTIFICATE APPLIES. HEAT NUMBER (FROM CASTING), MECHANICAL PROPERTIES FROM TENSILE TEST (ALL VALUES GIVEN IN AS/NZS STANDARD), WHETHER EACH MEASURED MECHANICAL PROPERTY COMPLIES WITH AS/NZS STANDARD, CHEMICAL ANALYSIS RESULTS AND TYPE OF ANALYSIS UNDERTAKEN. CUSTOMER PURCHASE ORDER TO MATCH BATCH NUMBER. ANY OTHER SYSTEM REFERENCE NUMBERS AND SIGNATURE OF AUTHENTICITY	C25	FORMWORK TO BE DESIGNED BY A SUITABLY QUALIFIED CHARTERED ENGINEER REGISTERED WITH REGISTERED PROFESSIONAL ENGINEER OF QUEENSLAND (RPEQ) TO AS3610 AND INDEPENDENTLY CERTIFIED BY A CHARTERED ENGINEER EXPERIENCED IN FORMWORK DESIGN AND REGISTERED WITH REGISTERED PROFESSIONAL ENGINEER OF QUEENSLAND (RPEQ). PROVIDE COPY OF DESIGN CALCULATIONS AND CERTIFICATION TO SUPERINTENDENT. DESIGN FORMWORK TO ACCOMMODATE DIMENSIONAL CHANGES AND MOVEMENTS RESULTING FROM IMPOSED ACTIONS: CONCRETE SHRINKAGE AND CREEP, TEMPERATURE CHANGES, PRESTRESSING FORCES etc.	C57	COVER GIVEN IS ONLY FOR CONCRETE CAST AGAINST FORMWORK OR CONCRETE BLINDING LINO. REQUEST REQUIRED COVER DIMENSION FROM SUPERINTENDENT WHERE CONCRETE IS CAST AGAINST GROUND OR A FLEXIBLE MEMBRANE ON GROUND. CONCRETE THICKNESSES MAY BE INCREASED		
S50	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY. TEST CERTIFICATE NUMBER AND DATE WITH PAGE NUMBER ON EACH PAGE. PRODUCT TEST SPECIFICATION AND GRADE OF STEEL. PRODUCT DESIGNATION AND RELEVANT DIMENSIONS. PRODUCT STEEL MAKING PROCESS, LENGTH, BUNDLE PACK OR UNIQUE IDENTIFIER TO WHICH CERTIFICATE APPLIES. HEAT NUMBER (FROM CASTING), MECHANICAL PROPERTIES FROM TENSILE TEST (ALL VALUES GIVEN IN AS/NZS STANDARD), WHETHER EACH MEASURED MECHANICAL PROPERTY COMPLIES WITH AS/NZS STANDARD, CHEMICAL ANALYSIS RESULTS AND TYPE OF ANALYSIS UNDERTAKEN. CUSTOMER PURCHASE ORDER TO MATCH BATCH NUMBER. ANY OTHER SYSTEM REFERENCE NUMBERS AND SIGNATURE OF AUTHENTICITY	C26	FORMWORK TO BE DESIGNED BY A SUITABLY QUALIFIED CHARTERED ENGINEER REGISTERED WITH REGISTERED PROFESSIONAL ENGINEER OF QUEENSLAND (RPEQ) TO AS3610 AND INDEPENDENTLY CERTIFIED BY A CHARTERED ENGINEER EXPERIENCED IN FORMWORK DESIGN AND REGISTERED WITH REGISTERED PROFESSIONAL ENGINEER OF QUEENSLAND (RPEQ). PROVIDE COPY OF DESIGN CALCULATIONS AND CERTIFICATION TO SUPERINTENDENT. DESIGN FORMWORK TO ACCOMMODATE DIMENSIONAL CHANGES AND MOVEMENTS RESULTING FROM IMPOSED ACTIONS: CONCRETE SHRINKAGE AND CREEP, TEMPERATURE CHANGES, PRESTRESSING FORCES etc.	C58	COVER MUST NOT BE LESS THAN SPECIFIED. PROVIDE MINIMUM CLEAR COVER TO REINFORCEMENT AS SHOWN BELOW, EXCEPT WHERE SPECIFIED OTHERWISE		
S51	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY. TEST CERTIFICATE NUMBER AND DATE WITH PAGE NUMBER ON EACH PAGE. PRODUCT TEST SPECIFICATION AND GRADE OF STEEL. PRODUCT DESIGNATION AND RELEVANT DIMENSIONS. PRODUCT STEEL MAKING PROCESS, LENGTH, BUNDLE PACK OR UNIQUE IDENTIFIER TO WHICH CERTIFICATE APPLIES. HEAT NUMBER (FROM CASTING), MECHANICAL PROPERTIES FROM TENSILE TEST (ALL VALUES GIVEN IN AS/NZS STANDARD), WHETHER EACH MEASURED MECHANICAL PROPERTY COMPLIES WITH AS/NZS STANDARD, CHEMICAL ANALYSIS RESULTS AND TYPE OF ANALYSIS UNDERTAKEN. CUSTOMER PURCHASE ORDER TO MATCH BATCH NUMBER. ANY OTHER SYSTEM REFERENCE NUMBERS AND SIGNATURE OF AUTHENTICITY	C27	CONSTRUCT FORMWORK TO COMPLY WITH AS3610 AND CLAUSE 7.9 OF AS3600 WHERE THIS IS MORE STRINGENT. SO CONCRETE WILL HAVE DIMENSIONS, SHAPE, LOCATION AND FINISH SPECIFIED	C59	COVER MUST NOT BE LESS THAN SPECIFIED. PROVIDE MINIMUM CLEAR COVER TO REINFORCEMENT AS SHOWN BELOW, EXCEPT WHERE SPECIFIED OTHERWISE		
S52	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY. TEST CERTIFICATE NUMBER AND DATE WITH PAGE NUMBER ON EACH PAGE. PRODUCT TEST SPECIFICATION AND GRADE OF STEEL. PRODUCT DESIGNATION AND RELEVANT DIMENSIONS. PRODUCT STEEL MAKING PROCESS, LENGTH, BUNDLE PACK OR UNIQUE IDENTIFIER TO WHICH CERTIFICATE APPLIES. HEAT NUMBER (FROM CASTING), MECHANICAL PROPERTIES FROM TENSILE TEST (ALL VALUES GIVEN IN AS/NZS STANDARD), WHETHER EACH MEASURED MECHANICAL PROPERTY COMPLIES WITH AS/NZS STANDARD, CHEMICAL ANALYSIS RESULTS AND TYPE OF ANALYSIS UNDERTAKEN. CUSTOMER PURCHASE ORDER TO MATCH BATCH NUMBER. ANY OTHER SYSTEM REFERENCE NUMBERS AND SIGNATURE OF AUTHENTICITY	C28	PROVIDE OPENINGS OR REMOVABLE PANELS IN FORMWORK FOR INSPECTION AND CLEANING	C60	COVER MUST NOT BE LESS THAN SPECIFIED. PROVIDE MINIMUM CLEAR COVER TO REINFORCEMENT AS SHOWN BELOW, EXCEPT WHERE SPECIFIED OTHERWISE		
S53	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY. TEST CERTIFICATE NUMBER AND DATE WITH PAGE NUMBER ON EACH PAGE. PRODUCT TEST SPECIFICATION AND GRADE OF STEEL. PRODUCT DESIGNATION AND RELEVANT DIMENSIONS. PRODUCT STEEL MAKING PROCESS, LENGTH, BUNDLE PACK OR UNIQUE IDENTIFIER TO WHICH CERTIFICATE APPLIES. HEAT NUMBER (FROM CASTING), MECHANICAL PROPERTIES FROM TENSILE TEST (ALL VALUES GIVEN IN AS/NZS STANDARD), WHETHER EACH MEASURED MECHANICAL PROPERTY COMPLIES WITH AS/NZS STANDARD, CHEMICAL ANALYSIS RESULTS AND TYPE OF ANALYSIS UNDERTAKEN. CUSTOMER PURCHASE ORDER TO MATCH BATCH NUMBER. ANY OTHER SYSTEM REFERENCE NUMBERS AND SIGNATURE OF AUTHENTICITY	C29	APPLY RELEASE AGENT COMPATIBLE WITH CONTACT SURFACES TO INTERIOR OF FORMWORK (EXCEPT WHERE CONCRETE IS TO RECEIVE AN APPLIED FINISH FOR WHICH THERE IS NO COMPATIBLE RELEASE AGENT). WHERE NECESSARY, CLEAN REINFORCEMENT TO REMOVE TRACES OF RELEASE AGENT	C61	COVER MUST NOT BE LESS THAN SPECIFIED. PROVIDE MINIMUM CLEAR COVER TO REINFORCEMENT AS SHOWN BELOW, EXCEPT WHERE SPECIFIED OTHERWISE		
S54	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY. TEST CERTIFICATE NUMBER AND DATE WITH PAGE NUMBER ON EACH PAGE. PRODUCT TEST SPECIFICATION AND GRADE OF STEEL. PRODUCT DESIGNATION AND RELEVANT DIMENSIONS. PRODUCT STEEL MAKING PROCESS, LENGTH, BUNDLE PACK OR UNIQUE IDENTIFIER TO WHICH CERTIFICATE APPLIES. HEAT NUMBER (FROM CASTING), MECHANICAL PROPERTIES FROM TENSILE TEST (ALL VALUES GIVEN IN AS/NZS STANDARD), WHETHER EACH MEASURED MECHANICAL PROPERTY COMPLIES WITH AS/NZS STANDARD, CHEMICAL ANALYSIS RESULTS AND TYPE OF ANALYSIS UNDERTAKEN. CUSTOMER PURCHASE ORDER TO MATCH BATCH NUMBER. ANY OTHER SYSTEM REFERENCE NUMBERS AND SIGNATURE OF AUTHENTICITY	C30	SEAL JOINTS BETWEEN FORMWORK PANELS AND TO HARDENED CONCRETE WITH A FLEXIBLE RUBBER STRIP SET OUT FORMWORK TO GIVE A REGULAR ARRANGEMENT OF PANEL JOINTS, BOLT HOLES AND SIMILAR VISIBLE ELEMENTS IN FORMED SURFACE	C62	COVER MUST NOT BE LESS THAN SPECIFIED. PROVIDE MINIMUM CLEAR COVER TO REINFORCEMENT AS SHOWN BELOW, EXCEPT WHERE SPECIFIED OTHERWISE		
S55	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY. TEST CERTIFICATE NUMBER AND DATE WITH PAGE NUMBER ON EACH PAGE. PRODUCT TEST SPECIFICATION AND GRADE OF STEEL. PRODUCT DESIGNATION AND RELEVANT DIMENSIONS. PRODUCT STEEL MAKING PROCESS, LENGTH, BUNDLE PACK OR UNIQUE IDENTIFIER TO WHICH CERTIFICATE APPLIES. HEAT NUMBER (FROM CASTING), MECHANICAL PROPERTIES FROM TENSILE TEST (ALL VALUES GIVEN IN AS/NZS STANDARD), WHETHER EACH MEASURED MECHANICAL PROPERTY COMPLIES WITH AS/NZS STANDARD, CHEMICAL ANALYSIS RESULTS AND TYPE OF ANALYSIS UNDERTAKEN. CUSTOMER PURCHASE ORDER TO MATCH BATCH NUMBER. ANY OTHER SYSTEM REFERENCE NUMBERS AND SIGNATURE OF AUTHENTICITY	C31	DO NOT USE FORMWORK HARDWARE THAT FORMS A COMPARTMENT THROUGH CONCRETE ELEMENTS. DO NOT USE REINFORCEMENT TO SUPPORT FORMWORK	C63	COVER MUST NOT BE LESS THAN SPECIFIED. PROVIDE MINIMUM CLEAR COVER TO REINFORCEMENT AS SHOWN BELOW, EXCEPT WHERE SPECIFIED OTHERWISE		
S56	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY. TEST CERTIFICATE NUMBER AND DATE WITH PAGE NUMBER ON EACH PAGE. PRODUCT TEST SPECIFICATION AND GRADE OF STEEL. PRODUCT DESIGNATION AND RELEVANT DIMENSIONS. PRODUCT STEEL MAKING PROCESS, LENGTH, BUNDLE PACK OR UNIQUE IDENTIFIER TO WHICH CERTIFICATE APPLIES. HEAT NUMBER (FROM CASTING), MECHANICAL PROPERTIES FROM TENSILE TEST (ALL VALUES GIVEN IN AS/NZS STANDARD), WHETHER EACH MEASURED MECHANICAL PROPERTY COMPLIES WITH AS/NZS STANDARD, CHEMICAL ANALYSIS RESULTS AND TYPE OF ANALYSIS UNDERTAKEN. CUSTOMER PURCHASE ORDER TO MATCH BATCH NUMBER. ANY OTHER SYSTEM REFERENCE NUMBERS AND SIGNATURE OF AUTHENTICITY	C32	PROVIDE HOLES IN REGATE FORMERS, etc. AS REQUIRED TO PREVENT AIR ENTRAPMENT	C64	COVER MUST NOT BE LESS THAN SPECIFIED. PROVIDE MINIMUM CLEAR COVER TO REINFORCEMENT AS SHOWN BELOW, EXCEPT WHERE SPECIFIED OTHERWISE		
S57	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY. TEST CERTIFICATE NUMBER AND DATE WITH PAGE NUMBER ON EACH PAGE. PRODUCT TEST SPECIFICATION AND GRADE OF STEEL. PRODUCT DESIGNATION AND RELEVANT DIMENSIONS. PRODUCT STEEL MAKING PROCESS, LENGTH, BUNDLE PACK OR UNIQUE IDENTIFIER TO WHICH CERTIFICATE APPLIES. HEAT NUMBER (FROM CASTING), MECHANICAL PROPERTIES FROM TENSILE TEST (ALL VALUES GIVEN IN AS/NZS STANDARD), WHETHER EACH MEASURED MECHANICAL PROPERTY COMPLIES WITH AS/NZS STANDARD, CHEMICAL ANALYSIS RESULTS AND TYPE OF ANALYSIS UNDERTAKEN. CUSTOMER PURCHASE ORDER TO MATCH BATCH NUMBER. ANY OTHER SYSTEM REFERENCE NUMBERS AND SIGNATURE OF AUTHENTICITY	C33	DO NOT STRIP FORMWORK PRIOR TO 36 HOURS AFTER PLACEMENT	C65	COVER MUST NOT BE LESS THAN SPECIFIED. PROVIDE MINIMUM CLEAR COVER TO REINFORCEMENT AS SHOWN BELOW, EXCEPT WHERE SPECIFIED OTHERWISE		
S58	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY. TEST CERTIFICATE NUMBER AND DATE WITH PAGE NUMBER ON EACH PAGE. PRODUCT TEST SPECIFICATION AND GRADE OF STEEL. PRODUCT DESIGNATION AND RELEVANT DIMENSIONS. PRODUCT STEEL MAKING PROCESS, LENGTH, BUNDLE PACK OR UNIQUE IDENTIFIER TO WHICH CERTIFICATE APPLIES. HEAT NUMBER (FROM CASTING), MECHANICAL PROPERTIES FROM TENSILE TEST (ALL VALUES GIVEN IN AS/NZS STANDARD), WHETHER EACH MEASURED MECHANICAL PROPERTY COMPLIES WITH AS/NZS STANDARD, CHEMICAL ANALYSIS RESULTS AND TYPE OF ANALYSIS UNDERTAKEN. CUSTOMER PURCHASE ORDER TO MATCH BATCH NUMBER. ANY OTHER SYSTEM REFERENCE NUMBERS AND SIGNATURE OF AUTHENTICITY	C34	DO NOT STRIP FORMWORK UNTIL CONCRETE IS HARDENED SUFFICIENTLY TO WITHSTAND MOVEMENT AND FORM REMOVAL WITHOUT DAMAGE. MINIMUM STRIPPING TIMES TO BE AS PER AS3610 TABLE 5.4.1	C66	COVER MUST NOT BE LESS THAN SPECIFIED. PROVIDE MINIMUM CLEAR COVER TO REINFORCEMENT AS SHOWN BELOW, EXCEPT WHERE SPECIFIED OTHERWISE		
S59	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY. TEST CERTIFICATE NUMBER AND DATE WITH PAGE NUMBER ON EACH PAGE. PRODUCT TEST SPECIFICATION AND GRADE OF STEEL. PRODUCT DESIGNATION AND RELEVANT DIMENSIONS. PRODUCT STEEL MAKING PROCESS, LENGTH, BUNDLE PACK OR UNIQUE IDENTIFIER TO WHICH CERTIFICATE APPLIES. HEAT NUMBER (FROM CASTING), MECHANICAL PROPERTIES FROM TENSILE TEST (ALL VALUES GIVEN IN AS/NZS STANDARD), WHETHER EACH MEASURED MECHANICAL PROPERTY COMPLIES WITH AS/NZS STANDARD, CHEMICAL ANALYSIS RESULTS AND TYPE OF ANALYSIS UNDERTAKEN. CUSTOMER PURCHASE ORDER TO MATCH BATCH NUMBER. ANY OTHER SYSTEM REFERENCE NUMBERS AND SIGNATURE OF AUTHENTICITY	C35	STRIP FORMWORK TO AS3600 CLAUSE 7.6. REMOVE FORM THE BOLTS WITHOUT DAMAGING CONCRETE. PARTS OF BOLTS LEFT IN CONCRETE MUST NOT INTRUDE INTO COVER CONCRETE. FLUSH FILL HOLES USING PRE-MIXED, NON-SHRINK CEMENTITIOUS REPAIR MORTAR MATCHING CONCRETE SURFACE COLOUR, STRENGTH AND DURABILITY AND ADEQUATE BOND	C67	COVER MUST NOT BE LESS THAN SPECIFIED. PROVIDE MINIMUM CLEAR COVER TO REINFORCEMENT AS SHOWN BELOW, EXCEPT WHERE SPECIFIED OTHERWISE		
S60	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY. TEST CERTIFICATE NUMBER AND DATE WITH PAGE NUMBER ON EACH PAGE. PRODUCT TEST SPECIFICATION AND GRADE OF STEEL. PRODUCT DESIGNATION AND RELEVANT DIMENSIONS. PRODUCT STEEL MAKING PROCESS, LENGTH, BUNDLE PACK OR UNIQUE IDENTIFIER TO WHICH CERTIFICATE APPLIES. HEAT NUMBER (FROM CASTING), MECHANICAL PROPERTIES FROM TENSILE TEST (ALL VALUES GIVEN IN AS/NZS STANDARD), WHETHER EACH MEASURED MECHANICAL PROPERTY COMPLIES WITH AS/NZS STANDARD, CHEMICAL ANALYSIS RESULTS AND TYPE OF ANALYSIS UNDERTAKEN. CUSTOMER PURCHASE ORDER TO MATCH BATCH NUMBER. ANY OTHER SYSTEM REFERENCE NUMBERS AND SIGNATURE OF AUTHENTICITY	C36	PLACING OF CONCRETE	C68	COVER MUST NOT BE LESS THAN SPECIFIED. PROVIDE MINIMUM CLEAR COVER TO REINFORCEMENT AS SHOWN BELOW, EXCEPT WHERE SPECIFIED OTHERWISE		
S61	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY. TEST CERTIFICATE NUMBER AND DATE WITH PAGE NUMBER ON EACH PAGE. PRODUCT TEST SPECIFICATION AND GRADE OF STEEL. PRODUCT DESIGNATION AND RELEVANT DIMENSIONS. PRODUCT STEEL MAKING PROCESS, LENGTH, BUNDLE PACK OR UNIQUE IDENTIFIER TO WHICH CERTIFICATE APPLIES. HEAT NUMBER (FROM CASTING), MECHANICAL PROPERTIES FROM TENSILE TEST (ALL VALUES GIVEN IN AS/NZS STANDARD), WHETHER EACH MEASURED MECHANICAL PROPERTY COMPLIES WITH AS/NZS STANDARD, CHEMICAL ANALYSIS RESULTS AND TYPE OF ANALYSIS UNDERTAKEN. CUSTOMER PURCHASE ORDER TO MATCH BATCH NUMBER. ANY OTHER SYSTEM REFERENCE NUMBERS AND SIGNATURE OF AUTHENTICITY	C37	CONSTRUCTION TOLERANCES TO BE TO AS3610	C69	COVER MUST NOT BE LESS THAN SPECIFIED. PROVIDE MINIMUM CLEAR COVER TO REINFORCEMENT AS SHOWN BELOW, EXCEPT WHERE SPECIFIED OTHERWISE		
S62	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY. TEST CERTIFICATE NUMBER AND DATE WITH PAGE NUMBER ON EACH PAGE. PRODUCT TEST SPECIFICATION AND GRADE OF STEEL. PRODUCT DESIGNATION AND RELEVANT DIMENSIONS. PRODUCT STEEL MAKING PROCESS, LENGTH, BUNDLE PACK OR UNIQUE IDENTIFIER TO WHICH CERTIFICATE APPLIES. HEAT NUMBER (FROM CASTING), MECHANICAL PROPERTIES FROM TENSILE TEST (ALL VALUES GIVEN IN AS/NZS STANDARD), WHETHER EACH MEASURED MECHANICAL PROPERTY COMPLIES WITH AS/NZS STANDARD, CHEMICAL ANALYSIS RESULTS AND TYPE OF ANALYSIS UNDERTAKEN. CUSTOMER PURCHASE ORDER TO MATCH BATCH NUMBER. ANY OTHER SYSTEM REFERENCE NUMBERS AND SIGNATURE OF AUTHENTICITY	C38	REMOVE FREE WATER, DUST AND DEBRIS, STAINS etc FROM FORMS, EXCAVATIONS etc BEFORE PLACING CONCRETE. IN HOT CONDITIONS DAMPEN FORMWORK AND/OR SUB GRADE BEFORE PLACING CONCRETE	C70	COVER MUST NOT BE LESS THAN SPECIFIED. PROVIDE MINIMUM CLEAR COVER TO REINFORCEMENT AS SHOWN BELOW, EXCEPT WHERE SPECIFIED OTHERWISE		
S63	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY. TEST CERTIFICATE NUMBER AND DATE WITH PAGE NUMBER ON EACH PAGE. PRODUCT TEST SPECIFICATION AND GRADE OF STEEL. PRODUCT DESIGNATION AND RELEVANT DIMENSIONS. PRODUCT STEEL MAKING PROCESS, LENGTH, BUNDLE PACK OR UNIQUE IDENTIFIER TO WHICH CERTIFICATE APPLIES. HEAT NUMBER (FROM CASTING), MECHANICAL PROPERTIES FROM TENSILE TEST (ALL VALUES GIVEN IN AS/NZS STANDARD), WHETHER EACH MEASURED MECHANICAL PROPERTY COMPLIES WITH AS/NZS STANDARD, CHEMICAL ANALYSIS RESULTS AND TYPE OF ANALYSIS UNDERTAKEN. CUSTOMER PURCHASE ORDER TO MATCH BATCH NUMBER. ANY OTHER SYSTEM REFERENCE NUMBERS AND SIGNATURE OF AUTHENTICITY			C71	COVER MUST NOT BE LESS THAN SPECIFIED. PROVIDE MINIMUM CLEAR COVER TO REINFORCEMENT AS SHOWN BELOW, EXCEPT WHERE SPECIFIED OTHERWISE		
S64	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY. TEST CERTIFICATE NUMBER AND DATE WITH PAGE NUMBER ON EACH PAGE. PRODUCT TEST SPECIFICATION AND GRADE OF STEEL. PRODUCT DESIGNATION AND RELEVANT DIMENSIONS. PRODUCT STEEL MAKING PROCESS, LENGTH, BUNDLE PACK OR UNIQUE IDENTIFIER TO WHICH CERTIFICATE APPLIES. HEAT NUMBER (FROM CASTING), MECHANICAL PROPERTIES FROM TENSILE TEST (ALL VALUES GIVEN IN AS/NZS STANDARD), WHETHER EACH MEASURED MECHANICAL PROPERTY COMPLIES WITH AS/NZS STANDARD, CHEMICAL ANALYSIS RESULTS AND TYPE OF ANALYSIS UNDERTAKEN. CUSTOMER PURCHASE ORDER TO MATCH BATCH NUMBER. ANY OTHER SYSTEM REFERENCE NUMBERS AND SIGNATURE OF AUTHENTICITY			C72	COVER MUST NOT BE LESS THAN SPECIFIED. PROVIDE MINIMUM CLEAR COVER TO REINFORCEMENT AS SHOWN BELOW, EXCEPT WHERE SPECIFIED OTHERWISE		
S65	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY. TEST CERTIFICATE NUMBER AND DATE WITH PAGE NUMBER ON EACH PAGE. PRODUCT TEST SPECIFICATION AND GRADE OF STEEL. PRODUCT DESIGNATION AND RELEVANT DIMENSIONS. PRODUCT STEEL MAKING PROCESS, LENGTH, BUNDLE PACK OR UNIQUE IDENTIFIER TO WHICH CERTIFICATE APPLIES. HEAT NUMBER (FROM CASTING), MECHANICAL PROPERTIES FROM TENSILE TEST (ALL VALUES GIVEN IN AS/NZS STANDARD), WHETHER EACH MEASURED MECHANICAL PROPERTY COMPLIES WITH AS/NZS STANDARD, CHEMICAL ANALYSIS RESULTS AND TYPE OF ANALYSIS UNDERTAKEN. CUSTOMER PURCHASE ORDER TO MATCH BATCH NUMBER. ANY OTHER SYSTEM REFERENCE NUMBERS AND SIGNATURE OF AUTHENTICITY			C73	COVER MUST NOT BE LESS THAN SPECIFIED. PROVIDE MINIMUM CLEAR COVER TO REINFORCEMENT AS SHOWN BELOW, EXCEPT WHERE SPECIFIED OTHERWISE		
S66	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY. TEST CERTIFICATE NUMBER AND DATE WITH PAGE NUMBER ON EACH PAGE. PRODUCT TEST SPECIFICATION AND GRADE OF STEEL. PRODUCT DESIGNATION AND RELEVANT DIMENSIONS. PRODUCT STEEL MAKING PROCESS, LENGTH, BUNDLE PACK OR UNIQUE IDENTIFIER TO WHICH CERTIFICATE APPLIES. HEAT NUMBER (FROM CASTING), MECHANICAL PROPERTIES FROM TENSILE TEST (ALL VALUES GIVEN IN AS/NZS STANDARD), WHETHER EACH MEASURED MECHANICAL PROPERTY COMPLIES WITH AS/NZS STANDARD, CHEMICAL ANALYSIS RESULTS AND TYPE OF ANALYSIS UNDERTAKEN. CUSTOMER PURCHASE ORDER TO MATCH BATCH NUMBER. ANY OTHER SYSTEM REFERENCE NUMBERS AND SIGNATURE OF AUTHENTICITY			C74	COVER MUST NOT BE LESS THAN SPECIFIED. PROVIDE MINIMUM CLEAR COVER TO REINFORCEMENT AS SHOWN BELOW, EXCEPT WHERE SPECIFIED OTHERWISE		
S67	PROVIDE DOCUMENTARY EVIDENCE (INCLUDING TEST RESULTS) OF COMPLIANCE WITH RELEVANT AUSTRALIAN STANDARDS ISSUED BY MANUFACTURER FOR ALL STEELWORK AND EACH BATCH OF FASTENERS USED. EVIDENCE MUST PROVIDE CLEAR VERIFICATION THAT PRODUCT MEETS RELEVANT AUSTRALIAN STANDARDS AND BE WRITTEN IN ENGLISH ALPHABETIC CHARACTERS. EVIDENCE TO INCLUDE NAMES AND ADDRESSES OF MANUFACTURER, SUPPLIER AND TESTING AUTHORITY						

R24 LAPPED SPLICE LENGTHS FOR HCR ZON'TAL BARS WITH MORE THAN 300mm CONCRETE CAST BELOW THE BAR AND SPACED AT > 150mm CENTRES TO COMPLY WITH THE FOLLOWING UNO

COVER	f/c	N12	N16	N20	N24	N28	N32
_ 25	_ 20	770	1150	1570			
_ 30	_ 25	830	980	1350	1740	-	-
_ 40	_ 32	570	770	1100	1440	1610	2220
_ 50	_ 40	450	630	850	1200	1530	1850

DO NOT INTERPOLATE INTERMEDIATE VALUES OF SPLICE LENGTHS
LAPPED SPLICE LENGTHS FOR BARS IN COLUMNS REFER TO AS3600 OR SUPERINTENDENT
EPOXY COATED BARS BARS IN LIGHTWEIGHT CONCRETE AND SLIP FORMED CONCRETE WILL REQUIRE LONGER SPLICE LENGTHS REFER TO AS3600 OR SUPERINTENDENT

R25 LAPPED SPLICE LENGTHS FOR VERTICAL BARS AND HORIZONTAL BARS WITH LESS THAN 300mm CONCRETE CAST BELOW THE BARS SPACED AT ≥ 150mm CENTRES TO COMPLY WITH THE FOLLOWING UNO

COVER	f/c	N12	N16	N20	N24	N28	N32
_ 25	_ 20	580	890	1210			
_ 30	_ 25	420	750	1040	1340		
40	32	380	600	840	1110	1400	1710
_ 50	_ 40	300	450	650	920	1190	1450

NOT APPLICABLE FOR BARS IN COLUMNS
DO NOT INTERPOLATE INTERMEDIATE VALUES OF SPLICE LENGTHS
LAPPED SPLICE LENGTHS FOR BARS IN COLUMNS REFER TO AS3600 OR SUPERINTENDENT
EPOXY COATED BARS BARS IN LIGHTWEIGHT CONCRETE AND SLIP FORMED CONCRETE WILL REQUIRE LONGER SPLICE LENGTHS REFER TO AS3600 OR SUPERINTENDENT

R26 DO NOT WELD REINFORCEMENT UNLESS SHOWN ON DRAWINGS OR OTHERWISE APPROVED BY SUPERINTENDENT WHERE ALLOWED WELDING OF REINFORCEMENT (INCLUDING TACK WELDING FOR FIXING PURPOSES) TO COMPLY WITH AS3600 AND AS/NZS1664.3 DO NOT WELD REINFORCEMENT WITHIN 75mm OF A SECTION THAT HAS BEEN BENT (100mm FOR N28 AND N32 BARS 125mm FOR N36 BARS)

EXTENT OF WELD INSPECTOR TESTING TO BE

- VISUAL SCANNING 100% OF WELDS
- VISUAL EXAMINATION 60% OF WELDS
- RADIOGRAPHIC OR ULTRASONIC 5% OF FILLET WELDS AND 100% OF BUTT WELDS

R27 DO NOT BEND OR STRAIN REINFORCEMENT IN A WAY THAT MAY CAUSE DAMAGE BEND DIAMETERS TO BE TO AS3600 BARS TO BE BENT COLD UNO GRADE 250 BARS MAY BE BENT AT TEMPERATURES UP TO 850°C DO NOT COOL HEATED BARS BY QUENCHING

R28 USE ONLY N12 QUENCHED AND SELF-TEMPERED REINFORCEMENT FOR PULLOUT BARS OR BARS TO BE BENT ON SITE (eg TEMPORE BY CHESTEEL) DO NOT USE MICROALLOY REINFORCEMENT FOR PULLOUT BARS AND BARS TO BE BENT ON SITE CAST IN PULLOUT BARS WITH BEND CLEAR OF CONCRETE USE PROPRIETARY POWERED BENDING TOOLS WITH PIN DIAMETERS TO AS3600 AT AMBIENT TEMPERATURE FOR SITE BENDING OF PULLOUT BARS USING A SINGLE SMOOTH BENDING ACTION DO NOT USE IMPACT BLOWS OR HAMMER BARS OR BEND BARS USING A PIPE TAKE CARE TO MINIMISE SURFACE DAMAGE AND INSPECT REBENT BARS FOR CRACKS REPORT CRACKS TO SUPERINTENDENT

R29 DO NOT CUT BEND NOR HEAT REINFORCEMENT ON SITE WITHOUT SUPERINTENDENT'S PRIOR WRITTEN APPROVAL

R30 ENSURE HOT BENDING OF REINFORCEMENT COMPLIES WITH AS3600 CLAUSE 17.2.3.1 DO NOT HEAT BEND REINFORCEMENT USE TEMPERATURE INDICATOR PAINTS AND/OR CRAYONS TO ENSURE REINFORCEMENT TEMPERATURE DOES NOT EXCEED MANUFACTURERS RECOMMENDED LIMITS 450 DEGREES MAXIMUM REINFORCEMENT THAT CHANGED COLOUR DURING HEATING MUST BE DISCARDED

R31 DO NOT BEND REINFORCEMENT AFTER GALVANISING OR APPLICATION OF OTHER COATINGS

R32 PERCUSS ON ROTARY DRILL HOLES FOR GROUTED BARS AND THREADED RODS (NOTE CORED HOLES MUST BE ROUGHENED) HOLE DIAMETER AND INSTALLATION TO BE IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS EMBEDMENT LENGTHS AS PER DRAWINGS

R33 ENSURE HOLES FOR GROUTED BARS AND THREADED RODS ARE DRY AND CLEANED THOROUGHLY BEFORE INSTALLING ANCHORS WIRE BRUSH HOLES AND BLOW OUT WITH COMPRESSED AIR TO REMOVE DUST FILL HOLE WITH ADHESIVE USING A CAULKING GUN FROM BOTTOM OF HOLE OUTWARDS DISCARD ADHESIVE FROM FIRST TRIGGER PULL PROVIDE BARS WITH THREADED RODS WITH CHAMFERED (CHISELED) ENDS BARS TO BE DEGREASED AND FLAKY RUST REMOVED ROTATE WHILE INSERTING TO ENSURE FULLY COATED AND PUSH FULLY INTO HOLE PROTECT FROM DISTURBANCE DURING CURING FOLLOW MANUFACTURERS RECOMMENDATIONS

R34 USE RAMSET CHEMSET REO6C2 ADHESIVE IN ACCORDANCE MANUFACTURERS RECOMMENDATIONS UNO

PRECAST CONCRETE

W1 COMPLY WITH REQUIREMENTS OF AS3880 PREFABRICATED CONCRETE ELEMENTS CODE NATIONAL CONSTRUCTION CODE (NCC) CONCRETE NOTES AND SPECIFICATION

W2 PRECAST CONCRETE UNITS HAVE BEEN DESIGNED FOR INSTALLED CONDITIONS ONLY

W3 PRECAST UNITS AND CONNECTIONS HAVE NOT BEEN DESIGNED FOR VEHICLE IMPACT

W4 PRECAST UNITS TO BE SUPPLIED BY A SPECIALIST SUB-CONTRACTOR

W5 PROVIDE TEMPORARY BRACING TO AS3850 AND AS/NZS1170.2 AS REQUIRED TO ENSURE STABILITY DURING CONSTRUCTION

W6 ENSURE THAT PRECAST UNITS REMAIN UNCRACKED AND UNDAMAGED DURING MANUFACTURE HANDLING ERECTION AND INSTALLATION OPERATIONS PROVIDE PROTECTION TO AVOID CRUSHING AND/OR CHAFING PROTECT UNITS FROM STAINING DISCOLOURATION AND OTHER DAMAGE

W7 HOT DIP GALVANIZE CAST IRON STEELWORK INCLUDING LIFTING INSERTS FERRULES DOWEL BARS ANGLE CLEATS BOLTS NUTS WASHERS AND PACKERS etc MINIMUM GALVANIZED COAT THICKNESS 600 g/m²

W8 PROVIDE FERRULES WITH FULL CAPACITY OF BOLT PROVIDE 10mm CROSS BARS IN FERRULES FERRULES TO ACCOMMODATE M20 BOLTS UNO

W9 RECESS FERRULES TO REMAIN EXPOSED BY 30mm INTO CONCRETE APPLY BONDING AGENT AND GROUT UP RECESS WITH 40 MPa NON-SHRINK GROUT

W10 USE RIGID FORMWORK AND INTENSE COMPACTION SUCH AS VIBRATING TABLES OR FORM VIBRATORS TO AS3600

W11 PRECAST UNIT TOLERANCES TO BE TO AS3600 EXCEPT WHERE VARIED BY SPECIFICATION

W12 CAST UNITS WITH OUTER FACE OFF FORM

W13 PROVIDE COMPONENTS MATERIALS FASTENERS BRACES STRONGBACKS SHIMS JOINTING STRIPS SEALANTS FLASHING GROUT AND MORTAR BEARING PADS AND STRIPS TIES DOWELS CLIPS FIXINGS etc AS REQUIRED

W14 USE NON SHRINK NON STAINING GROUT WITH 28 DAY CHARACTERISTIC STRENGTH OF 40 MPa SUBMIT DETAILS FOR APPROVAL

DELIVERABLES

0	APPROVED ISSUE		WRC	*MI	*AA	10.07.19
No	Revision	Note: * indicates signatures on original issue of drawing or last revision of drawing	Drawn	Job Manager	Project Director	Date

Plot Date: 10 July 2019 - 9:36 AM

Plotted by: Wes Clarke

Cad File No: G:\42\20983\CADD\Drawings\42-20983-S005.dwg

W15 SUBMIT SHOP DRAWINGS AND DESIGN CALCULATIONS PREPARED BY A SUITABLY QUALIFIED CHARTERED ENGINEER REGISTERED WITH REGISTERED PROFESSIONAL ENGINEER OF QUEENSLAND (RPEQ) REFER GENERAL DELIVERABLES NOTES DRAWINGS TO SHOW PROPOSED DETAILS FOR DESIGN MANUFACTURE ASSEMBLY TRANSPORT AND INSTALLATION OF PRECAST CONCRETE ELEMENTS INCLUDING FOLLOWING INFORMATION SPECIFIED IN AS3850.2 CLAUSE 2.10 AND APPENDIX A PROJECT TITLE AND MANUFACTURER'S NAME MARKING PLANS AND ELEVATIONS WITH BUILDING GRID AND FLOORS LOCATING EACH UNIT SHAPE AND PROFILE DRAWINGS INCLUDING WEIGHT OF UNITS REINFORCEMENT AND TENDON DETAILS INCLUDING LOCATIONS SIZES MATERIALS DUCTILITY AND STRESS GRADES CAST IN ITEMS INCLUDING LOCATIONS SIZES DETAILS MATERIALS CORROSION PROTECTION AND GRADE OF FERRULES PLATES CUT-OUTS AND OPENINGS ANCHORS LIFTING DEVICES PLUGS FOR SEALING RECESSES etc CAULKING MASTICS BAFFLES WATERPROOFING ACOUSTIC INSULATION AND FIRE-PROOFING CAST IN SERVICES EQUIPMENT AND METHODS OF HANDLING LIFTING TRANSPORT INCLUDING LOCATION OF LIFTING POINTS MAXIMUM LOADS ON LIFTING AND BRACING POINTS EVIDENCE OF LOAD CAPACITY OF LIFTING AND BRACING INSERTS AND ATTACHMENTS IN FORM OF TEST REPORTS OR CALCULATIONS CONCRETE MIX DESIGN FORMWORK TYPE SURFACE FINISH CLASS AND SURFACE TREATMENT CURING AND PROTECTION METHODS IDENTIFICATION MARKS EQUIPMENT AND METHODS FOR HANDLING TRANSPORT AND INSTALLATION ERECTION AND INSTALLATION CONDITIONS

W16 SUBMIT DETAILS OF PROPOSED METHODS TO ACHIEVE SELECTED COLOUR INCLUDING TYPE AND COLOUR OF CEMENT SAND AGGREGATES AND COLOURING OXIDE PIGMENTS AND STAINS

W17 SUBMIT SAFE WORK METHOD STATEMENT SPECIFIC TO PROJECT FOR MANUFACTURE AND INSTALLATION OF UNITS CARRY OUT WORK ONLY UNDER WIND AND TEMPERATURE CONDITIONS CONSISTENT WITH SAFE WORK METHOD STATEMENT AND STRUCTURAL CAPABILITY OF UNIT



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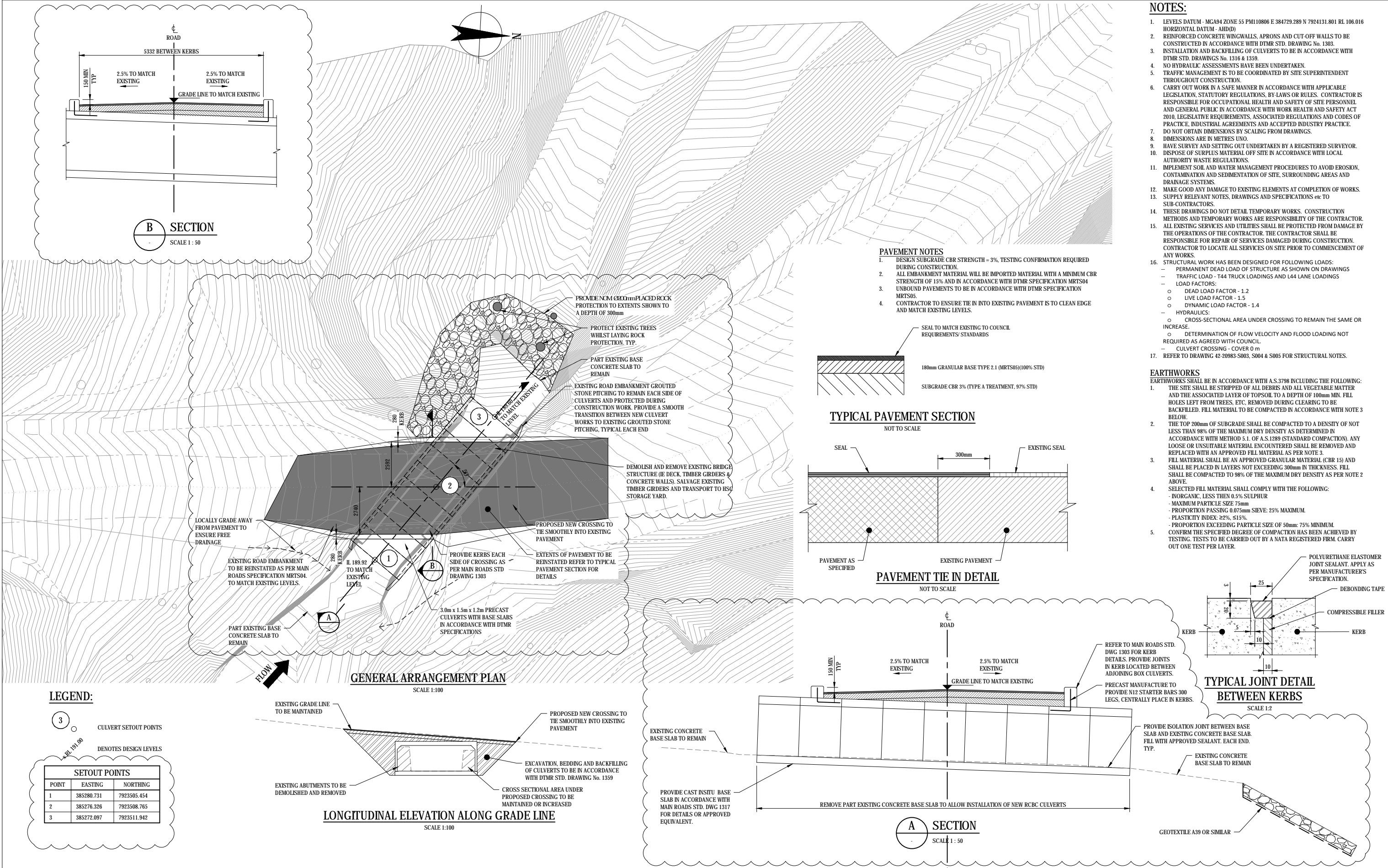
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Drawn	W.CLARKE	Designer	S.DURAIRAJ
Drafting Check	*M.ISENBERT	Design Check	*M.ISENBERT
Approved (Project Director)	*A.AHILADELLIS		
Date	10.07.19		
Scale	AS SHOWN		

This Drawing must not be used for Construction unless signed as Approved

Client	HINCHINBROOK SHIRE COUNCIL		
Project	DESJARDINS AND FIRST BRIDGE CROSSINGS		
Title	DESJARDINS & FIRST BRIDGE STRUCTURAL NOTES - SHEET 3		
Original Size	A1	Drawing No:	42-20983-S005
		Rev:	0





First Bridge Crossing - Bill of Quantities

Note: All rates and amounts are exclusive of GST.

Item	Description	Unit	Qty.	Rate \$	Amount \$
1	PRELIMINARIES				
1.01	Insurance, Fees	Item	1		-
1.02	Pre-establishment	Item	1		-
1.03	Establishment	Item	1		-
1.04	Provision of Quality Assurance Services to AS/ISO 9001	Item	1		-
1.05	Preparation of Project Management Plan including Site EMP, WH&S etc.	Item	1		-
1.06	Implementation and monitoring of the Environmental Management Plan	Item	1		-
1.07	Preparation, implementation and monitoring of Erosion and Sediment Control Plan	Item	1		-
1.08	Testing	Item	1		-
1.09	General Construction Survey	Item	1		-
1.10	As-built Survey to required format	Item	1		-
1.11	Disestablishment	Item	1		-
SUB-TOTAL					50,000

Tenderer:

Signature:

Date:



First Bridge Crossing - Bill of Quantities

Note: All rates and amounts are exclusive of GST.

Item	Description	Unit	Qty.	Rate \$	Amount \$
2	CROSSING WORKS				
2.01	Design, construction, and removal of temporary gravel side track to allow for by-passing of traffic and maintain existing stormwater drainage for full duration of works.	Item	1	60,000	60,000
2.02	Stripping of all debris and vegetation as required for construction in accordance with environmental approvals.	Item	1	2,000	2,000
2.03	Removal and disposal of existing bridge deck, concrete retaining wall, and concrete ground slab to the extent shown on the design drawings in accordance with environmental approvals and Local Authority regulations	Item	1	20,000	20,000
2.04	Excavation, bedding, and backfilling of culverts.	m ³	68	144	9,792
2.05	Removal and salvage of timber girders and transport to Council storage yard	Item	1	10,000	10,000
2.06	Prime exposed ground slab reinforcement with Nitoprime zincrich epoxy and concrete with Parchem Nitobond HAR or approved equivalent	Item	1	5,000	5,000
2.07	Concrete works for cast insitu base slab in accordance with Main Roads Std. DWG 1317	m ³	10	2,200	22,000
2.08	Concrete works for cast insitu culvert wingwalls in accordance with Main Roads Std. DWG 1317. Provide a smooth transition between new culvert works and existing grouted stone pitching.	Item	1	4,400	4,400
2.09	Supply, transportation, and installation of 3.0mx1.5mx1.2m precast box culverts.	No.	8	2,000	16,000
2.10	Supply, form, and pour reinforced concrete kerbs	m ³	1.25	2,200	2,750
2.11	Construction of pavement and pavement tie in as detailed. 180mm Type 2.1 Granular Base, and seal to match existing.	m ²	95	200	19,000
2.12	Construction of pavement and pavement tie in as detailed. Subgrade CBR 3%.	m ³	70	110	7,700
2.13	Reinstate road embankment in accordance with Main Roads Specification MRTS04 to match existing levels	Item	1	550	550
2.14	Supply and placement of 200mm DIA placed rock protection with A39 geotextile or similar	m ²	30	105	3,150
2.15	Make good all disturbed areas and re-vegetation to nominated areas after completion with advised species as specified in Environmental Approvals	Item	1	5,000	5,000
2.16	Miscellaneous Items as documented on the drawings including date plate, benchmarks, permanent survey mark etc	Item	1	3,000	3,000
				SUB-TOTAL	190,342
				TOTAL	240,342
				Contingency 15%	36,051
				Grand Total	276,393



Desjardins Bridge Crossing - Cost Estimate

Note: All rates and amounts are exclusive of GST.

Item	Description	Unit	Qty.	Rate \$	Amount \$
1	PRELIMINARIES				
1.01	Insurance, Fees	Item		1	-
1.02	Pre-establishment	Item		1	-
1.03	Establishment	Item		1	-
1.04	Provision of Quality Assurance Services to AS/ISO 9001	Item		1	-
1.05	Preparation of Project Management Plan including Site EMP, WH&S etc.	Item		1	-
1.06	Implementation and monitoring of the Environmental Management Plan	Item		1	-
1.07	Preparation, implementation and monitoring of Erosion and Sediment Control Plan	Item		1	-
1.08	Testing	Item		1	-
1.09	General Construction Survey	Item		1	-
1.10	As-built Survey to required format	Item		1	-
1.11	Disestablishment	Item		1	-
				SUB-TOTAL	50,000



Desjardins Bridge Crossing - Cost Estimate

Note: All rates and amounts are exclusive of GST.

Item	Description	Unit	Qty.	Rate \$	Amount \$
2	BRIDGEWORKS				
2.01	Temporary relocation of services (Telstra) on bridge for the duration of construction and reattaching to the bridge	Item	1	5000	5,000
2.02	Supply and installation of temporary propping for the abutments to be placed prior to the removal of the deck and to stay in place for the duration of the deck replacement.	Item	1	20000	20,000
2.03	Removal and disposal of existing bridge deck in accordance with environmental approvals	Item	1	20,000	20,000
2.04	Removal and salvage of timber girders & corbels and transport to Council storage yard	Item	1	2,500	2,500
2.05	Scabble back of concrete on abutment headstocks to design levels and preparation of exposed steel with Interzone 954.	Item	1	2,500	2,500
2.06	Concrete patch repairs to face of abutments	m ²	5	1,376	6,880
2.07	Concrete coring into existing abutments for installation of hold-down bolts	No.	16	230	3,680
2.08	Installation and grouting of hold-down bolts	No.	16	750	12,000
2.09	Supply and Installation of grout pads for girders at hold down bolts locations	Item	1	-	-
2.10	Drill and epoxy relieving slab starter bars including recess	No.	60	200	12,000
2.11	Fabricate bridge girders with bracing, shear connectors, services, etc..., and all fixings complete	No.	4	7,000	28,000
2.12	Handling and installation of bridge girders complete with bracing	No.	4	1,600	6,400
2.13	Supply, form, and pour reinforced concrete decks including scuppers	m ³	13.5	3,300	44,550
2.14	Concrete complete to new relieving slabs including all reinforcement	m ³	10	\$ 2,200.00	22,000
2.15	Complete concrete works to bridge kerbing (incl. hold down bolts, reinforcement, surface preparation, etc...)	m ³	2.6	2,200	5,720
2.16	Reinstate existing pavement to marry in with new relieving slab	Item	1	1,000	1,000
2.17	Supply, handling, transport and installation of approach guard rail barriers	m	75	250	18,750
2.18	Supply, handling, transport and installation of bridge traffic barriers	m	19	230	4,370
2.19	Supply and place rock pitching protection to bse, sides of abutment and batter slopes in accordance with DTMR STD Specification MRTS03	m ²	80	105	8,400
2.20	Make good all disturbed areas and re-vegetation to nominated areas after completion with advised species as specified in Environmental Approvals	Item	1	2,000	2,000
2.21	Miscellaneous Items as documented on the drawings including date plate, benchmarks, permanent survey mark etc	Item	1	3,000	3,000
				SUB-TOTAL	228,750
				TOTAL	278,750
				Contingency 15%	41,813
				Grand Total	320,563

ALL SCHOOLS PARKING REVIEW

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 1.4 Be open to innovative and alternate solutions for the provision of ongoing public infrastructure needs	Action Nil

Budget, Financial and Resource Implications

School Transport Infrastructure Program candidates generally have an upper level of funding set at \$500,000, although there is an option to seek funding beyond this amount. Similarly, it is anticipated that most projects will be funded on a 50:50 basis, however this is also 'flexible'. Once capital works are completed there is a requirement for Council to ensure appropriate funding is available to maintain serviceability of the asset.

Asset Management

On completion of any transport infrastructure works, assets will be created and require appropriate asset management to ensure maintained serviceability of the asset.

Executive Summary

This report is to outline the results of community consultation undertaken for the review of off street parking and safety concerns with schools in Ingham. These schools included the following:

- Gilroy Santa Maria College;
- Ingham State High School;
- Ingham State School; and
- Our Lady of Lourdes.

Council Decision – Recommendation

That Council:

- A. Receive and note the information in the report; and
- B. Approve for design and associated costings to be undertaken to enable nomination of projects referenced in report to Department of Transport and Main Roads under the School Transport Infrastructure Program funding scheme.

Officers Summary

A review of off street parking and safety concerns adjacent to schools within the Ingham area was triggered as a result of a recent request from a local school regarding designated parking restrictions. Council's Works Engineer undertook community consultation for the review of off street parking and safety concerns for Ingham schools including:

- Gilroy Santa Maria College;
- Ingham State High School;
- Ingham State School; and
- Our Lady of Lourdes.

Gilroy Santa Maria College (GSMC)

During consultation with GSMC, it was noted that GSMC will be undertaking or plan to undertake a number of infrastructure improvements on site. These include:

- Removal of existing buildings;
- Construction of new buildings; and
- Redevelopment of the oval area.

As part of these improvements there may be the accommodation of additional parking bays on the property. It was also noted that GSMC currently have an internal bus and student pickup/drop off area. GSMC raised the following concerns that their school is currently facing:

- Parents parking on local roads with the school continuing to educate parents via newsletters etc;
- Gardiner Street and Neame Street intersection signage to ensure it is clear on priority; and
- Parking for future redeveloping of oval.

An investigation was undertaken on the signage for the Gardiner Street and Neame Street intersection and found the current configuration of the intersection is in accordance with the Manual of Uniform Traffic Control Devices and the existing signage is deemed appropriate.

Based on the outcomes of the consultation and further investigation it was determined that a potential improvement could be the provision of a designated parking area for the oval adjacent to Gardiner Street.

Figure 1: Overview of parking for future redeveloping of oval



Ingham State High School (ISHS)

During consultation with ISHS, it was noted that there is currently a bus pick up and drop off area on Menzies Street, with a student pick up and drop off area on Marina Parade. ISHS raised the following concerns that their school is currently facing:

- Parents parking in no parking areas;
- Parking of students on grass area on Marina Parade which has issues when wet; and
- Parking of caregivers for football training on Marina Parade.

Based on the outcomes of the consultation and further investigation it was determined that a potential improvement could be the provision of an extension to the existing car park adjacent to Marina Parade.

Figure 2: Overview of future development areas



Ingham State School (ISS)

During consultation with ISS, it was noted that ISS currently have:

- A bus pick up and drop off area situated on McIlwraith Street, Ingham;
- A student pick up and drop off area situated on Eleanor Street, Ingham; and
- A car park area situated to the north of the school, just off Eleanor Street, Ingham.

ISS raised the following concerns that their school is currently facing:

- The Eleanor Street car parking is filled to capacity during peak hours;
- Vehicles leaving student pick up area and traveling towards the CBD are holding up traffic;
- Crossing supervisors area working in isolation and not allowing traffic to flow; and
- Parking restrictions on McIlwraith Street disallow staff to park immediately adjacent to the school for the day to ensure safety for these few who commence work early and finish late.

During a recent Hinchinbrook Road Safety Advisory Committee meeting a discussion was held with Department of Transport and Main Roads (DTMR) regarding the concern raised related to the crossing supervisors, which these were to be investigated by DTMR to determine any improvements available. Parking restrictions on McIlwraith Street were reviewed and minor amendments undertaken to allow a small number of unrestricted parking bays in this area.

Based on the outcomes of the consultation and further investigation it was determined that potential improvements could be the provision of a designated parking area opposite to the existing Eleanor Street car park and also some intersection improvements to allow improved flow of traffic during peak times.

Figure 3: Overview of future development areas



Our Lady of Lourdes (OLL)

During consultation with OLL, it was noted that OLL have recently completed an internal student pick up area. It was also noted that OLL have a bus pick up and drop off area on McIlwraith Street and Abbott Street.

OLL raised the following concerns that their school is currently facing:

- Off street parking is at capacity.

Based on the outcomes of the consultation it was determined that potential improvements could be the provision of a designated off street parking area within the road reserve area along Abbott Street.

Figure 4: Overview of future development areas



School Transport Infrastructure Program (STIP)

The Queensland Government has initiated STIP to improve the safety and operation for schools through new or improved infrastructure at the school and/or on the surrounding road network. Potential projects must pass through a Safe School Travel (SafeST) ideas process. If supported by SafeST the project must then be designed and costed by the relevant road authority (including RPEQ sign-off).

Project considerations under the STIP include:

Projects in scope	Projects out of scope
Construction of bus set-down areas, indents/ bays, parking bays and/or turn-around areas	Employment of School Crossing Supervisors and wages for staff monitoring school loading zones
Construction of bikeways and shared pathways	Purchase of road-building plant or equipment
Installation of traffic signals	Development and/or delivery of educational programs
Construction or extension of Stop, Drop and Go zones	Any infrastructure at new schools
Construction of pedestrian pathways and/or barriers (fencing)	Maintenance of any new or existing school transport safety infrastructure
Construction of pedestrian bridges, overpasses or underpasses	
Installation of pedestrian refuges and crossings	
Provision of bike racks/parking facilities and shelters for public and active transport users	
Upgrade and/or installation of bus stops on established school bus routes	
Installation of kerb extensions	
Creation of new school zones and associated signage	
Construction or extensions of school parking facilities directly improving the safety and efficiency of the surrounding network	
Installation of other signage, line-marking or pavement marking to improve safety or compliance	

Generally, the upper level of funding is set at \$500,000, although there is an option to seek funding beyond this amount. Similarly, it is anticipated that most projects will be funded on a 50:50 basis, however this is also 'flexible'. Currently the expectation would be that funded projects would be completed within two years of receipt of funding.

The potential improvements for the four schools have been submitted to DTMR via the "Ideas Form" and have been approved for an official nomination. Official nomination requires the completion of the relevant submission forms, RPEQ design of the proposed works and project costings. A summary of the proposed works include:

- Gilroy Santa Maria College - designated parking area for the oval adjacent to Gardiner Street
- Ingham State High School - extension to the existing car park adjacent to Marina Parade.
- Ingham State School - designated parking area opposite to the existing Eleanor Street car park and also some intersection improvements
- Our Lady of Lourdes - provision of a designated off street parking area within the road reserve area along Abbott Street

BID00306 - Ingham Schools Car Parking Review (Design Only) was recently approved by Council during the 2019/2020 budget resolutions. Therefore it is recommended to prioritise these designs to allow finalisation of nomination for submission to DTMR.

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Concerns have been raised regarding safe travel around schools in the Ingham area. These concerns will require monitoring and potential improvements have been nominated for consideration.

Statutory Environment

Transport Operations (Road Use Management) Act 1995

Consultation

- Chief Executive Officer;
 - Executive Manager Infrastructure Services Delivery; and
 - External Stakeholders.
-

Attachments

Nil.

FEES AND CHARGES UPDATES REPORT – 31 JULY 2019 – PRINTING/COPYING/SCANNING

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction	Action
1 Fiscally Responsive and Responsible Management of Public Infrastructure and Assets	Nil
4 Council's Role in Creating an Envable Lifestyle and Contribution to the Whole of Life Liveability of our Shire	

Budget, Financial and Resource Implications

On average 1-2 customers require printing, scanning and copying of A0, A1 and A2 paper sizes per month. This work is undertaken and charged based on the fees and charges adopted by Council.

Asset Management:

This report does not contribute to or impact on Asset Management

Executive Summary

This report is presented to request the following changes to the 2019-2020 Fees and Charges document on behalf of Infrastructure Services.

The fees for Infrastructure Services - Printing/Copying/Scanning have been reviewed and amended by undertaking a first principles approach to calculate more accurate fees for these services based on the following:

- Minimum administration charge was adjusted by reducing the officer's time to perform these services based on previous tasks;
- Cost comparison with closest available supplier: Officeworks (Townsville);
- Simplification and consolidation of line items; and
- Update of errors in text.

For Council Decision – Recommendation

That Council accept and adopt the proposed revised charge to the 2019-2020 Fees and Charges as tabled in the report concerning printing/copying/scanning of documents.

Officers Summary

Current Fees and Charges as adopted for the 2019-2020 financial year for printing, scanning and copying of A0, A1 and A2 plans:

PRINTING / COPYING / SCANNING					
PLAN PRINTING / COPYING (Design Plans, Minimal Colour, Linework) X1 FILE					
A1			Min charge	Y	\$45.00
			Per sheet	Y	\$1.00
			6 - 10 sheets	Y	\$45.00

Previous Fees and charges 2018-2019 financial year:

PRINTING/COPYING/SCANNING					
PLAN PRINTING/COPYING (Design Plans, Minimal Colour, Linework) X1 FILE					
A1			Min charge	Y	\$21.90
			per sheet	Y	\$0.45
A2			Min charge	Y	\$21.90
			per sheet	Y	\$0.35
A0			Min charge	Y	\$21.90
			per sheet	Y	\$0.90
PLAN PRINTING/COPYING (Full Colour) X1 FILE					
A1			Min charge	Y	\$32.85
			per sheet	Y	\$0.70
A2			Min charge	Y	\$21.90
			per sheet	Y	\$0.35
A0			Min charge	Y	\$43.80
			per sheet	Y	\$1.85
PLAN PRINTING/COPYING (Design Plans, Minimal Colour, Linework) MULTIPLE FILES					
A1			Min charge	Y	\$21.90
			per sheet	Y	\$10.95
A2			Min charge	Y	\$21.90
			per sheet	Y	\$10.95
A0			Min charge	Y	\$21.90
			per sheet	Y	\$10.95
PLAN PRINTING/COPYING (Full Colour) MULTIPLE FILES					
A1			Min charge	Y	\$32.85
			per sheet	Y	\$16.43
A2			Min charge	Y	\$21.90
			per sheet	Y	\$10.95
A0			Min charge	Y	\$43.80
			per sheet	Y	\$21.90
Scanning to image file			1 - 5 sheets	Y	\$21.90
			6 - 10 sheets	Y	\$43.80
			11 or more sheets	Y	(to be confirmed by Design Dept)
			Plus CD	Y	\$1.10

The fees and charges were reduced and rationalised from many line items to remove the different charging for different paper size of A0, A1 and A2. A review has now been undertaken based on first principles calculation of officer's time in undertaking the work and the materials cost to Council, examples below:

	Item	Unit Cost	Additional Costs	Sub Total	Total Inc GST	Comments
HSC Charges	Administration Costs	\$36.60	-	\$5.67	\$6.24	Assumed 5 mins at SA L3Y4 - Fee inc 55% external overheads charge and 20% Admin charge

Therefore propose \$6.20 administration charge.

Item	Paper Cost	Ink Cost	Total Cost	Average
A0 Print	\$0.74	\$0.40	\$1.14	\$0.78
A1 Print	\$0.52	\$0.20	\$0.72	
A2 Print	\$0.37	\$0.10	\$0.47	

Therefore propose \$0.80 per sheet printing cost

Printing of posters has been compared to commercial rates and determined a comparable charge of \$20 is appropriate.

Based on this exercise it has been found that the charges can be reduced significantly and the proposed revised fees and charges below are presented to Council for adoption.

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Unit	GST	2019-2020
LARGE FORMAT PRINTING/COPYING/SCANNING			
Plans - Print/Copy (A2, A1, A0)	min admin charge	Y	\$6.20
	per sheet	Y	\$0.80
Posters - Print/Copy (A2, A1, A0)	min admin charge	Y	\$6.20
	per sheet	Y	\$20.00
Scanning to electronic file	per sheet	Y	\$6.20

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

Budget Policy

Risk Management Implications

Two local businesses have purchased printing from Council since 1 July 2019 and have expressed their dissatisfaction with the rise in fees this financial year compared to last financial year. The combined value charged for financial year to date is \$275.

Statutory Environment

- *Local Government Act 2009*; and
- Local Government Regulation 2012.

Consultation

Not applicable concerning acceptance of this Report.

Attachments

Nil

GREENING AUSTRALIA – DIATOMIX PILOT STUDY

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 1.4 Be open to innovative and alternate solutions for the provision of ongoing public infrastructure needs	Action N/A

Budget, Financial and Resource Implications

Greening Australia are to fund the entirety of the project including purchasing the dosing system, installation and covering the cost for the life time of the study till the end of June 2021. After the study is completed Council can choose whether to continue use of Diatomix in the wetlands or to cease use. If Council would like to continue on with the project it is estimated that the cost of the Diatomix would be approximately \$62,040 (excl. GST) per year along with additional costs to continue water sampling and monitoring of the system. This pricing is based off the establishment fee for the system and could change once the system has been established.

Greening Australia have completed all initial investigations and are ready to purchase all required materials and begin installation if given approval.

Asset Management

As part of the Diatomix Pilot Study there will be three Diatomixer dosing units. These dosing units will need to be captured and accounted for in asset management plans going forward if Council were to continue using the system after the trial.

Executive Summary

Council has been approached by Greening Australia to carry out a pilot study for the use of Diatomix to reduce the levels of nitrogen and phosphorus in the Hinchinbrook Community Wetlands. Greening Australia is proposing to fully fund the project for the duration of the study (end of June 2021). Once the study has been completed Council can decide whether it wishes to continue using Diatomix in the wetlands or cease its use.

Council Decision – Recommendation

That Council:

- A. Receive and note the information in this report;
- B. Approve the Diatomix pilot study to be carried out by Greening Australia in conjunction with Council for a period of 26 weeks ending June 2021; and
- C. Authorise the CEO to enter into negotiations with Greening Australia to execute a Memorandum of Understanding between Council and Greening Australia for the trial.

Officers Summary

Greening Australia has approached Council to carry out a pilot study of Diatomix at the Hinchinbrook Community Wetlands. Greening Australia and stake holders have been meeting since August 2018 as part of the Victoria Mill/Palm Creek Project which aims to prioritise coastal habitats and wetlands within the Great Barrier Reef. The study will consist of a 26 week trial period where Diatomix, a nano-silica nutrient mixture will be added into the wetlands via the Diatomixer dosing system. These dosing stations will be located at a number of strategically selected locations around the wetlands and will add proportional amounts of Diatomix once per day to ensure an adequate distribution of Diatomix within the wetlands.

The aim of Diatomix is to reduce the nitrogen and phosphorus in the wetlands system before it is released back into Palm Creek. The dosing of the Diatomix has been calculated to best suit the wetlands and as results are gathered throughout the study period these dosing rates may be changed as the condition of the wetlands changes.

Weekly water quality sampling and progress photos will need to be taken throughout the course of the study. This will allow both Greening Australia and Council to see the changes that occur throughout the wetlands while the Diatomix trials are being carried out.

If successful, this trial may reduce the long term need to spend large amounts of money on nitrogen and phosphorus treatment if governments focus more on smaller wastewater treatment plant discharges. Participating in this trial will also put Council on the front foot in at least looking at and trying to improve its discharges to the environment.

Greening Australia are to fund the entirety of the project including purchasing the dosing system, installation and covering the cost for the life time of the study (end of June 2021). After the study is complete Council can choose whether to continue use of Diatomix in the wetlands or to cease use. If Council would like to continue on with the project it is estimated that the cost of the Diatomix would be approximately \$62,040 (excl. GST) per year along with additional costs to continue water sampling and monitoring of the system. This pricing is based off the establishment fee for the system and could change once the system has been established.

Greening Australia have completed all initial investigations and are ready to purchase all required materials and begin installation if given approval.

Historical Information

The Hinchinbrook Community Wetlands have been in operation since 1996. The wetlands are a joint venture between Council and Wilmar Pty Ltd. The aim of the venture is to better treat the municipal and industrial waste water from Council and Wilmar respectively. Currently Council does not have a nitrogen or phosphorous limit on its current discharge licence.

Policy Implications

- Council's Purchasing Policy; and
 - Council's Asset Management Plans.
-

Risk Management Implications

Council will need to weigh up the costs versus the benefits to the community by incorporating Diatomix into the wetlands. While there is no financial outlay by Council initially, if the use of Diatomix is to continue after the study is concluded then the additional operational costs would need to be covered by the whole shire community.

There is expected to be no water quality issues from the use of Diatomix as it is a natural substance. However, water quality will be monitored through Council's normal water sampling program to ensure there are no water quality problems caused by the use of Diatomix in the wetlands.

Statutory Environment

- *Local Government Act 2009*; and
 - *Environmental Protection Act*.
-

Consultation

- Executive Manager Infrastructure Services Delivery; and
 - Manager Water and Sewerage.
-

Attachments

- Greening Australia Diatomix Proposal;
 - Palm Creek/Victoria Mill Stakeholder Meeting Minutes; and
 - Palm Creek/Victoria Mill Hinchinbrook Shire Council Meeting Minutes.
-



AlgaEnviro Presents Diatomix
to
Greening Australia

Proposal for Use of Diatomix at Ingham STP Wetlands

Prepared by
Dr Simon Tannock

2019

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1. Executive Summary

A pilot study of Diatomix at Ingham STP Wetlands for Greening Australia. The use of Diatomix is to reduce nitrogen and phosphorus levels and this study will demonstrate the efficacy and suitability of Diatomix to reduce these parameters and therefore reduce the growth of large water weeds like hyacinth, salvinia and duckweed. The Diatomix system is a natural and consistent method to enhancing the natural diatom algae populations and drive benthic and periphyton diatom algae blooms, with the outcome being that the diatoms then take up excess nitrogen and phosphorus which reduces the nutrient needed for the problem weeds to survive. The use of Diatomix has also been clearly demonstrated to reduce the counts of Blue-Green Algae (Cyanobacteria) in the cell counts of lakes and lagoon systems.

2. Purpose of Proposal

The purpose of this report is to provide details on the use of Diatomix at Ingham STP Wetlands to reduce nitrogen and phosphorus (N & P) levels. The report includes information on the benefits expected as well as the costs associated with using the product.

3. Diatomix

Diatomix is a nano-silica nutrient mixture that has all the micronutrients required for growth of diatom microalgae adsorbed into the nano-silica structure. As only diatoms have a requirement to take up silica, they are the only algae that benefit from the micronutrient boost. This means that the diatoms successfully out-compete the other algae for nutrients, and can reduce blue-green algae growth in a natural way. The process offers an added benefit in that aerobic bacterial activity is enhanced due to the increased dissolved oxygen content from the diatom bloom. This increase in dissolved oxygen and bacterial activity will assist in stabilising the organic matter in the wetland bottom, which further reduces issues in the water.

Diatomix has successfully been used over the last five years in wastewater lagoons, STP storage dams, wetlands, prawn and barramundi farms in Queensland, New South Wales, Victoria and New Zealand to reduce nutrient levels and minimise Blue Green algae populations. The use of Diatomix is proposed as a pilot study at Ingham STP Wetlands as a demonstration of Diatomix efficacy. In the long term Diatomix is used as an ongoing nutrient management system for the long-term health of waterbodies.

Diatomix is used by Logan City Council, Unitywater, Bundaberg Regional Council, Goulburn Valley Water, Wellington Shire Council, Huka Park Prawn Farm (NZ), Spring Creek Barra Fisheries.



Figure 1 - Use of Diatomix in a **Large Pond** with a long history of Azolla (QLD)

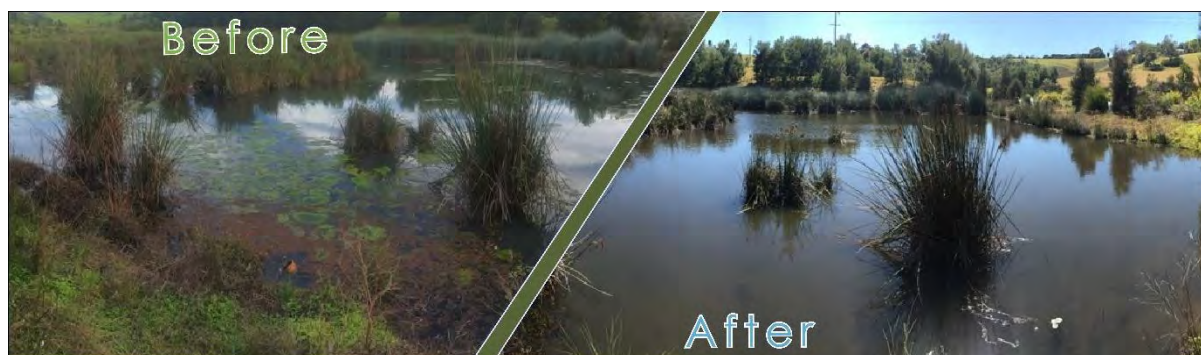


Figure 2 - Use of Diatomix at a **Wastewater Treatment Wetland** (QLD) – 100 days

4. Ingham STP Wetlands

At the time of preparing this proposal no data on the site was available, so estimate values have been added to the tables below for the Ingham STP Wetlands. This estimate data allows for the calculations necessary to determine volumes of Diatomix to be used.

Table 1 - Characteristic concentrations for the Wetland

Parameter	Wetland	Concentration
		mg/L
Total Inorganic Nitrogen (Average)	Wetland Water	3
Total Inorganic Phosphate (Average)	Wetland Water	0.5

Table 2 - Wetland size and flow

Parameter	Value	Units
Wetland Surface area – Ingham STP Wetlands	7,600	m ²
Wetland depth (for PAR Zone)	0.7	m
Wetland PAR Volume	5,334	m ³
Flow into Wetland	1,300	kL/day

Note: a) PAR is Photosynthetically Active Radiation and the PAR Zone is the depth to which light may penetrate and promote algal growth. b) During the pilot study, it will be necessary to monitor the concentration of reactive silica in the wetland. The diatoms grown require reactive silica in the water. Diatomix is not a sufficient supplement of Silica for this process. c) The Flow into the wetland is an estimate and is not as vital as the other parameters. d) The total wetland area is 12,700 m², with an estimate of 60% of the water having sufficient sunlight exposure, the rest being shaded from macrophytes in the wetland.

5. Methodology

Dosing of Diatomix:

Dosing of Diatomix will be achieved with the AlgaEnviro solar-powered dosing stations (The Diatomixer) installed at the wetland edge. The dosing stations will add proportional amounts of Diatomix once per day to ensure good distribution of Diatomix into the influent stream and each of the clear areas of the wetland system. The doser has a 10 Litre tank. For this site we consider there is a need for three Diatomixer systems (2 x two outlet dosers and 1 x four outlet doser).

5.1. Dosing Rates

Table 3 presents the estimate of the rate of weekly Diatomix dosing for Ingham STP Wetlands. Dosing is calculated on the nitrogen available in the wetland. The dosing rate in Table 3 was calculated from the values provided in the tables above.

Table 3 - Proposed dosing rate based on mass of Nitrogen introduced from inflow and the nitrogen already present in the wetland each week.

Parameter	Mass of Nitrogen each week	Diatomix Dose Required
Nitrogen (Wetland average in PAR zone)	50 kg*	3 L dose each week

* This value is based on the nitrogen mass in the wetland and three cell doublings of diatom algae per week.

Each week the dose will address the dissolved mass of N and P in the water. When the concentration of these nutrients comes down over time, then the dosing can be reduced to match the changed conditions. These alterations will be determined as part of the weekly monitoring and assessment that occurs every week between a selected staff member from Greening Australia and Dr Simon Tannock from AlgaEnviro. The study is recommended to run for at least 26 weeks to allow for trends to be observed, as well as allowing for the biological changes and processes to adjust to these new conditions.

5.2. Positioning of Dosing Units on Site

The wetland system has four cells and eight areas that are kept open and free from larger macrophyte plants through a spraying regime. The dosing of Diatomix will occur at these areas as the highest amount of light will reach the water in these areas where diatoms will grow well.

Figure 3 outlines the position of the dosing units and Figure 4 is an example of a single outlet doser. The doser comes with the supply line from the doser to the wetland outlet, the float unit that keeps the hose in position, the solar panel to keep the battery charged is also included. The mounting position of the doser and panel need to be discussed prior to doser delivery.

AlgaEnviro do not supply the battery required for each doser, as they are expensive to freight. We will provide details on which batteries are required for each doser.



Figure 3 – The position of the three Diatomixer doser units on site at the wetland.



Figure 4 – A single outlet Diatomixer onsite at the Maleny Wetland (managed by Unitywater), Diatomix is a liquid product

5.3. Sample Collection and Frequency

To analyse and understand the response of the Ingham STP Wetlands to the use of Diatomix, sampling during the use of the product must occur weekly or at least fortnightly. Samples should be collected at a range of sites in the wetland, so that the change in water quality through the wetland system can be observed. The parameters to be monitored should be Ammonia, Nitrate + Nitrite (NO_x), Orthophosphate, Reactive Silica as a minimum. As this is a wastewater treatment facility there would also be value to monitor Total Nitrogen, Total Phosphate, pH and Dissolved Oxygen (DO) measurements as well.

The sampling ensures that the changes during the pilot study use of Diatomix are clearly illustrated in the results. The intensive level of monitoring is not a standard requirement of using Diatomix, but during the pilot study the best way to see the changes is to have good data collection.

Monitoring the sites through a series of site photos is also an excellent way to illustrate the changes that occur over time. For best results, set positions should be used from which to take photos. This is ideally done using posts in the ground where the photos can be framed in the same way each time so comparisons of each site are easier.

5.4. Caveats in regards to using Diatomix

As outlined above, Diatomix encourages a natural diatom population, already present in the water, to bloom more extensively and change the conditions of the water being treated. As this is a natural and biological process there are instances where changes in the water are transitory or unusual. In the first three weeks of starting a dosing regimen of Diatomix, it is not uncommon to see an increase in the Total Algae Cell Count, including the cell count for Blue-Green Algae (Cyanobacteria). This temporary increase is actually a positive sign that the Diatomix is working well as the blooms are driven by changes to the usual conditions. At most sites there is no bloom and the beneficial changes occur without an initial cell count increase. If an increase in Blue-Green Algae for this period of time is problematic for use or management of the water, this should be discussed with AlgaEnviro prior to starting. An increase in Blue-Green Algae cell count for longer periods is very unlikely, but not impossible. This normally depends on the condition of the lagoon or wetland being dosed.

6. Costs

6.1. Diatomix Dosing Costs

Over time, the long-term use of Diatomix will be based on the influent nitrogen from the influent upstream of the wetland. The 'maintenance' dosing level of Diatomix would be expected to be much lower than the values required to 'establish' these stabilised conditions. We estimate the long-term maintenance dose for this site to be between 1.6 and 2.2 litres per week.

Costs for dosing are presented below. Diatomix is offered at \$180 + GST/L (excluding freight). The table below outlines the weekly dose volumes for the Ingham STP Wetlands.

Table 4 – Dosing costs

	Weekly dosing		Total Cost (16 Weeks)
	Quantity (L)	Cost/Wk	
Ingham STP Wetlands (Weeks 1 – 26)	3	\$540.00	\$14,040.00
Diatomixer dosers	3 of	\$5,660	\$16,980.00
Total	80 L Diatomix*		\$31,020 + GST

* Total volume required rounded up to nearest 5L value.
Shipping and Handling is estimated to be (\$625.00 + GST).
This quote is valid for 6 months, from May 2019.

It is expected that as the mass of nutrient currently present in the wetland will be converted to diatoms, and then consumed by zooplankton and invertebrates, the concentration (and therefore mass) of nutrients in the system will reduce. As this occurs the dosages of Diatomix required will reduce as the inorganic nutrient loads reduce. This is one of the value propositions of the use of Diatomix. To more efficiently reduce the mass of nutrients in the

wetland system, and therefore reduce the concentration of Nitrogen and Phosphorus in the final wetland outflow. The other benefits include reduced Blue-Green algae cell counts and improved long-term stability of wetland conditions. With lower BGA blooms the costs associated with reporting during large bloom events are also saved as such events reduce or are eliminated completely.

7. Recommendations

The use of Diatomix by Greening Australia is recommended at Ingham STP Wetlands for a period of 26 weeks, as a pilot study demonstration. The 26-week period will allow the biological conditions to change and stabilise. Once the system stabilises the long-term benefits regarding nutrient reductions and algal culture stability will be observed. The current conditions at Ingham STP Wetlands requires a flexible approach to the dosing regimen and management when instigating Diatomix. For this reason, AlgaEnviro will work with Greening Australia on a weekly basis to review the results and ensure the dosing level is correct. As the quality of the water in the wetland changes in response to different conditions, adjustments may have to be made.

The long-term benefits of using Diatomix at this site are reduced inorganic nutrients being released from the site, less weed and macrophyte growth within the wetland and an easier long-term management of the site.

Palm Creek/Victoria

Mill minutes

Palm Creek/Victoria Mill Stakeholder Meeting		
22 March 2019	9.30am – 12.30pm	Hinchinbrook Shire Council
Meeting called by	Merv Pyott	
Type of meeting	Stakeholder Meeting	
Facilitator	Merv Pyott	
Note taker	Belinda Bickley	
Previous Minutes	Completed	
Attendees	Matthew Buckman (Hinchinbrook Shire Council (HSC)) Merv Pyott (Greening Australia) Belinda Bickley (Greening Australia) Cr Kate Milton Jason Carter (Tenchfisher) Adam Douglas (Wilmar) Michael Nash (Terrain) Stefan Kruger (Greening Australia) Megan Davies (Department of Natural Resources and Mines (DNRME)) Simon Tannock (Presenter) Peter Martin (Hinchinbrook Shire Council - STP (HSC))	
Apologies	Carla Wegscheidl (Department of Agriculture and Fisheries (DAF)) Russell Jack (Department of Natural Resources and Mines (DNRME)) Lawrence Di Bella (Herbert Cane Productivity Services Ltd (HCPSL) Herbert River Catchment Group (HRCG)) Simon Kennedy (Bird Life Australia) Nathan Waltham (TropWater) Wally Skinner (Hinchinbrook Shire Council (HSC))	

Palm Creek/Victoria

Mill minutes

Previous Minutes			
20 min	Merv Pyott		
Discussion	Previous conversation at last meeting revisited.		
Conclusions	<ul style="list-style-type: none"> • Mathew Buckman, Cr Kate Milton & Nicholas Dametto meet with Powerlink to discuss infrastructure concerns within the project catchment area. Unfortunately, they have declined. • Greening Australia will contribute to revegetation activities throughout the project timeline • Revisit Landowners once project plan has been executed, land agreements for access to creek, revegetation activities & weed control treatments • Possible Stewardship with Landowners using the riparian area within Palm Creek • Before undertaking sediment removal High Priority would be to establish where the sediment is coming from • Obtain Letter of permission from the government to undertake works within the riparian area adjacent to Palm Creek • Possible upgrade of the STP Wetlands to improve water quality. Test water quality from intake to outlet before deciding to continue with plan • Continuation of water quality samples • Removal of Rain Trees, possible excavator operator -Ray Marbelli owner of Timrith Excavation & Earthmoving 		
Action Items	Person Responsible	Deadline	
Investigate Nywaigi board member to attend Stakeholder meetings	Merv Pyott	Next meeting	
Attend catchment meeting to liaise with landowners regarding project scope & land access	Cr Kate Milton & Matt Buckman	28 th March	
Door knock land owners regarding the removing of rain trees within their property	Merv Pyott & Matt Buckman	Once workplan is scheduled	
Greening Australia to organize meeting with Peter Martin (HSC-STP)	Belinda Bickley	Next meeting	

Palm Creek/Victoria

Mill minutes

Presentaion			
20 min	Simon Tannock – Diatomix Presentation		
Discussion	Presentation; <ul style="list-style-type: none">• What systems benefit from the Diatomix process• Trial Sites• Before & After Projects		
Conclusions	<ul style="list-style-type: none">• Trial site to be established within the HSC – STP main ponds• Nutrient Data to be supplied to access ingredient dosage, e.g. Silica Nitrogen & phosphorus levels.• Monitoring of in & out flows before commencement of installation to establish differences• Establish project team to monitor, report & correspond• Second site to be established once first site has had significant positive outcomes from monitoring data		
Action Items		Person Responsible	Deadline
Simon requires nutrient data pre-works		Merv Pyott/Belinda Bickley	28/4/2019
Establish monitoring points		Merv Pyott/Belinda Bickley & Peter Martin	28/5/2019
Victoria Mill/Palm Creek Catchment Management Plan			
1 hr.	All participants		
Discussion	<ul style="list-style-type: none">• Ascertain where sediment is coming from before sediment removal is to commence• Permits required by government to establish the sediment removal plan• Sediment testing before landowners have access to it, e.g. contamination risks		
Conclusion	<ul style="list-style-type: none">• Jason Carter to provide potential contractors to remove sediment• Megan Davies to provide relevant mapping data.		
Streambank erosion and sediment			

Palm Creek/Victoria Mill minutes

Discussion	<ul style="list-style-type: none">On commencement of the Dry season immediate action will be taken to remove large specimens by mechanical means and follow up treatment of saplings using herbicide application.		
Action Items	Person Responsible	Deadline	
Action plan for removal of Rain trees in dry season	Matt Buckman		

Next Meeting:

Time: 9.00am – 12.30pm

Venue: TBA

Palm Creek/Victoria Mill minutes

Palm Creek/Victoria Mill Hinchinbrook Shire Council – Sewage Treatment Plant			
18 April 2019		9.30am	Hinchinbrook Shire Council – Sewage Treatment Plant
Meeting called by	Merv Pyott		
Type of meeting	Diatomix Installation Trial Site		
Facilitator	Merv Pyott		
Note taker	Belinda Bickley		
Attendees	Peter Martin (Hinchinbrook Shire Council - STP (HSC)) David Lee (Hinchinbrook Shire Council - STP (HSC)) Paul Bourne (Hinchinbrook Shire Council - STP (HSC)) Merv Pyott (Greening Australia) Belinda Bickley (Greening Australia)		
Apologies			
Previous Minutes			
20 min	Merv Pyott		
Agenda	<ul style="list-style-type: none">• Water Testing for the Diatomix Trial• Establish WQ testing timeline• Works schedule within HSC STP Site• Work schedule within the HSC STP Wetland Site		
Action Items		Person Responsible	Deadline
Water Testing Results from Sewage Treatment Plant due in 2 Weeks		HSC - STP	6th May 2019
Water testing requirements for Diatomix Trial will be added to the test all ready being undertaken by the sewage treatment plant.		David Lee	6 th May 2019
STP Wetland has budget, Possible in-kind support of \$50,000. Peter Martin to take to Budget meeting		Peter Martin (HSC)	End May

Palm Creek/Victoria Mill minutes

Power Requirements for Diatomix Dosing Machines	Belinda (GA)	End May
Notes		
Haydn Grazioli - 0418773726		
David Lee - 0428184459		
Paul Bourne - 0418198187		
Diane Nazzari - Admin		
Possible Installation Date - July		
Next Meeting Date		
To Be Advised		

DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT – JULY 2019

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction	Action
2. Responsive and Responsible Management of Land;	2.1 Delivery of a robust and meaningful Town Planning Scheme; 2.3 Riverine and riparian environment management; 2.4 Natural Resource Management;
4. Council's Role in Creating an Enviably Lifestyle and Contribution to the Whole of Life Liveability of our Shire; and	4.1 Arts and Cultural Investment; 4.2 Provision of Recreation Opportunities; 4.3 Community Partnership Support; 4.4 Living well over 60 with a highly desirable lifestyle; 4.5 Regulatory functions that underpin livability;
5. Council's Role in Creating and Supporting the Economic Prosperity of our Shire.	5.1 Our Ingham CBD is attractive, alive and diverse 5.2 Support for business diversity and employment growth; 5.3 Tourism development; 5.5 Shire Wire Branding; 5.6 Hinchinbrook Way; and 5.7 Visitor Information Centre.

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

This Report is presented for the information of Council and includes an activity update for the month ending July 2019.

Council Decision – Recommendation

That Council receive and note the information in the Report.

Officers Summary

Not applicable concerning acceptance of this Report.

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

- *Local Government Act 2009; and*
 - *Local Government Regulation 2012.*
-

Consultation

Not applicable concerning acceptance of this Report.

Attachments

- TYTO Economic Development Infographic; and
 - TYTO RV Park Infographic.
-

NATURAL RESOURCE MANAGEMENT

There were 28 feral pigs controlled during June 2019, with 18 being controlled using 1080, four trapped and another six being shot.

Council's Natural Resource Management staff carried out inspection and control works at a number of locations for Singapore Daisy and Aquatic Weed Management work at the Cattle Creek and TYTO Wetlands.

Hinchinbrook Shire Council staff also coordinated a Pond Apple Task Force which included staff from Council, Queensland Parks and Wildlife and State Lands. This was a fantastic opportunity for staff from the three organisations to work together to locate and control one of the last remaining stands of Pond Apple found locally..



Council Nursery Manager Darren Luxford had a busy month planting another 800 trees at Mungalla as part of the Palm Creek Project that is funded by Greening Australia. Darren also carried out maintenance works on previously planted revegetation sites at Lucinda wetlands and within the upper Palm Creek system. Regular volunteers to Council's Nursery also managed to pot up an additional 1,000 tube stock, which should be ready for planting at upcoming revegetation sites within eight weeks.

National Tree Planting Day was hosted by Council on July 28. This year we had 18 volunteers come down and plant another 100 native trees in TYTO, which will provide shade and natural habitat for wildlife in the front pond at TYTO.



ECONOMIC DEVELOPMENT

The following table provides an overview of economic development initiatives conducted throughout July 2019, please note the reference to the Economic Development Strategy.

The columns represent:

Economic Development Reference

This identifies the subject and provides a link to the Economic Development Strategy or Department in reference to TYTO Precinct.

Item

A listing of what is being referenced. Brief details may also be included where necessary.

Frequency

How often this will occur.

Outcomes

A summary of what has occurred in relation to the item.

Economic Development Reference	Item	Frequency	Month	Outcome
AD3_Tourism Development	WALLAMAN AND BROADWATER ECOTOURISM MASTER PLAN Delivery of Master Plan	Once off	July-19	Correspondence to successful and unsuccessful tenderers was sent on 1 July 2019. Milford Planning was advised verbally on 2 July 2019 of their contract success and the availability of office space within TYTO Precinct to assist with the completion of works. Updated timeframe, schedule of works, budget breakdown and milestones were provided to Council. The contract between Milford Planning and Hinchinbrook Shire Council has been drafted and is currently under review by CEO. The request to Building Better Regions Funding to extend the finalisation date to 31 March 2020 was executed on 19 July 2019.
DC2_Master Planning	HALIFAX STREETSCAPE Implementation of stand-alone heritage lights in Halifax	Once Off	July-19	The RFQ and installation sites in Halifax have been reviewed. Council are investigating heritage style designs for lighting and are seeking quotations directly from different light manufacturers.
DC2_Master Planning	HALIFAX STREETSCAPE Implementation of fairy lights in Halifax, Macrossan Street	Once Off	July-19	This phase of the Halifax Streetscape project is currently being re-assessed and will be progressed upon completion of the Heritage Lighting phase.
DC3_Scheduled Master Plan Priority Projects	CBD MASTER PLANNING SEATING Progress implementation of 23 replacement seats	Once off	July-19	Seating Installation commenced on Monday 8 July 2019. Twenty-two seats have been installed throughout Lannercost Street. Additional rectification works commenced on Wednesday 24 July 2019 to address issues identified with the stability of seating fixed to pavers.

Economic Development Reference	Item	Frequency	Month	Outcome
				The honing and re-surfacing of a concrete table in Lannercost Street has been cancelled due to the relocation of the concrete table to Forrest Beach.
DC3_Scheduled Master Plan Priority Projects	CBD MASTER PLANNING RUBBISH BINS Progress implementation of new Rubbish bin	Once Off	July-19	<p>Council is awaiting finalisation of historical information from the consultant.</p> <p>Council is preparing a request for quotation for the supply and installation of thirty-six artwork skins to aluminum panels and constructed rubbish bins.</p> <p>Five rubbish bins are to be constructed by SJ and RJ Caruso by the end of August 2019. Given the requirement of having general waste and recycling bins to be co-located, the original rubbish bin locations within Ingham CBD have been amended and a locality map is currently being updated to reflect changes.</p>
DC3_Scheduled Master Plan Priority Projects	CBD MASTER PLANNING PLANTER BOXES Progress implementation of new Planter boxes	Once Off	July-19	Council is seeking design/concept options to refurbish the existing concrete planter boxes located throughout Lannercost Street.
DC3_Scheduled Master Plan Priority Projects	HERBERT STREET Installation of Herbert Street shelters	Once off	July-19	<p>Relocation and installation of shelters from Herbert Street to Ingham Skate Park was completed on 15 July 2019.</p> <p>Installation of shelters concluded on 5 July 2019.</p> <p>Street Furniture Australia supplied incorrect seat leg heights. Replacement legs were received on Monday 22 July 2019 and installed Tuesday 23 July 2019. A further two seat legs were dispatched incorrectly for the wheel chair accessible side seating. Street Furniture Australia have ordered the correct legs and the anticipated dispatch date is 14 August 2019.</p>
AD1_Tourism Marketing	TYTO WAYFINDING PROJECT	Once Off	July-19	TYTO Wayfinding signage locations were marked on site on 17 July 2019 with installation commencing on 31 July 2019 to be completed by early August.
AD1_Tourism Marketing AD3_Tourism Development	TOWNSVILLE ENTERPRISE LIMITED (TEL) Service Level Agreement	Annually	July-19	The 2019-2020 Townsville Enterprise Service Level Agreement is currently under review by A/Manager Economic and Community Development. Meetings are proceeding in August 2019 to finalise agreement.

Economic Development Reference	Item	Frequency	Month	Outcome
AD1_Tourism Marketing	BOOK EASY Implement Bookeasy into Hinchinbrook Way website	Once Off	July-19	Hinchinbrook Shire Council is being added as a Bookeasy affiliate through TEL. TEL's Bookeasy terms and conditions along with commercial implications have been added to the 2019-2020 Service Level Agreement between Council and TEL. The Service Level Agreement is currently under review by A/Manager Economic and Community Development.
AD1_Tourism Marketing	DESTINATION GUIDE Print and distribute 10,000 destination guides	Once off	July-19	A total of 2,640 Hinchinbrook Destination Guides were distributed throughout July 2019 to 126 local businesses. No brochures were distributed regionally.
AD1_Tourism Marketing	SOCIAL MEDIA Overview of social media content on Hinchinbrook Way Facebook and Instagram Pages	Monthly	July-19	A total of nine posts were completed for Facebook and two posts were completed for Instagram. Total Facebook reach for July 2019 = 38,635 Total Facebook likes for July 2019 = 7,272 Total Instagram likes for July 2019 = 180 The top Facebook post for July 2019 was the Jourama Falls video with a reach of 9,808.
AD1_Tourism Marketing	FRANCES CREEK Digital kiosk	Monthly	July-19	Advertising posters for the July to December 2019 period were collated and provided to Media and Communications for publishing. Frances Creek Digital Display Procedure is currently being drafted.
AD1_Tourism Marketing	WEBSITE Update and creation of business listing content on the Hinchinbrook Way Website	As required	July-19	Four businesses applied for the Hinchinbrook Way website business account and three businesses were denied as they were non-local businesses (from Sydney) not supporting Hinchinbrook's economy. The fourth business (from Cardwell) is being examined to ascertain the economic benefit to Hinchinbrook Shire. The TYTO events calendar was integrated into the Hinchinbrook Way website on 31 July 2019.
AD1_Tourism Marketing	EVENT PROGRAM July - December 2019 Distribution	Bi-annually	July-19	Event Program has been finalised and sent to print. Marketing distribution commenced with a full poster drop off throughout the businesses in Hinchinbrook. All media platforms have been updated including Hinchinbrook Shire Council, TYTO and Hinchinbrook Way website. 3,000 Event Programs will be distributed throughout Hinchinbrook in early August.

Economic Development Reference	Item	Frequency	Month	Outcome
AD2_Enhanced Local Tourism Product	Bolshoi Ballet – Spartacus Live Simulcast	Once Off	July-19	Council partnered with Queensland Performing Arts Centre (QPAC) to simulcast the live screening of Bolshoi Ballet – Spartacus on Saturday 6 July 2019 at the JL Kelly Theatre. A total of 204 tickets were booked. The event was well received, with positive feedback received.
ED2_Enhanced Local Business Development	THINK BUSINESS: Getting the most out of yourself, your business and others.	Once off	July-19	Due to conflicting dates with the Hinchinbrook Business Awards, the Think Business Workshop taking place on Thursday 25 July 2019 has been postponed with a new date to be advised.
ED2_Enhanced Local Business Development	COMMUNITY ACTIVITY GRANT 2019-2020 Quarter Two	Quarterly	July-19	Advertising commenced Monday 24 June 2019 until Monday 8 July 2019 for organisations to apply for events taking place in quarter two; 1 October until 31 December 2019. To date a total of 11 applications have been received. A review of the applications by the Community Activity Grant Panel took place Wednesday 31 July 2019. The Report to Council is scheduled to be reviewed at Council's General Meeting in August.

TYTO

Economic Development Reference	Item	Frequency	Month	Outcome
AD1_Tourism Marketing	July Visitor Driven Statistics	Monthly	July-19	Overall visitor numbers were 14,893 in July 2019, a decrease of 1.96% compared to July 2018 (Refer TYTO Visitor and Operational Statistics 2019-20 Table). Please refer to the TYTO Economic Development Infographic for July 2019 for further highlights and details.
AD3_Tourism Development	Hinchinbrook Visitor Information Lounge Statistics	Monthly	July-19	Visitor numbers were 3,307 in July 2019, a decrease of 11.25% compared to July 2018. The decline is comparable to other areas in North Queensland. The largest decreases were recorded for Local and International Visitors with other demographics slightly lower also (Refer VIC Visitor Data Form Table).
AD3_Tourism Development	Queensland Parks and Wildlife Service Permits	Monthly	July-19	Permit sales totaled \$791.35 in the month, an increase of 13.98% compared to July 2018. Hinchinbrook Visitor Information Lounge issued 33 permits in July 2019 for camping access to Wallaman Falls (nine permits), Broadwater (nine permits), Cape York (five permits), Murray Falls (four permits), Jourama Falls (two permits), Tully Gorge (two permits), Thorsborne (one permit) and Big Crystal Creek (one permit).

Economic Development Reference	Item	Frequency	Month	Outcome
AD2_Enhanced Local Tourism Product	TYTO RV PARK (Cooper Street Rest Area) Visitor Statistics	Monthly	July-19	The TYTO RV area had 238 bookings in July 2019, a decrease of 7.03% compared to July 2018. The RV area has operated at reduced capacity in July due to wet conditions, only opening to full capacity in the last two weeks of the month.
AD3_Tourism Marketing	AMBASSADOR AND WELCOMER PROGRAM	As required	July-19	Sixteen Ambassadors and one Welcomer enjoyed a day out visiting Jourama Falls and Paluma attractions and accommodation on 11 July 2019. All were very impressed with the accommodation amenities and the friendliness shown by business owners.
Community Services	Hinchinbrook Shire Library Statistics	Monthly	July-19	<p>Visitor Use Count of 10,573 was recorded in July 2019, an increase of 5.65% compared to July 2018 and an increase of 37.83% compared to the previous month.</p> <p>Regular activities run by Hinchinbrook Shire Library included:</p> <ul style="list-style-type: none"> • E-Skills – 35 attendees, down 79.04% in the month; • Tiny Tots @ TYTO – 72 attendees, down 29.41% in the month; and • Storytime – 73 attendees, up 7.35% in the month. <p>Decreases in the month may be attributed to the school holidays, with E-Skills classes taking a break over this period, and mothers in the Tiny Tots group staying at home with their school aged children.</p> <p>Double Daw Creative Studio was utilised by 17 patrons in July 2019.</p> <p>Hinchinbrook Shire Library signed up 29 new members to the Aurora Library System in July 2019. This was the largest increase in membership since February 2018 which recorded 33 new members.</p> <p>A total of 356 items were mailed out to other libraries in the Rural Libraries Queensland Group, an increase of 56.14% in the month.</p>
Community Services	Hinchinbrook Shire Library – School Holiday Activities	Quarterly	July-19	<p>The White Wizard performance held 10 July 2019 was successful in providing entertainment to 79 attendees who all enjoyed the hour of magic and laughter.</p> <p>I Spy @ TYTO continued into July for the school holidays. 105 attendees participated in the self-paced activity with positive feedback received on the display and style of activity.</p>

DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT – JULY 2019

Economic Development Reference	Item	Frequency	Month	Outcome
Community Services	Hinchinbrook Shire Library Events – Robo School's Connect	As required	July-19	<p>Robo School's Connect went mobile in July 2019, visiting Our Lady Of Lourdes Primary School. There were 31 attendees over the three week period and the response to the intensive activities with robots and coding was extremely positive.</p> <p>This event will continue into August 2019 at Forrest Beach State School and Victoria Plantation State School. Other primary schools in the district will be given the opportunity to participate later in the year.</p>
Community Services	Hinchinbrook Shire Library Events – Messy Play @ TYTO	Monthly	July-19	<p>Messy Play @ TYTO was in-flighted in July 2019, joining the Our Lady Of Lourdes - Under 8's Week Community Event. A total of 283 attendees were given the opportunity to enjoy the books, activities and resources.</p> <p>This monthly event usually attracts between 40 and 60 attendees to the TYTO Conference and Events Centre.</p>
Cultural Development	TYTO Regional Art Gallery Statistics	Monthly	July-19	<p>There were 660 patrons in July 2019, a decrease of 21.71% compared to July 2018. Numbers have stabilised with the continuation of visitors to the Fay Morris Retrospective/Susan Hollamby Exhibition spanning from June into July, and the opening of the 41 Hinchinbrook Art Awards.</p> <p>TYTO Regional Art Gallery gift shop sales totaled \$1,653.50 in July 2019. The popularity of the Fay Morris exhibition and preparations for the Hinchinbrook Art Awards saw additional traffic through the gallery and shop which supported sales.</p>
Cultural Development	Hinchinbrook Art Awards	Annually	July-19	<p>The 41 Hinchinbrook Art Awards opened on Friday 19 July 2019 with over 140 people in attendance. This award attracts entries from as far south as Sydney to the artists in the Cairns and Atherton Tablelands regions. There were 64 artists who entered work and 103 works on display. This is down on last year where there were 124 works displayed, but still 64 entrants.</p> <p>The exhibition has continued to attract visitors including locals, visitors from other districts and tourists.</p>
Cultural Development	TYTO Regional Art Gallery Exhibitions – Fay Morris Retrospective 'Of this Earth' and Susan Hollamby 'KUOKOA WANYAMAPORI WETU' (Save Our Wildlife)	Monthly	July-19	<p>The two exhibitions ran from 13 June to 14 July 2019. The Fay Morris exhibition attracted many visitors, including family members from as far afield as Perth, and was also an opportunity for artists and members of the community to pay respect to Fay after her sudden passing earlier this year. The exhibition was nearly a sell out for the same reason, as visitors were keen to take away a piece of the artists' work.</p>

Economic Development Reference	Item	Frequency	Month	Outcome
				Susan Hollamby is a Townsville artist with a passion for spreading the word about extinction through her art. Susan has a strong following in Townsville. Many people who attended the exhibition opening were already familiar with Susan's work and travelled from Townsville to support the opening.
Cultural Development Community Services	TYTO Regional Art Gallery Workshops	As required	July-19	Pam Finlay ran a children's workshop introduction to working with acrylics. The workshops ran over two days (Friday 12 and Saturday 13 July), with the morning session booked to capacity (8 children per day/workshop) and the afternoon session popular as well (5 children per day/workshop).
AD4_Festivals and Events	TYTO Conference and Event Centre Statistics	Monthly	July-19	<p>The TYTO Conference and Events Centre (TCEC) attracted a total of 353 patrons and 20 bookings in July 2019. TCEC hosted 14 Meetings, four Events, one Workshop and one Wedding (Refer to the Conference and Event Centre Activity Report Table).</p> <p>Meetings included the Hinchinbrook Chamber of Commerce, Industry and Tourism meeting, seven Hinchinbrook Shire Council-led meetings and six Corporate meetings booked by local businesses.</p> <p>Events included Pilates (5 attendees), The White Wizard Puppet Show (79 attendees) and Tea & Trivia (61 attendees). As part of the TYTO In-Flight program, Movie Magic was brought to Progress Park at Forrest Beach where 53 attendees watched a screening of Sherlock Gnomes.</p> <p>The Workshop was held by Employsure which brought in 17 attendees. A small wedding was held in the TYTO Parklands which had 6 in attendance.</p>

TYTO Visitor and Operational Statistics 2019-2020

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
HVIL 2019-2020	3,307												3,307
HVIL 2018-2019	3,726	3,229	1,797	1,245	807	750	805	470	831	1,478	1,671	2,444	19,253
HVIL 2017-2018	3,685	3,982	2,129	1,474	1,161	900	955	612	913	1,374	1,788	2,591	21,564
HVIL 2016-2017	3,579	4,132	1,724	1,412	1,272	879	971	680	963	1,708	1,690	2,599	21,609
Annual % Change 2019-2020	-11.25												
TRAG 2019-2020	660												660
TRAG 2018-2019	843	977	870	689	561	334	411	1,151	530	691	642	806	8,505
TRAG 2017-2018	1,252	1,079	1,399	741	679	427	420	474	460	517	735	563	8,746
TRAG 2016-2017	1,211	1,339	1,386	679	509	169	362	345	406	459	557	540	7,962
Annual % Change 2019-2020	-21.71												
HSL 2019-2020	10,573												10,573
HSL 2018-2019	10,008	8,294	8,489	8,115	8,109	5,216	7,362	6,976	8,003	8,668	8,237	7,671	95,148
HSL 2017-2018	9,879	10,364	12,932	9,538	10,948	7,222	8,206	9,196	8,053	10,449	9,582	9,248	115,617
HSL 2016-2017	9,788	9,720	9,927	7,566	7,545	4,474	6,420	7,731	8,778	10,881	9,788	9,577	102,195
Annual % Change 2019-2020	5.65												
TCEC Pax 2019-2020	353												353
TCEC Pax 2018-2019	613	6,837	555	3,590	375	136	130	255	598	661	4,130	597	18,477
TCEC Pax 2017-2018	1,004	10,152	2,319	959	480	697	12	727	1,619	1,184	3,023	637	22,813
TCEC Pax 2016-2017	2,873	11,185	1,348	532	123	715	38	814	1,504	1,393	1,872	2,305	24,702
Annual % Change 2019-2020	-42.41												
TCEC Room 2019-2020	20												20
TCEC Room 2018-2019	21	20	20	16	19	10	12	17	25	27	30	22	239
TCEC Room 2017-2018	13	24	25	25	23	13	2	24	15	25	19	14	222
TCEC Room 2016-2017	30	13	21	9	6	4	3	14	20	16	19	19	174
Annual % Change 2019-2020	-4.76												
Cooper Street Rest Area 2019-2020	238												238
Cooper Street Rest Area 2018-2019	256	228	128	60	23	0	0	0	7	18	51	126	897
Cooper Street Rest Area 2017-2018	273	248	145	34	20	0	0	0	0	22	125	207	1,074
Cooper Street Rest Area 2016-2017	168	215	83	36	9	0	0	0	8	25	68	204	816
Annual % Change 2019-2020	-7.03												
TYTO Total 2019-2020	14,893	0	0	0	0	0	0	0	0	0	0	0	14,893
TYTO Total 2018-2019	15,190	19,337	11,711	13,639	9,852	6,436	8,708	8,852	9,962	11,498	14,680	11,518	15,190
TYTO Total 2017-2018	15,820	25,577	18,779	12,712	13,268	9,246	9,593	11,009	11,045	13,524	15,128	13,039	15,820
TYTO Total 2016-2017	17,451	26,376	14,385	10,189	9,449	6,237	7,791	9,570	11,651	14,441	13,907	15,021	17,451
Annual and Total Year-to-Date % Change 2019-2020	-1.96	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-1.96

VIC Visitor Data Form

	AUSTRALIAN STATES AND TERRITORIES										OVERSEAS VISITORS													TOTAL
	QLD			NSW	ACT	Vic.	NT	Tas.	SA	WA	NZ	Japan	China	Other Asia	UK	France	Ger.	Neth.	Swiss	Other Europe	USA	Canada	Other O'Seas	
	a*	b**	c***																					
Jul-18	313	410	728	788		578	13	122	219	108	50	5	0	6	50	57	105	35	27	53	22	2	35	3,726
Jul-17	378	362	751	708		555	8	100	182	130	102	4	1	16	33	44	97	41	39	76	21	7	30	3,685
% diff	-17.20	13.26	-3.06	11.30		4.14	62.50	22.00	20.33	-16.92	-50.98	25.00	-100.00	-62.50	51.52	29.55	8.25	-14.63	-30.77	-30.26	4.76	-71.43	16.67	1.11
Aug-18	230	504	554	554		541	11	79	171	127	51	17	7	9	55	49	99	59	20	40	5	13	34	3,229
Aug-17	371	733	772	591		569	23	108	155	119	59	8	9	12	45	59	136	58	21	75	25	7	27	3,982
% diff	-38.01	-31.24	-28.24	-6.26		-4.92	-52.17	-26.85	10.32	6.72	-13.56	112.50	-22.22	-25.00	22.22	-16.95	-27.21	1.72	-4.76	-46.67	-80.00	85.71	25.93	-18.91
Sep-18	179	264	473	236	18	223	14	21	58	71	25	11	2	1	28	30	56	20	26	23	12	5	1	1,797
Sep-17	247	316	455	297		258	4	32	62	64	39	6	4	4	45	63	71	28	11	42	29	16	36	2,129
% diff	-27.53	-16.46	3.96	-20.54		-13.57	250.00	-34.38	-6.45	10.94	-35.90	83.33	-50.00	-75.00	-37.78	-52.38	-21.13	-28.57	136.36	-45.24	-58.62	-68.75	-97.22	-15.59
Oct-18	223	181	325	114	23	83	2	11	15	30	9	2	4	2	30	22	69	22	14	33	15	6	10	1,245
Oct-17	192	279	266	154		138	9	28	48	28	25	0	4	3	36	43	86	14	27	37	31	22	4	1,474
% diff	16.15	-35.13	22.18	-25.97		-39.86	-77.78	-60.71	-68.75	7.14	-64.00	-	0.00	-33.33	-16.67	-48.84	-19.77	57.14	-48.15	-10.81	-51.61	-72.73	150.00	-15.54
Nov-18	133	139	115	82	1	26	13	3	6	11	6	3	0	6	49	28	52	22	22	54	12	20	4	807
Nov-17	283	181	203	72		38	10	1	3	12	2	5	0	9	39	33	110	29	28	53	25	20	5	1,161
% diff	-53.00	-23.20	-43.35	13.89		-31.58	30.00	200.00	100.00	-8.33	200.00	-40.00	-	-33.33	25.64	-15.15	-52.73	-24.14	-21.43	1.89	-52.00	0.00	-20.00	-30.49
Dec-18	273	142	81	28	6	25	1	0	7	6	6	3	2	5	23	18	45	12	22	33	2	6	4	750
Dec-17	181	227	164	37		30	2	5	3	17	9	4	9	1	31	19	57	20	15	25	4	12	28	900
% diff	50.83	-37.44	-50.61	-24.32		-16.67	-50.00	-100.00	133.33	-64.71	-33.33	-25.00	-77.78	400.00	-25.81	-5.26	-21.05	-40.00	46.67	32.00	-50.00	-50.00	-85.71	-16.67
Jan-19	180	243	159	59	2	16	2	3	6	9	1	0	0	11	24	14	31	2	8	20	3	5	7	805
Jan-18	173	256	157	58		50	18	7	2	3	2	10	0	23	23	25	48	10	28	28	5	10	19	955
% diff	4.05	-5.08	1.27	1.72		-68.00	-88.89	-57.14	200.00	200.00	-50.00	-100.00	-	-52.17	4.35	-44.00	-35.42	-80.00	-71.43	-28.57	-40.00	-50.00	-63.16	-15.71
Feb-19	109	136	60	17	7	12	0	0	6	0	0	2	2	0	14	6	49	0	1	17	4	14	14	470
Feb-18	174	141	65	23		6	4	0	4	3	0	15	2	7	20	26	45	8	12	30	12	12	3	612
% diff	-37.36	-3.55	-7.69	-26.09		100.00	-100.00	-	50.00	-100.00	-	-86.67	0.00	-100.00	-30.00	-76.92	8.89	-100.00	-91.67	-43.33	-66.67	16.67	366.67	-23.20
Mar-19	179	184	136	29	7	18	0	4	7	8	1	7	0	11	37	27	67	18	8	14	15	31	23	831
Mar-18	179	222	168	18		23	8	3	14	7	2	4	12	7	20	21	70	15	24	53	29	6	8	913
% diff	0.00	-17.12	-19.05	61.11		-21.74	-100.00	33.33	-50.00	14.29	-50.00	75.00	-100.00	57.14	85.00	28.57	-4.29	20.00	-66.67	-73.58	-48.28	416.67	187.50	-8.98
Apr-19	395	447	260	89	3	29	2	1	24	21	10	0	3	5	27	29	45	10	14	29	15	15	5	1,478
Apr-18	407	276	238	88		70	4	13	22	16	21	2	2	4	23	28	68	19	11	34	13	13	2	1,374
% diff	-2.95	61.96	9.24	1.14		-58.57	-50.00	-92.31	9.09	31.25	-52.38	-100.00	50.00	25.00	17.39	3.57	-33.82	-47.37	27.27	-14.71	15.38	15.38	150.00	7.57
May-19	253	332	414	170	23	121	4	29	43	41	17	2	5	7	41	34	55	25	15	19	11	6	4	1,671
May-18	190	269	385	249		205	13	38	46	56	16	7	4	1	49	35	81	33	19	21	40	13	18	1,788
% diff	33.16	23.42	7.53	-31.73		-40.98	-69.23	-23.68	-6.52	-26.79	6.25	-71.43	25.00	600.00	-16.33	-2.86	-32.10	-24.24	-21.05	-9.52	-72.50	-53.85	-77.78	-6.54
Jun-19	160	294	557	445	33	343	13	78	89	110	48	5	4	7	36	48	63	18	7	34	19	13	20	2,444
Jun-18	253	323	535	429		374	0	69	164	114	29	0	1	10	41	55	67	15	19	26	57	0	10	2,591
% diff	-36.76	-8.98	4.11	3.73		-8.29	-	13.04	-45.73	-3.51	65.52	-	300.00	-30.00	-12.20	-12.73	-5.97	20.00	-63.16	30.77	-66.67	-	100.00	-5.67
Jul-19	218	337	700	649	32	523	10	91	201	139	60	5	3	5	21	76	78	27	19	55	23	8	27	3,307
Jul-18	313	410	728	788		578	13	122	219	108	50	5	0	6	50	57	105	35	27	53	22	2	35	3,726
% diff	-30.35	-17.80	-3.85	-17.64		-9.52	-23.08	-25.41	-8.22	28.70	20.00	0.00	-	-16.67	-58.00	33.33	-25.71	-22.86	-29.63	3.77	4.55	300.00	-22.86	-11.25

Conference and Event Centre Activity Report

Month	Venue Name	Event type	First day of official program	Industry sector of event owner/organiser	Hirer	Total Number of Visitors per Event
July	Jabiru	Meeting	01/07/2019	Government	HSC	12
July	Jabiru	Meeting	02/07/2019	Government	HSC	8
July	Whistler	Meeting	03/07/2019	Corporate	External	7
July	Jacana	Meeting	03/07/2019	Government	External	20
July	Whistler	Meeting	04/07/2019	Corporate	External	4
July	Jabiru	Meeting	04/07/2019	Government	TYTO	9
July	Whistler	Meeting	08/07/2019	Corporate	External	4
July	Whistler	Meeting	09/07/2019	Corporate	External	10
July	Jacana	Event	09/07/2019	Government	TYTO	5
July	Jacana, Whistler	Event	10/07/2019	Government	TYTO	79
July	The Paper Grove	Wedding	10/07/2019	Private	External	6
July	Jabiru	Meeting	11/07/2019	Government	TYTO	8
July	Jabiru	Meeting	12/07/2019	Government	HSC	15
July	Progress Park	Event	12/07/2019	Government	TYTO	53
July	Jabiru	Meeting	15/07/2019	Corporate	External	4
July	Whistler	Meeting	18/07/2019	Corporate	External	4
July	Jabiru	Meeting	18/07/2019	Government	TYTO	8
July	Jabiru	Meeting	25/07/2019	Government	TYTO	8
July	Jacana, Whistler	Event	26/07/2019	Government	TYTO	61
July	Jacana	Workshop	30/07/2019	Corporate	External	17

Conference and Event Centre Activity Report – Continued

	JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER		JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		TOTAL		% CHANGE	
	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax
TCEC 2019-2020	20	353	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	353	-91.63	-98.09
TCEC 2018-2019	21	613	20	6,837	20	555	16	3,590	19	375	10	136	12	130	17	255	25	598	27	661	30	4,130	22	597	239	18,477	5.29	-18.72
TCEC 2017-2018	12	956	24	10,152	26	2,319	28	962	25	502	14	700	2	12	24	727	14	1,559	25	1,184	19	3,023	14	637	227	22,733	34.32	-7.46
TCEC 2016-2017	28	2,873	13	11,185	21	1,348	9	532	5	123	4	715	3	38	14	814	20	1,504	16	1,391	18	1,837	18	2,205	169	24,565	2.42	9.05
TCEC 2015-2016	18	1,062	9	10,740	10	409	12	531	12	300	7	720	6	123	11	333	11	2,085	19	1,390	20	3,435	30	1,399	165	22,527	60.19	59.19
TCEC 2014-2015	7	309	7	7,491	4	181	5	144	4	132	4	317	5	931	10	1,229	13	475	15	602	15	1,641	14	699	103	14,151	58.46	47.95
TCEC 2013-2014	3	75	8	7,040	6	305	4	323	7	449	3	70	2	28	4	99	5	315	5	342	14	329	4	190	65	9,565	71.05	82.47
TCEC 2012-2013	5	4,150	5	95	3	275	5	210	5	110	1	100	0	0	2	42	1	25	2	50	6	150	3	35	38	5,242	40.74	481.15
TCEC 2011-2012	0	0	0	0	0	0	0	0	0	0	0	0	3	57	4	95	2	29	2	0	12	674	4	47	27	902	-	-

	EXTERNAL				COUNCIL				PROMO	
	Bookings	% change previous year	Pax	% change previous year	Bookings	% change previous year	Pax	% change previous year	Bookings	Pax
TCEC 2019-2020	9	-92.62	76	-0.99	11	-90.60	277	-95.00	0	0
TCEC 2018-2019	122	8.93	12,938	-0.11	117	4.46	5,539	-30.49	0	0
TCEC 2017-2018	112	53.42	14,594	-0.05	112	19.15	7,969	-13.45	4	210
TCEC 2016-2017	73	0.00	15,340	0.15	94	3.30	9,207	0.94	1	13
TCEC 2015-2016	73	37.74	13,381	0.55	91	82.00	9,121	64.85	2	25
TCEC 2014-2015	53	35.90	8,618	0.13	50	100.00	5,533	407.15	0	0
TCEC 2013-2014	39	50.00	7,611	0.57	25	127.27	1,091	246.35	0	28
TCEC 2012-2013	26	30.00	4,847	5.54	11	57.14	315	-15.78	1	80
TCEC 2011-2012	20	-	741	-	7	-	374	-	0	0

GRANTS ACTIVITIES – 30 July 2019 Update

Currently Council has five applications submitted awaiting an outcome from the associated Department.

FUNDING	CO-CONTRIBUTION AMOUNTS	UPDATE	EXPECTED DECISION DATE
Transport and Tourism Connections (TTC) Program – Round 2 – Jourama Falls Road Bitumen Upgrade. Total Project Cost \$1,450,000.	Funding - \$500,000 HSC Cost - \$950,000	Awaiting Outcome	28 February 2019
Department of Transport and Main Roads - Federal Black Spot Program – 2019-2020 – Abergowrie Road Dips. Total Project Cost \$436,500;	Funding - \$436,500 HSC Cost - \$nil	Awaiting Outcome	30 June 2019
Queensland Reconstruction Authority – 2018-19 Resilience Funding Program – Flood Monitoring Infrastructure – Total Project Cost: \$225,000	Funding - \$225,000 HSC Cost - \$90,000	Awaiting Outcome	30 June 2019
Department of Communications and the Arts – Mobile Black Spot Program (Round 5) – Upper Stone	Funding – up to \$500,000 HSC Cost - TBA	Awaiting Outcome	October 2019
Department of Communities, Disability Services and Seniors – Far North & North Queensland Monsoon Trough Grants – Hinchinbrook Multilingual Emergency Action Guide Project – Total Project Cost: \$27,143.25	Funding – \$27,143.25 HSC Cost - TBA	Awaiting Outcome	October 2019
Queensland Reconstruction Authority – 2018-19 Queensland Disaster Resilience Fund (QDRF) – Atkinson Pocket Road Upgrade, Seymour Road Upgrade & Orient Road Upgrade – Total Project Cost: \$923,989.00	Funding – \$481,989 HSC Cost – 442,000	Successful	-

Available Grants

FUNDING DEPARTMENT	FUNDING TITLE	CO-CONTRIBUTION	OPENING DATE	CLOSING DATE	POTENTIAL PROJECTS
Department of Agriculture and Water Resources	Smart Farming Partnerships Funding which supports four to five-year projects to develop, trial and implement new and innovative tools/farm systems which promote the uptake of sustainable agricultural practices and increase on- farm profitability/productivity.	Must include contributions (cash or in- kind)	First half of 2019	First half of 2019	No project identified
Department of State Development, Manufacturing, Infrastructure and Planning	Resource Recovery Industry Development Program Offering three streams of funding tailored to attract a range of projects which will develop a high-value resource recovery industry in Queensland. E.g. Infrastructure projects for investment in new processing/technological capabilities, expansion of major resource recovery operations to divert significant amounts of waste from landfill and prevent stockpiling or funding support to capital intensive projects requiring contribution towards investigations assisting with investment.	Stream one – Funding – 50% HSC Cost – 50% Stream two – Funding – 100% HSC Cost - \$nil Stream three – Funding – 100% HSC Cost - \$nil	Two Rounds	Two Rounds	No project identified As yet
Department of Communications and The Arts	Festivals Australia Funding, generally under \$100,000 per grant, to support high-quality arts projects that invite community participation and audience engagement. Projects can include but are not limited to a parade, performance, workshop, installation or exhibition.	Funding – 100% HSC Cost - \$nil	Two Rounds	Two Rounds	No project identified
Department of State Development, Manufacturing, Infrastructure and Planning	Building our Regions – Round 5 Funding for regional infrastructure projects that create flow-on economic development opportunities and jobs. The program aims to deliver job-creating infrastructure in regional communities that improves livability and economic outcomes.	Funding – 50% HSC Cost – 50%	EOI stage-5 August 2019	EOI Stage-30 August 2019	No project identified
Department of Veterans' Affairs	Saluting Their Service Commemorations Program Funding staged over three rounds designed to preserve Australia's wartime heritage and involve people throughout the nation in a wide range of projects and activities that highlight the service and sacrifice of Australia's service personnel in wars, conflicts and peace operations.	Funding – 100% HSC Cost - \$nil	Three Rounds of Applications in 2019-2020	Stage 1-3 July 2019 Stage 2-6 November 2019 Stage 3-31 March 2020	No project identified
Department of Employment, Small Business and Training	First Start Program 2019-20- Skilling Queenslanders for Work Funding targeted at new employees to provide eligible organisations with a significant subsidy (over 12 months) to boost their traineeship commencements above their normal workforce level.	Funding – \$15,000 per employee HSC Cost – Salary over 12 months	Trainees to commence by 30 June 2020	-	No project identified

VISITOR-DRIVEN ATTRACTIONS Year On Year Monthly Comparison ONLY



4,320 PATRONS IN JULY,
4,320 TOTAL IN 2019/20
[7]



BUSIEST MONTH TO DATE IS
JULY 2019/20 DRIVEN BY
THE HVIL [9]



TOTAL PATRONAGE TO TYTO HAS
DECREASED BY **↓-17%** IN
COMPARISON TO JULY 2019 [8]

JULY 2019 HIGHLIGHTS

TYTO USE, GROWTH & IMPACT ANALYSIS

5 YEAR COMPARISON [10]

JULY 2019
EVENTS

AV GROWTH PER ANNUM
SINCE JULY 2015



CONFERENCE &
EVENT CENTRE
353
PATRONS

↓-16% PA



REGIONAL ART
GALLERY
660 PATRONS

↓-14% PA



HINCHINBROOK
VISITOR
INFORMATION
LOUNGE
3,307 PATRONS

↓-3% PA

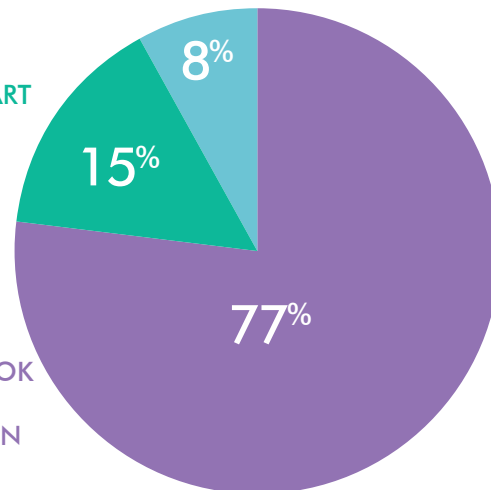
TYTO VISITATION [11]



CONFERENCE &
EVENT CENTRE

REGIONAL ART
GALLERY

HINCHINBROOK
VISITOR
INFORMATION
LOUNGE



AMBASSADOR CONTRIBUTIONS JULY [12]



REGIONAL ART
GALLERY
57 HOURS



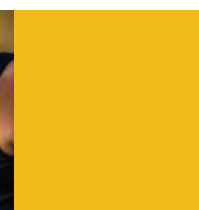
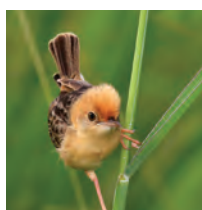
HINCHINBROOK
VISITOR
INFORMATION
LOUNGE **400**
HOURS



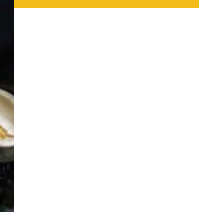
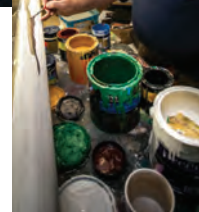
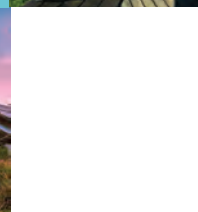
TYTO
CONFERENCE
AND EVENTS
CENTRE
0 HOURS



TOTAL WAGES
SAVED 2019/20
\$12,672



TYTO is owned and operated by Hinchinbrook Shire Council



CONFERENCE & EVENT CENTRE: A GROWING REVENUE STREAM

Year On Year Monthly Comparison ONLY



DIRECT SPEND
(ROOM HIRE AND
F&B) **↓-17%**
COMPARED TO JULY
LAST YEAR [1]



18 DELEGATES
PER DAY PER EVENT,
COMPARED TO **23**
IN JULY 2018 [2]

EVENT TYPES [4]

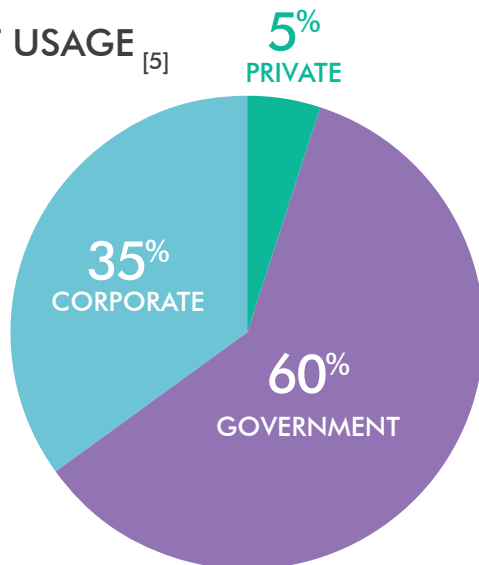
JUL 2019 EVENTS	NO. OF BOOKINGS	%CHANGE PA SINCE JUL 2015	
EVENT	4	↓-5%	209
WORKSHOP	1	↑1 BOOKING	17
CONFERENCE	0	↓-25%↑	0
MEETING	14	33%	121
OTHER	1	NO CHANGE	6



JULY 2019 HIGHLIGHTS

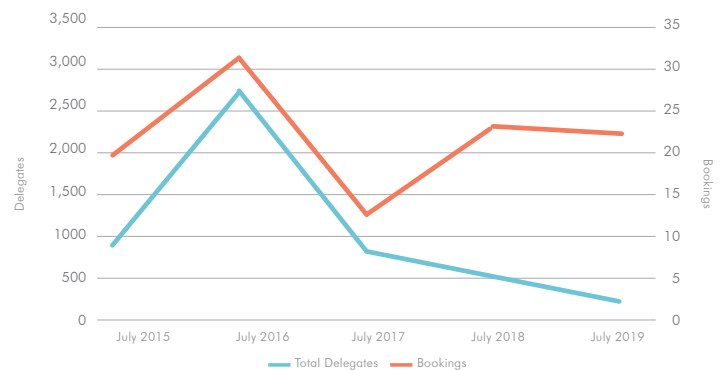
TYTO USE, GROWTH & IMPACT ANALYSIS

EVENT USAGE [5]



EVENT BOOKINGS & PAX [3]

5 Year Comparison*

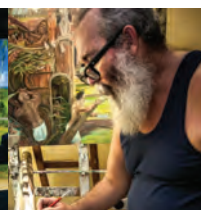
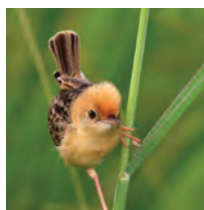


% CHANGE PA SINCE 2015 [6]

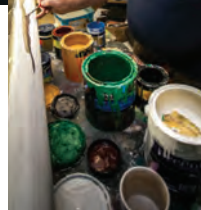
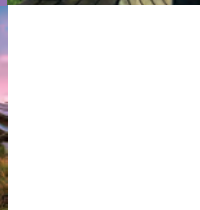
GOVERNMENT - NON FEE	↑14%*
GOVERNMENT - FEE	↓-21%
CORPORATE	↑63%
PRIVATE	↓-13%
OVERALL BOOKINGS	↑3%

* For longer-term trend analysis, data has been compared to 2015/16.

* HSC 10 BOOKINGS, EXTERNAL 1 BOOKING



TYTO is owned and operated by Hinchinbrook Shire Council





\$2.3M
IN ESTIMATED DIRECT
TYTO REGIONAL VISITOR
EXPENDITURE [13]



\$1.6M
IN ESTIMATED INDIRECT
TYTO REGIONAL VISITOR
EXPENDITURE [14]

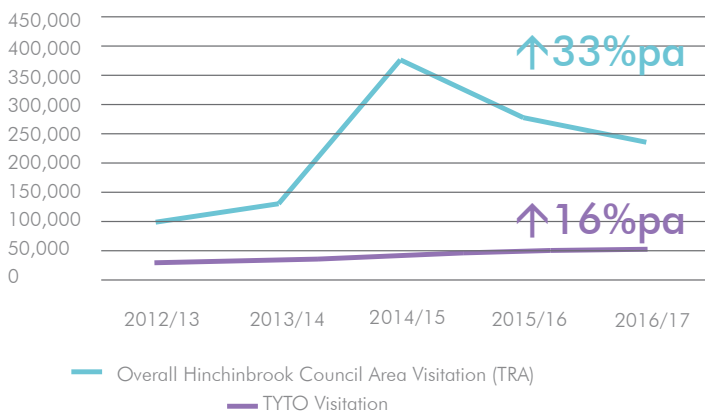
FINANCIAL YEAR 2017/18 HIGHLIGHTS

TYTO USE, GROWTH & IMPACT ANALYSIS

Please note that analysis and modelling for TYTO on page 3 of this report relates to financial year only data, and thus the latest data available is 2016/17.

REGIONAL VISITATION [16]

Since data collection began, patronage to TYTO has received **consistent growth despite decreases in regional visitation**.



VISITORS ORIGINS [19]

Approximately **91% of patrons** to the Hinchinbrook Visitor Information Lounge in 2017/18 were **from outside the region (visitors)**.



REGIONAL JOBS [17]

30 DIRECT JOBS AND **14** INDIRECT JOBS SUPPORTED FROM VISITOR EXPENDITURE IN THE REGION FROM TYTO

LOCAL VALUE: THE SOCIAL AND ECONOMIC BENEFIT OF HINCHINBROOK SHIRE LIBRARY [18]



116,000
USERS IN 2015/16
↑2% PA
SINCE 2013/14



\$1.73M IN
USER & NON-USER
BENEFITS



\$945K IN LOCAL
ECONOMIC OUTPUT AND
\$538K IN LOCAL
ECONOMIC VALUE ADDED



HSL AMBASSADOR
CONTRIBUTION
163 HOURS
=
TOTAL WAGES SAVED
2019/20 **\$4,537**

NOTE: Benefit from library based on community use only, sourced from Qld Public Libraries modelling.



DISCLAIMER

The information and recommendations provided in this document are made on the basis of information available at the time of preparation and the assumptions outlined throughout the document. While all care has been taken to check and validate material presented in this report, independent research should be undertaken before any action or decision is taken on the basis of material contained in this report. This report does not seek to provide any assurance of project viability and EarthCheck accepts no liability for decisions made or the information provided in this report. Unless otherwise stated, all venue and tourism statistics presented in this document are courtesy of Tourism Research Australia, for the Year Ending July 2017. Hinchinbrook Shire Council provided operational statistics for Year Ending July 2018.

Assumptions and Data Sources:

1. Of visitors who reside within 400km of the VIC, 24% are overnight visitors and 75% are day visitors. Source: Tourism Research Australia, for the Year Ending July 2017 for Hinchinbrook Shire.

2. Visitor driven attractions of TYTO are the Conference and Event Centre, Art Gallery and Hinchinbrook Visitor Information Lounge.
3. The proportion of annual visitor origins remains constant throughout historic data and includes all visitors to the visitor driven attractions
4. Visitor spend per night/day in region is the average of surrounding council areas of Charters Towers, Cassowary Coast and Burdekin. Source: Tourism Research Australia
5. Total value added to the region is based the Tourism Satellite Account for the Townsville Region. Source: Tourism and Events Queensland
6. Social and economic benefits of Hinchinbrook library are based on State Library of Queensland Economic Value of Queensland Public Libraries, 2012.



KEY TO SUBSCRIPT NUMBERS ^[1-19]

1. Figures provided by Council on spend on site for F&B and room Hire, comparing the month of July 2019 with July 2018.
2. Figures provided by Council on the number of event delegates of the average number per day, comparing the month of July 2019 with July 2018.
3. Figures provided by Council on the number of patrons per day at events and number of event bookings, comparing the month of July in 2015-2019.
4. Figures provided by Council on the number of bookings by type of event, comparing July 2019 with July 2015, and the average growth per annum (not total percentage growth) in booking numbers per event type. Pax figures have been provided by Council for July 2019 by event type.
5. Figures provided by Council on number of events by user type, comparing the share of each event user type to all event bookings in July 2019.
6. Figures provided by Council on number of event users by type, comparing the month of July 2019 with July 2015 with an average per annum percentage growth (not total percentage growth) in those type of event users.
7. Figures provided by Council on number of patrons counted in the visitor-driven attractions at TYTO (i.e. Regional Art Gallery (TRAG), Conference & Event Centre (TCEC) and Hinchinbrook Visitor Information Lounge (HVIL)) for July 2019.
8. Figures provided by Council on patrons to the visitor driven attractions, comparing the month of July 2019 to July 2018.
9. Figures provided by Council on patrons to visitor driven attractions per month since July 2018.
10. Figures provided by Council on number of patrons to each of the visitor-driven attractions for July 2019, comparing July 2018 figures with July 2014/15 by an average per annum percentage growth.
11. This diagram shows the proportion of patrons to each of the visitor-driven attractions out of total patronage to TYTO's visitor-driven attractions for July 2019.
12. Figures provided by Council on Ambassador contribution across TYTO.
13. The value of \$2.3M is estimated by:
 - a) Calculating the number of visitors to TYTO's visitor-driven attractions by using the total number of patrons for the 2016/17 financial year (53,235 patrons) and removing the percentage of locals sourced from the visitor origin survey conducted in the HVIL.
 - b) The expenditure of those HVIL visitors is linked to their origin, apportioning typical regional spend figures.
 - c) This assumes the breakdown of domestic day and domestic overnight to the region from Tourism Research Australia applies to the visitors of the facility. The number of international visitors is assumed to be consistent with visitor origin data collected through the Hinchinbrook Visitor Information Lounge. In future, collecting data on day vs overnight visitation would be beneficial.
- d) A 'typical' average spend per trip day (\$96), domestic overnight (\$108), eastern international overnight (\$62) and western international overnight (\$59) are drawn from the National and International Visitor Surveys using the average of the local areas around Hinchinbrook Shire.
- e) There is no way to know exactly how much of this expenditure stays within the Shire and how much is economic 'leakage'.
14. The indirect value of the \$2.3M in estimated direct expenditure is calculated using the Tourism Satellite Account for the Townsville Tourism Region, published by Tourism and Events Queensland in partnership with Tourism Research Australia. There is no way to know exactly how much of this indirect expenditure stays within the Shire and how much is economic 'leakage'.
15. The industries likely impacted by this direct expenditure is calculated using the Tourism Satellite Account for the Townsville Tourism Region, published by Tourism and Events Queensland in partnership with Tourism Research Australia. There is no way to know exactly how much of this indirect expenditure stays within the Shire and how much is economic 'leakage'.
16. Visitors to TYTO's visitor-driven attractions are based on patronage numbers provided by Council for 2017/18, removing the percentage of locals from HVIL's visitor origin survey. Overall Hinchinbrook Council Area visitation is based on data sourced from Tourism Research Australia for 2016/17.
17. The estimated direct jobs supported in the 2017/18 financial year (not new jobs) by the regional expenditure is calculated using the Tourism Satellite Account for the Townsville Tourism Region, published by Tourism and Events Queensland in partnership with Tourism Research Australia. There is no way to know exactly how many of these jobs supported stay within the Shire and how much is economic 'leakage'.
18. Social and economic benefit figures are based on community use only of Hinchinbrook Shire Library (not added expenditure to the region from outside sources/visitors). Model sourced from Qld Public Libraries Study, 2012. Figures provided by Council on Hinchinbrook Shire Library ambassador contribution.
19. Visitor origin proportions are based on data provided by Council for patrons to HVIL 2017/18. It is assumed that these proportions are consistent across all patrons to the visitor-driven attractions.

TYTO (COOPER ST. REST AREA) RV PARK

JULY 2019 HIGHLIGHTS AND ANALYSIS [1]

TYTO RV PARK TESTIMONIALS



TYTO RV Park had **238 BOOKINGS** and a total of **315 NIGHTS** stayed in July 2019.

98% of survey respondents reported that they would use the facility again and **100%** would recommend the facility to their friends.

Estimated spend per night was **\$176.79**.



Based on Questionnaires received in July 2019, **48%** of RV park users were repeat visitors. [2]

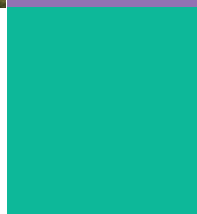
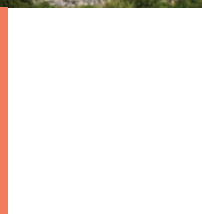
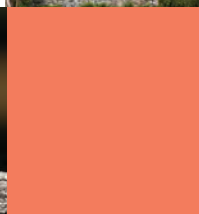
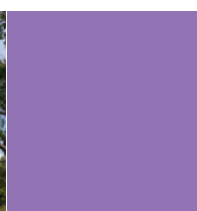


There were **238 BOOKINGS** in July 2019 and a total of **315 NIGHTS STAYED** which was below average for the month of July. The RV area was closed in the beginning of July due to the wet conditions. The RV area was able to operate at full capacity in the last 14 days of July. [3]

TYTO RV PARK YEAR ON YEAR COMPARISON FIGURES SINCE 2014 [4]

JULY	NIGHTS	BOOKINGS	SPEND REPORTED	AVERAGE ESTIMATED SPEND PER NIGHT	ESTIMATED TOTAL SPEND
2019*	315	238	\$22,463.00	\$176.79	\$55,689.52
2018	361	256	\$25,979.48	\$158.82	\$57,334.02
2017	370	273	\$23,702.00	\$201.01	\$74,375.24
2016	241	166	\$20,712.00	\$190.22	\$45,842.56
2015	382	260	\$45,308.05	\$228.43	\$87,259.95
2014	443	278	\$56,512.78	\$154.19	\$68,306.75
AVERAGE	352	245	\$32,446.22	\$184.91	\$64,801.34

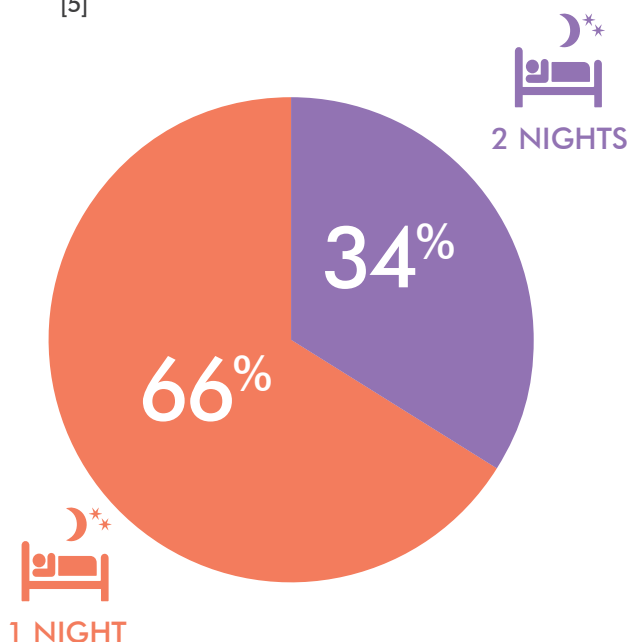
* TYTO RV Park was closed or operated at reduced capacity throughout the first part of July 2019



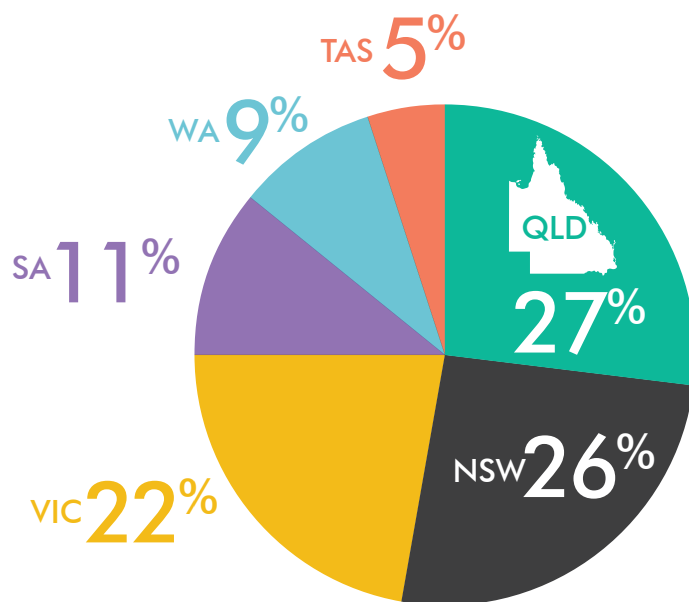
JULY 2019 HIGHLIGHTS & ANALYSIS

TYTO (COOPER STREET REST AREA) RV PARK

BREAKDOWN OF NIGHTS STAYED 2019 ^[5]



BREAKDOWN OF VISITOR ORIGIN AUSTRALIA ^[5]

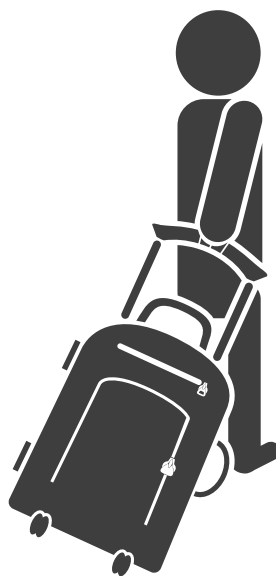


TYTO RV PARK YIELD FIGURES AND GROWTH FIGURES (ANNUAL PERCENTAGE CHANGE) ^[6]

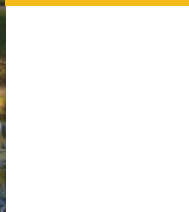
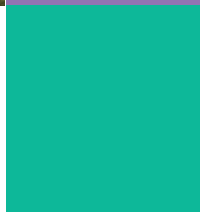
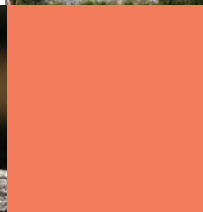
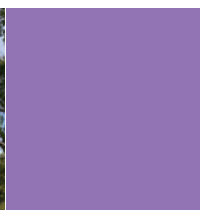
JULY	YIELD
2019*	67.74%
2018	77.63%
2017	79.57%
2016	51.83%
2015	82.15%
2014	95.27%
AVERAGE	75.70%

BREAKDOWN OF INTERNATIONAL VISITORS

The International Visitors who stayed at TYTO RV Park in July 2019 were from **NEW ZEALAND**.



* TYTO RV Park was closed or operated at reduced capacity throughout the first part of July 2019.



DISCLAIMER

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KEY TO SUBSCRIPT NUMBERS:

1. TYTO RV Park is open from 1 March to 30 November with maximum parking of 48 hours.

Figures for the TYTO RV Park are provided by Hinchinbrook Shire Council.

TYTO RV Park opened in July 2014.

2. The reported number of repeat visitors to TYTO RV Park is based on responses to the questionnaire and counts the number of visitors who report "Yes" on whether they have stayed in the Hinchinbrook Shire previously and have come back to stay. The percentage is this figure as a proportion of visitors who responded to the questionnaire with "Yes" or "No" on whether they had stayed in the Hinchinbrook Shire before.
3. Figures for the TYTO RV Park are provided by Hinchinbrook Shire Council.
4. Figures are the summation of data for the month from TYTO RV Park (Total Nights, Total Bookings, Total Feedback received, and Actual Reported total spend) or averages based on figures from the TYTO RV Park.

Nights are the sum total of nights booked in the month.

Bookings are the sum total of bookings in the month and is equal to the number of permits issued by the site.

Spend Reported is total expenditure in the Shire based on what was reported in the questionnaires received, in the month. It is the sum of planned and actual spending on groceries, restaurants and cafes, travelling supplies, RV permits, tourism activities, fuel and other expenses, as reported by RV visitors in the questionnaire.

Average Estimated Spend (per night) is the average of estimated spend per night per month in the Total Season.

Estimated spend per night is calculated as the Reported Spend per feedback/questionnaire received divided by the Average Length of Stay. It is an estimate of spend per night, based on the actual spend of each RV as recorded in the questionnaire, and the average length of stay of RV permit holders.

Estimated Total Spend is calculated as Spend per night multiplied by Total Nights booked. It is an estimate of total expenditure by all RV site visitors in the month, extrapolated from information obtained via questionnaire.

5. Data on nights stayed and visitor origin is collected when the permit is issued.

6. Yield is calculated as Total nights (Total night booked in the month or year) divided by Capacity (the maximum number of RV spaces which can be booked per night).

The capacity of TYTO RV Park is 15 RV's per night. Capacity came on-line when the Park opened July 2014.

TYTO RV Park Seasonal Closures:

The park operated at reduced capacity throughout parts of June 2019 and was closed for six days in the month. The park operated at reduced capacity in May 2019 and was closed for eight days in total during the month. The park operated at reduced capacity at various times throughout April 2019. The park was closed from 1 March 2018 to 31 March 2018 due to flooding and re-opened 10 May 2018. The park was closed 2 July 2018 due to heavy rainfall, re-opened 3 July 2018 but operated at reduced capacity from 4 to 10 July 2018. In 2017, the park was closed from 19 May 2017 – 25 May 2017 due to inclement weather. In 2016, the park was closed from 16 July to 24 July due to inclement weather.



TYTO is owned and operated by Hinchinbrook Shire Council

DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES STATUS REPORT – 31 JULY 2019

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 1 Fiscally Responsive and Responsible Management of Public Infrastructure and Assets 2 Responsive and responsible management of land 3 Responsive and responsible local representation 4 Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire 5 Council's role in creating and supporting the economic prosperity of our Shire	Action All areas under the Operational Plan as referred throughout sections one to five

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

Report on the actions taken to complete Council resolutions relating to Development Planning and Environmental Services.

Council Decision – Recommendation

That Council receive and note the information in the Report.

Officers Summary

Not applicable concerning acceptance of this Report.

Historical Information

Report on the actions taken to complete Council resolutions relating to Development Planning and Environmental Services.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

Local Government Act 2009

Consultation

Chief Executive Officer

Attachments

Status of Actions

Resolution Number – 300719-40– Protected Area and Forestry Estate Statistics and Amendments

That Council receive and note the information provided from the Department of Environment and Science.

Status:

August 2019 Update – Matter received and noted by Councilors.

Matter Closed

Resolution Number – 300719-39 – Virtual Vouchers – Conditions Of Use

That Council

- A. Approve the use of virtual vouchers by commercial operators on behalf of residents who are entitled to the vouchers subject to the following conditions:
 - i. Evidence is provided of the approval from the entitled resident that the commercial operator is disposing of waste on their behalf;
 - ii. The weight of the waste does not exceed 500kg per load per voucher;
 - iii. Upon inspection by the weighbridge operator the waste is deemed to be of a domestic nature; and
 - iv. The allocation of the domestic virtual waste disposal vouchers each financial year does not exceed four (4) for the household.
- B. Approve the use of the virtual vouchers for domestic waste (general or green waste) and the weight of the waste does not exceed 500kg per load per voucher.

Status:

August 2019 Update – New fee introduced. Regulatory Services Coordinator updating Policy and Procedure.

Matter Closed

Resolution Number – 300719-38 – Halifax Waste Transfer Station Extension of Contract

That Council

- A. Exercise the option to extend the current contract with NQ Employment for the management of Halifax Waste Transfer Station (WTS) for an additional three (3) years to 30 September 2022.
- B. Exercise the option to extend the current contract with NQ Employment for the management of Halifax Waste Transfer Station (WTS) for an additional three (3) years to 30 September 2022 with the addition of:
 - i. Maintenance of vegetation on site, specifically tree maintenance;
 - ii. NQ Employment to be reimbursed for degassing of whitegoods prior to recycling; and
 - iii. Key Performance Indicators (KPIs) to be included for compliance with the State Government Waste Strategy with respect to enhancing recycling opportunities to divert waste from landfill.
- C. Authorise the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into finalising and executing any and all matters associated with or in relation to this Contract.

Status:

August 2019 Update – Advice letter sent. New contract document being drafted.

Resolution Number – 300719-37 – Container Refund Scheme Revenue Sharing Agreement

That Council receive and note the Revenue Sharing Agreement with Re.Group for the sale of eligible containers under the Container Refund Scheme.

Status:

August 2019 Update – Complete.

Matter Closed

Resolution Number – 300719-36 – Waste Management Fees – Minimum Charge Large Commercial Vehicles

That Council:

- A. Adopt a minimum charge of \$17.00 for large commercial vehicles (GVM 4.5 tonnes) that are carrying a load of less than 100kg; and
- B. Endorse the application of the new commercial charge effective from 1 July 2019.

Status:

August 2019 Update – New fee introduced. Mandalay system set-up.

Matter Closed

Resolution Number – 300719-35 – NQROC Regional Waste Management Feasibility Study – Memorandum of Understanding

That Council endorse the North Queensland Regional Organisation of Councils Memorandum of Understanding to undertake a feasibility study into a Regional Waste Management Energy from Waste Solution.

Status:

August 2019 Update – Memorandum of Understanding signed and returned.

Matter Closed

Resolution Number – 300719-34 – Systematic Approved Inspection Program – Animal Management

That Council approve a Systematic Approved Inspection Program, pursuant with Section 134 of the Local Government Act 2009 for a period of three (3) months and Section 113 of the Animal Management (Cats and Dogs) Act 2008 for a period of six (6) months to be undertaken by authorised persons to monitor compliance with the Acts for Animal Management in the Hinchinbrook Shire.

Status:

August 2019 Update – Approved Inspection Program scheduled to commence 1 September 2019.

Matter Closed

Resolution Number – 300719-33 – Request For Caravan Overflow - Dungeness Reserve, Lucinda

That Council:

- A. Advise Wanderers Holiday Village that Council is currently not in a position to allow for a commercial operator to use the Reserve land for commercial purposes; and
- B. Authorise the Chief Executive Officer via respective staff to investigate options in relation to the Reserve Land and advise accordingly.

Status:

August 2019 Update – Correspondence sent to Applicant.

Matter Closed

Resolution Number – 300719-32 – Memorandum of Agreement between Hinchinbrook Shire Council and Mt Fox Rural Fire Brigade - Mt Fox Reserve – Lot 61 On Wu64

That Council:

- A. Approve a Memorandum of Agreement between Council and the Mt Fox Rural Fire Brigade over the Mt Fox Reserve located at Lot 61 on WU64 for a twelve (12) month trial being for 1 July 2019 to 30 June 2020 subject to reasonable and relevant conditions as set out in Expression of Interest document; and
- B. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into finalising and executing any and all matters associated with or in relation to the Memorandum of Agreement.

Status:

August 2019 Update – Correspondence forwarded to Mt Fox Rural Fire Brigade with Memorandum of Agreement attached.

Resolution Number – 300719-31 – Hinchinbrook Showgrounds – Jai Peter Poppi – Licence Agreement – Cooper Street, Ingham – Lot 43 on I22490

That Council defer consideration pending receipt of further information.

Status:

August 2019 Update – Council awaiting further information from Applicant.

Resolution Number – 300719-30 – Resize of Proposed Trustee Lease Area - Groper Street, Taylors Beach - Part of Lot 392 on CP899640

That Council:

- A. Approve a Trustee Lease for twenty (20) years commencing 1 July 2019, between Council and the Herbert River Jockey Club over part of Lot 53 on CWL3300, Marina Parade, Ingham, subject to reasonable and relevant conditions, as set out in Attachment A; and
- B. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into finalising and executing any and all matters associated with or in relation to this Trustee Lease.

Status:

August 2019 Update – Correspondence sent to Applicant 8 August 2019.

Matter Closed

Resolution Number – 300719-29 – Renewal of Trustee Lease with Herbert River Jockey Club – 69 Marina Parade, Ingham - Lot 53 on CWL3300

That Council:

- C. Approve a Trustee Lease for twenty (20) years commencing 1 July 2019, between Council and the Herbert River Jockey Club over part of Lot 53 on CWL3300, Marina Parade, Ingham, subject to reasonable and relevant conditions, as set out in Attachment A; and
- D. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into finalising and executing any and all matters associated with or in relation to this Trustee Lease.

Status:

August 2019 Update – Correspondence sent to applicant 8 August 2019.

Resolution Number – 300719-28 – Referral Agency Response - Residential Siting Relaxation 114 John Dory Street, Taylors Beach - Lot 71 on RP723878

That Council approve the front boundary siting dispensation for the proposed Class 10a structure from the permissible 6m to 1m on Lot 7 on SP723878 located at 114 John Dory Street, Taylors Beach, subject to reasonable and relevant conditions, as set out in Attachment A, which reflect and accord generally with the application as made.

Status:

August 2019 Update – Applicant provided with written correspondence, outlining decision approval on 1 August 2019.

Matter Closed

Resolution Number – 300719-27 – Referral Agency Response - Residential Siting Relaxation - Denney Street, Dungeness - Lot 12 On Sp279694

That Council resolve to approve the front, side and rear boundary siting relaxations and dispensation for the exceedance of the site coverage from the Building Envelope Plan contained within the Marine Cove Moorings Community Title Scheme for construction of a dwelling house on Lot 12 on SP279694 located at Denney Street, Dungeness, subject to reasonable and relevant conditions, as set out in Attachment A, which reflect and accord generally with the application as made.

Status:

August 2019 Update –Applicant provided with written correspondence, outlining decision approval on 1 August 2019.

Matter Closed

Resolution Number – 300719-26 – Residential Siting Relaxation - 24 Willow Street, Allingham - Lot 221 on A7743

That Council approve the front and side boundary siting relaxation for the construction of a new dwelling house on the currently vacant Lot 221 on A7743 located at 24 Willow Street, Allingham, subject to:

- A. Reasonable and relevant conditions as set out in Attachment A, which reflect and accord generally with the application as made; and
- B. The setback between the 10A structure and the northern property boundary is to be imperviously sealed.

Status:

August 2019 Update – Applicant provided with written correspondence outlining decision approval on 8 August 2019.
Matter Closed

Resolution Number – 300719-25 – Proposed Reconfiguration of Land – Rearrangement of Boundaries (Three Lots into Two Lots) - Di Bartolos Road, Trebonne - Lot 5 on RP 706317, Lot 1 on RP706318 and Lot 3 on RP706319

That Council approve the proposed Reconfiguration of Land – Rearrangement of Boundaries (Three Lots into Two Lots) on land situated at Di Bartolos Road, Trebonne subject to reasonable and relevant conditions, as set out in Attachment A, which reflect and accord generally with the application as made.

Status:

August 2019 Update – Applicant provided with written correspondence outlining decision approval on 1 August 2019.
Matter Closed

Resolution Number – 250619-35 – Funding for Hinchinbrook Chamber of Commerce, Industry and Tourism

That Council:

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

Status:

August 2019 Update – Hinchinbrook Chamber of Commerce, Industry and Tourism raised concerns with Council's representative regarding the resolution at the Chamber of Commerce, Industry and Tourism meeting held 3 July 2019. Council's representative recommended that the Hinchinbrook Chamber of Commerce, Industry and Tourism formalise their enquiry in writing to Council.

July 2019 Update – Correspondence sent to Hinchinbrook Chamber of Commerce, Industry and Tourism 26 June 2019. Electronic version of Decision Notice sent to Hinchinbrook Chamber of Commerce, Industry and Tourism President 3 July 2019.

Resolution Number 280519-24 – Recreational Vehicle Access Point Implementation – Lucinda Beach Front

That Council:

- A. Prepare a Policy outlining the usage of recreational vehicles on the Lucinda beach and;
- B. Approve two (2) locations for beach front access at Lucinda by recreational vehicles as shown on map dated 15 February 2019;
- C. Approve the erection of signage to advise drivers of recreational vehicles not to travel between the access point at the southern point of Patterson Parade to a point west of Ferrero Street at the northern end as shown on the map dated 15 February 2019;
- D. Approve signage to include a recommended speed limit of 10kmph for vehicles; and

E. Not approve the implementation of route specific permits for use of recreational vehicles.

Status:

August 2019 Update – Draft policy to be finalised following meeting with LPA and QPS members in August 2019.

July 2019 Update – A meeting has been scheduled with Lucinda Progress Association (LPA) and Halifax Police (QPS) for Early August. A draft policy has been commenced.

June 2019 Update – Advice sent to Lucinda Progress Association 7 June 2019.

Resolution Number 181218-17 – Ingham Aerodrome – Lot 118 on CWL3455 – Proposed Hangar Sites Development – Flood Modelling and Hydrology Assessment

That Council defer this matter for further discussion and consideration of appropriate design in consultation with the local aviation community.

Status:

August 2019 Update – Meeting scheduled for Aerodrome User Group in late August

July 2019 Update – Meeting is being planned for Aerodrome User Group in late August.

June 2019 Update – Meeting is being planned for Aerodrome User Group in late August.

May 2019 Update – Discussions with local Aerodrome User Group to be undertaken at regular meeting in mid 2019.

April 2019 Update – Discussions with local Aerodrome User Group to be undertaken at regular meeting in early 2019.

March 2019 Update – Discussions with the local Aerodrome User Group will be undertaken at the regular meeting in early 2019.

February 2019 Update – Discussions with the local Aerodrome User Group will be undertaken at the regular meeting in early 2019.

January 2019 Update – Discussions with the local Aerodrome User Group will be undertaken at the regular meeting in early 2019.

Resolution Number 271118-18 – Precinct Development Plan – Reserve for Town Purposes – Lot 149 on SP142859 – Industrial Land – Permit to Occupy (Cane) and Infrastructure

That Council defer consideration of the matter pending receipt of further information for assessment.

Status:

August 2019 Update – Report being reviewed by Council's Planning Consultant prior to consideration at Council General Meeting.

July 2019 Update – Report being reviewed by Council's Planning Consultant prior to consideration at Council General Meeting.

June 2019 Update – Report being reviewed by Council's Planning Consultant prior to consideration at Council General Meeting.

May 2019 Update – Report being reviewed by Council's Planning Consultant prior to consideration at Council General Meeting.

April 2019 Update – Report being reviewed by Council's Planning Consultant prior to consideration at Council General Meeting.

March 2019 Update – Report has been prepared for 26 March 2019 General Meeting.

February 2019 Update – Report drafted for discussion at February Councillor Briefing Session.

January 2019 Update – Follow up Contact with Department of Natural Resources, Mines and Energy was undertaken awaiting DNRME response.

December 2018 Update – Meeting with Applicants undertaken and letter sent. Contact with Department of Natural Resources, Mines and Energy made on 28 November 2018 and Council awaiting DNRME response.

**REQUEST to EXTEND CURRENCY PERIOD – RECONFIGURING a LOT
SUBDIVISION (ONE LOT into TWO LOTS)
MORETTI STREET, INGHAM – LOT 10 on RP717127**

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction	Action
1. Fiscally responsive and responsible management of public infrastructure and assets;	1.3. Ensure that proposed extensions to road, water or sewerage networks have demonstrated social and economic imperative;
3. Responsive and responsible Local Representation;	3.4. Policy and Procedure;
4. Council's role in creating enviable lifestyle and contribution to the whole of life liveability of our Shire; and	4.5. Regulatory Functions that underpin liveability; and
5. Council's Role in Creating and Supporting the Economic Prosperity of our Shire.	5.4. Natural Disaster Management.

Budget, Financial and Resource Implications

An application fee as reflected in the Council's 2019-2020 Commercial Charges, Regulatory Fees and Other Charges schedule has been made by the applicant for Council to assess this application. An adopted Infrastructure Charges Notice forms a part of the approval.

Asset Management

The aim of Council's Asset Management Plans is to determine the level of funding that provides the most cost effective outcomes for renewal and maintenance of Council's assets whilst also maintaining desired levels of service.

The application is for a request to extend the currency period of an existing Development Approval and the proposal has minimal impact on asset management that has not already been considered.

Executive Summary

Development application 066/0238 Land Subdivisions – Parish of Cordelia (One Lot into Two Lots) at 2 Moretti Street, Ingham was approved by Council on 18 June 2013, subject to conditions. The Development Permit had a currency period for two years and subsequent extensions to the currency period were granted in 2015 and 2017. The current lapse date of the Development Permit is 27 July 2019.

The subject land has a total area of 5,089m². The Development Permit allows for the subdivision of the land into Two Lots. Proposed Lot 101 has an area of 3,896m² and will retain the existing dwelling house and associated infrastructure while proposed Lot 102 has an area 1,195m² and will be created as a vacant lot for the establishment of future development.

The applicant lodged a request to extend the currency period of the Development Permit on 22 July 2019. The request is for the currency period to be extended by an additional four years, to 27 July 2023. The rationale for the request is based on the residential property market in Ingham being slow and the applicant does not wish to finalise the subdivision until a buyer is secured. This is generally the same justification used in past requests to extend the currency period.

There have not been any significant changes to Council's planning instrument as it relates to the land, development or original assessment of the development application. It is noted that Condition (e) requires the applicant to submit a proposal in relation to the new lots mapped in the flood area with detail to demonstrate stormwater and surface drainage has been catered for in a manner so as to not cause nuisance to adjoining properties in accordance with flood hazard requirements for the *Hinchinbrook Shire Planning Scheme 2005*.

It is considered that this condition remains relevant for the purposes of the proposed subdivision and would address the requirements of the Flood Hazard Overlay Code of the *Hinchinbrook Shire Planning Scheme 2017*. It is also noted that future development on Lot 102 would need to comply with the Flood Hazard Overlay Code, in terms of achieving flood immunity and reducing risk to people or property.

It is considered that a two year extension should be granted, rather than a four year extension sought by the applicant. This is consistent with the original currency period and subsequent extensions.

The existing conditions of approval should be attached to the decision. It is proposed to include advice items accompanying the decision that outlines:

- (a) the infrastructure charges that apply to the proposed development; and
- (b) potential approval requirements for future development on the subject land.

The extended currency period (once approved) will lapse on 27 July 2021.

Council Decision – Recommendation

That Council:

- A. Extend the currency period to Development Permit for Reconfiguring a Lot (One Lot into Two Lots) on land at 2 Moretti Street, Ingham described as Lot 10 on RP717127 by an additional two years, subject to the existing conditions; and
- B. Provide an advice item in relation to future requirements and permits that may be necessary for future development on proposed Lot 102 as well as advice on the payment of infrastructure charges.

Officers Summary

In accordance with s 87 of the *Planning Act 2016*, the assessment manager may consider any matter that the assessment manager considers relevant, even if the matter was not relevant to assessing the development application. It is considered that the relevant matters in this instance are:

1. Whether the approval aligns with the current laws and policies applying to the development.

As there have generally not been significant changes between the *Hinchinbrook Shire Planning Scheme 2005* and *Hinchinbrook Shire Planning Scheme 2017* as it relates to the original assessment of the development, the conditions of approval are considered to remain relevant and valid.

Historical Information

The subject site is currently occupied by a dwelling house and associated infrastructure. The lot reconfiguration forming part of this extension request was approved in 2013, with subsequent extension granted in 2015 and 2017.

There is no other historical information in relation to the land or application.

Policy Implications

Not applicable concerning acceptance of this report.

Risk Management Implications

The primary risk to Council relates to its obligations under the *Planning Act 2016*, particularly properly managing, assessing and deciding the development application. This risk has been considered in the preparation of this report.

Statutory Environment

- *Planning Act 2016*;
- Planning Regulation 2017;
- Hinchinbrook Shire Planning Scheme 2017;
- Hinchinbrook Shire Planning Scheme 2005;
- Hinchinbrook Shire Corporate Plan; and
- Hinchinbrook Shire Operational Plan.

Consultation

Not applicable concerning acceptance of this Report.

Attachments

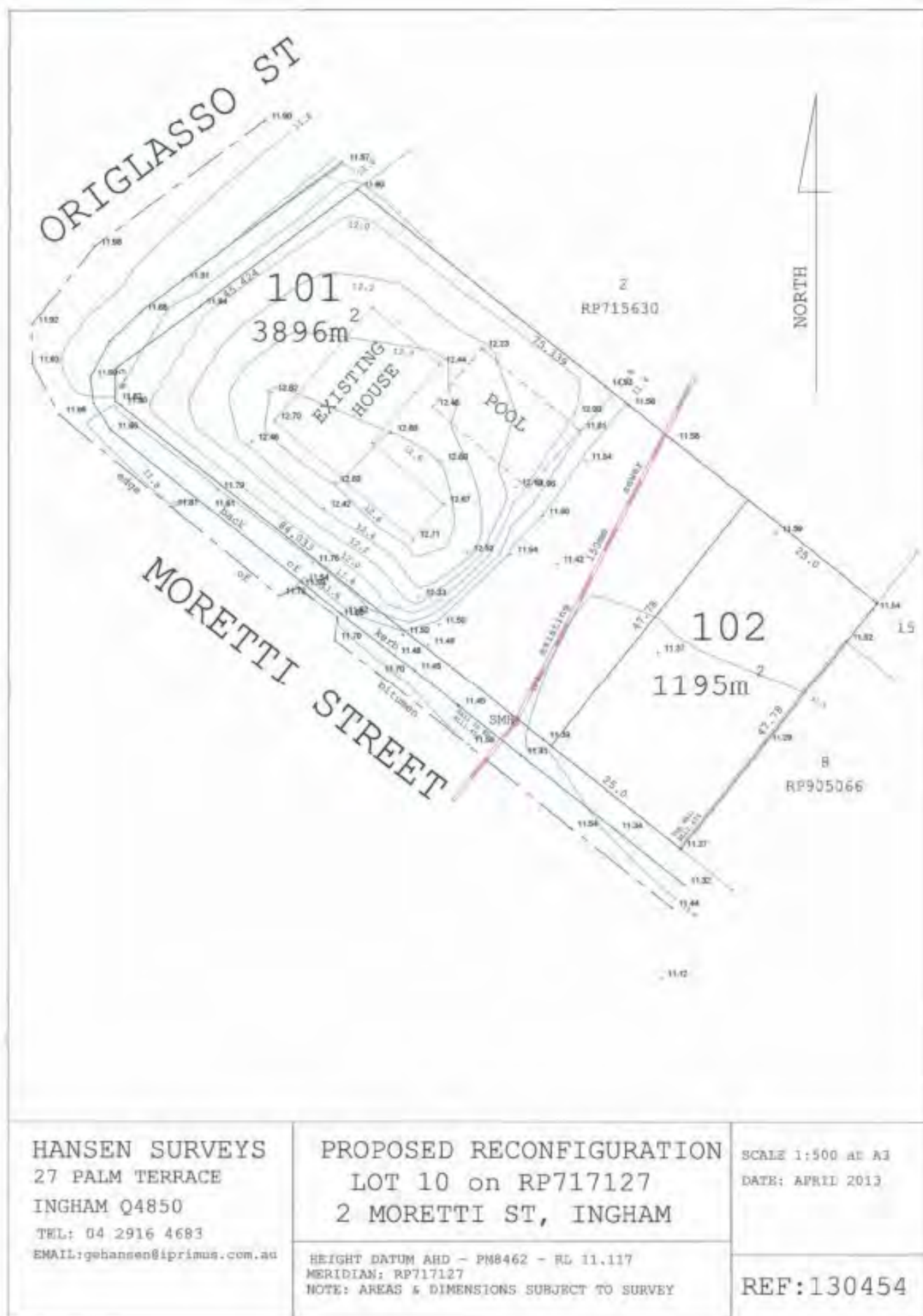
- A. Conditions of Approval (with additional Advice Items);
 - B. Locality Plan;
 - C. Approved Plan;
 - D. Original Decision Notice and Original Infrastructure Charges Notice; and
 - E. Detailed Assessment.
-

CONDITION	TIMING
<p>(a) The development of the site is to be generally in accordance with the following plans that are to be the approved Plans of Development, except as altered by any other condition of this approval:</p> <p>(i) Proposed Reconfiguration, Lot 10 on RP717127, 2 Moretti Street, Ingham, Ref: 130454, prepared by Hansen Surveys, April 2013.</p>	At all times
(b) The applicant must provide an invert crossing to the new allotment, constructed to Hinchinbrook Shire Council standard.	Prior to Council releasing the survey plan.
(c) The Applicant must provide separate sewerage reticulation to the new allotment, via extension of the existing sewerage mains.	Prior to Council releasing the survey plan
(d) The Applicant must provide separate water reticulation service to the new allotment, via extension of existing water mains as necessary.	Prior to Council releasing the survey plan
<p>(e) The Applicant must submit a proposal to satisfy <i>Hinchinbrook Shire Planning Scheme 2005</i> requirements (refer section 6.19, Table 29, Outcome 3) regarding creation of new lots in the mapped flood area for the consideration and approval of Council. This submission must include detail to demonstrate that stormwater and surface drainage has been catered for in a manner so as to not cause nuisance to adjoining properties.</p> <p>Such a submission, when/if approved is to form part of the approval.</p>	Prior to Council releasing the survey plan
(f) The Applicant must demonstrate that all utility services to the proposed new allotment are separate and located wholly within the particular allotment being served;	Prior to Council releasing the survey plan
(g) The Applicant must provide evidence that there is an existing electricity supply available to the new lot, or provide an electricity supply to the new allotment. Evidence of an existing supply must be in a form acceptable to Hinchinbrook Shire Council.	Prior to Council releasing the survey plan

Advice Items

1. An Infrastructure Charges Notice outlining the estimated infrastructure contributions payable relevant to the Development Permit is attached for your information.
2. Further approvals may be required for the following:
 - (a) Road Works Permit for the establishment of the new driveway access from the property boundary to the bitumen of formed Moretti Street to Lot 102;
 - (b) Any relevant permits required to undertake work in relation to the required sewerage service; and
 - (c) Any relevant permits required to undertake work in relation to the required reticulated water service.







HINCHINBROOK SHIRE COUNCIL

Our Ref: RFP/BCJ: 066/0238
Enquiries: Mr Ben Christie-Johnston ☎ (07) 4776 4609

20 June 2013

Hansen Surveys
Consulting Surveyors
27 Palm Terrace
INGHAM QLD 4850

Attention: Geoff Hansen

PLANNING & DEVELOPMENT

25 Lannercost Street
INGHAM QLD 4850

Phone: (07) 4776 4609
Facsimile: (07) 4776 3233

Cc: Electronic copy sent to
gehansen@iprimus.com.au

Dear Sir

DECISION NOTICE Sustainable Planning Act 2009 S.335

1. APPLICANT DETAILS

David and Janene Guazzo
C/- Hansen Surveys
27 Palm Terrace
Ingham, Qld, 4850

2. PROPERTY DESCRIPTION

Lot 10 on RP7171227
2 Moretti Street
Ingham, Qld, 4850

3. OWNER/S DETAILS

David and Janene Guazzo
PO Box 1383
Ingham, Qld, 4850

4. DEVELOPMENT APPROVAL

Development Permit for Reconfiguring a Lot

5. DEFINITION OF USE

Subdivision of Land – One (1) into Two (2) Lots

6. ASSESSMENT TYPE

Code Assessment

All official correspondence should be addressed to the Chief Executive Officer

25 Lannercost St
Ingham QLD 4850

PO Box 344
Ingham QLD 4850

Telephone: (07) 4776 4609
Facsimile: (07) 4776 3233

Email: ceo@hinchinbrook.qld.gov.au
Web: www.hinchinbrook.qld.gov.au



7. Decision Made

On Tuesday 18 June 2013 the application was:

- Approved in full with conditions

8. Conditions of Approval

Refer to Attachment A

9. Referral Agencies

Not applicable

10. The Currency Period

The relevant periods stated in section 341 of the *Sustainable Planning Act 2009* apply to each aspect of development in this approval, as outlined below:

- *Reconfiguring a Lot not requiring Operational Works*– 2 years

11. Approved Plans

The approved plans for this development approval are listed in the following table:-

Plan / Document Number	Plan / Document Name	Date
Reference Dwg: 130345	Proposed reconfiguration, Lot 10 on RP717127, 2 Moretti Street, Ingham, prepared by Hansen Surveys	April, 2013

Refer to Attachment B

12. Infrastructure charges

An adopted infrastructure charge notice has been issued for this development approval

13. Other Necessary Development Permits

This approval does not authorise any building work, any works within Council's Road Reserve (e.g. new/additional accesses, repair/modifications to existing accesses or works to footpaths), or any filling of land permits. If this is required the relevant application will need to be lodged with Council or other relevant authority. Application forms are available from Council's office at 25 Lannercost Street, Ingham or Council's website – www.hinchinbrook.qld.gov.au

The proposed development has been assessed against the relevant provisions of the *Hinchinbrook Shire Planning Scheme 2005*. Building work may be required for the proposed development and will need to be approved prior to any works commencing on the site.

14. Appeal Rights

Appeals by Applicants: An Applicant for a development application may appeal to the Planning and Environment Court against the following:-

- the refusal, or refusal in part of the development application;
- any condition of a development approval, another matter stated in a development approval and the identification or inclusion of a code under section 242 of the *Sustainable Planning Act 2009*;
- the decision to give a preliminary approval when a development permit was applied for;
- the length of a period mentioned in section 341;
- a deemed refusal of the development application.

The timeframes for starting an appeal in the Planning and Environment Court are set out in section 461(2) of the *Sustainable Planning Act 2009*. Applicants may also have a right to appeal to the Building and Development

FILE NO. 066/0238 – DECISION NOTICE
DEVELOPMENT APPLICATION FOR RECONFIGURING A LOT
SUBDIVISION OF LAND
D&J GUAZZO C/- HANSEN SURVEYS
LOT 10 ON RP717127, 2 MORETTI STREET, INGHAM

Dispute Resolution Committee. For more details, see the *Sustainable Planning Act 2009*, Chapter 7, Part 2. For more information on appeal rights please refer to Attachment C.

15. When the development approval takes effect

This development approval takes effect –

- From the time the decision notice is given, if there is no submitter and the applicant does not appeal the decision to the court;
- Subject to the decision of the court, when the appeal is finally decided, if appeal is made to the court.

This approval will lapse unless substantially started within the above stated currency periods (Refer to section 10 of this decision notice).

Should you wish to discuss this matter further, or require any further information, please do not hesitate to contact Council's Town Planning Services on telephone (07) 4776 4609.

Yours sincerely

L E Mash
Chief Executive Officer



Per
B T Christie-Johnston
Town Planning and Development Officer

Attachments

Attachment A: Conditions of Approval
Attachment B: Approved Plan/s
Attachment C: Appeal Rights
Attachment D: Waiver of Appeal Rights

FILE NO. 066/0238 – DECISION NOTICE
DEVELOPMENT APPLICATION FOR RECONFIGURING A LOT
SUBDIVISION OF LAND
D&J GUAZZO C/- HANSEN SURVEYS
LOT 10 ON RP717127, 2 MORETTI STREET, INGHAM

PLEASE NOTE:

That under the provisions of the *Sustainable Planning Act 2009* you the Applicant may:-

- (i) Make representation to Council to discuss the decision and the conditions by contacting, Council's Chief Executive Officer. You must make these representations within 20 business days after the day you receive this notice. If Council alters the decision, you will be given a 'negotiated decision notice; or
- (ii) Advise Council that you do not intend to make representations, in which case Council can advise the submitters of this decision; and/or
- (iii) Appeal to the Planning and Environment Court against any conditions applied to this development, including the currency period, within twenty (20) business days after the day you receive this notice.

FILE NO. 066/0238 – DECISION NOTICE
 DEVELOPMENT APPLICATION FOR RECONFIGURING A LOT
 SUBDIVISION OF LAND
 D&J GUAZZO C/- HANSEN SURVEYS
 LOT 10 ON RP717127, 2 MORETTI STREET, INGHAM

Attachment A: Conditions

Conditions of Development The conditions of development for this development permit are as follows:	Time at which compliance with condition is required
(a) The development of the site is to be generally in accordance with the following plans that are to be the approved Plans of Development, except as altered by any other condition of this approval: (i) Proposed Reconfiguration, Lot 10 on RP717127, 2 Moretti Street, Ingham, Ref: 130454, prepared by Hansen Surveys, April 2013.	At all times
(b) The applicant must provide an invert crossing to the new allotment, constructed to Hinchinbrook Shire Council standard.	Prior to Council releasing the survey plan.
(c) The Applicant must provide separate sewerage reticulation to the new allotment, via extension of the existing sewerage mains.	Prior to Council releasing the survey plan
(d) The Applicant must provide separate water reticulation service to the new allotment, via extension of existing water mains as necessary.	Prior to Council releasing the survey plan
(e) The Applicant must submit a proposal to satisfy <i>Hinchinbrook Shire Planning Scheme 2005</i> requirements (refer section 6.19, Table 29, Outcome 3) regarding creation of new lots in the mapped flood area for the consideration and approval of Council. This submission must include detail to demonstrate that stormwater and surface drainage has been catered for in a manner so as to not cause nuisance to adjoining properties. Such a submission, when/if approved is to form part of the approval.	Prior to Council releasing the survey plan
(f) The Applicant must demonstrate that all utility services to the proposed new allotment are separate and located wholly within the particular allotment being served;	Prior to Council releasing the survey plan
(g) The Applicant must provide evidence that there is an existing electricity supply available to the new lot, or provide an electricity supply to the new allotment. Evidence of an existing supply must be in a form acceptable to Hinchinbrook Shire Council.	Prior to Council

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Attachment B: Approved Plans



Attachment C: Appeal Rights (*Sustainable Planning Act 2009*)

The following is an extract from the *Sustainable Planning Act 2009* (Chapter 6 Part 8)

Division 1 Changing decision notices and approvals during applicant's appeal period

360 Application of div 1

This division applies only during the applicant's appeal period.

361 Applicant may make representations about decision

- (1) The applicant may make written representations to the assessment manager about—
 - (a) a matter stated in the decision notice, other than a refusal or a matter about which a concurrence agency told the assessment manager under section 287(1) or (5); or
 - (b) the standard conditions applying to a deemed approval.
- (2) However, the applicant can not make representations under subsection (1)(a) about a condition attached to an approval under the direction of the Minister.

362 Assessment manager to consider representations

The assessment manager must consider any representations made to the assessment manager under section 361.

363 Decision about representations

- (1) If the assessment manager agrees with any of the representations about a decision notice or a deemed approval, the assessment manager must give a new decision notice (the negotiated decision notice) to—
 - (a) the applicant; and
 - (b) each principal submitter; and
 - (c) each referral agency; and
 - (d) if the assessment manager is not the local government and the development is in a local government area—the local government.
- (2) Before the assessment manager agrees to a change under this section, the assessment manager must consider the matters the assessment manager was required to consider in assessing the application, to the extent the matters are relevant.
- (3) Only 1 negotiated decision notice may be given.
- (4) The negotiated decision notice—
 - (a) must be given within 5 business days after the day the assessment manager agrees with the representations; and
 - (b) must comply with section 335; and
 - (c) must state the nature of the changes; and
 - (d) replaces—
 - (i) the decision notice previously given; or
 - (ii) if a decision notice was not previously given and the negotiated decision notice relates to a deemed approval—the standard conditions applying to the deemed approval.
- (5) If the assessment manager does not agree with any of the representations, the assessment manager must, within 5 business days after the day the assessment manager decides not to agree with any of the representations, give written notice to the applicant stating the decision about the representations.

364 Giving new infrastructure charges notice or regulated infrastructure charges notice

- (1) This section applies if the development approved by the negotiated decision notice is different from the development approved in the decision notice or deemed approval in a way that affects the amount of an infrastructure charge or regulated infrastructure charge.
- (2) The local government may give the applicant a new infrastructure charges notice under section 633 or regulated infrastructure charges notice under section 643 to replace the original notice.

365 Giving new regulated State infrastructure charges notice

- (1) This section applies if the development approved by the negotiated decision notice is different from the development approved in the decision notice or deemed approval in a way that affects the amount of a regulated State infrastructure charge.
- (2) The relevant State infrastructure provider may give applicant a new regulated State infrastructure charges notice the under section 669 to replace the original notice.

366 Applicant may suspend applicant's appeal period

- (1) If the applicant needs more time to make the representations, the applicant may, by written notice given to the assessment manager, suspend the applicant's appeal period.
- (2) The applicant may act under subsection (1) only once.
- (3) If the representations are not made within 20 business days after the day written notice was given to the assessment manager, the balance of the applicant's appeal period restarts.
- (4) If the representations are made within 20 business days after the day written notice was given to the assessment manager—
 - (a) if the applicant gives the assessment manager a notice withdrawing the notice under subsection the balance of the applicant's appeal period restarts the day after the assessment manager receives the notice of withdrawal; or
 - (b) if the assessment manager gives the applicant a notice under section 363(5)—the balance of the applicant's appeal period restarts the day after the applicant receives the notice; or
 - (c) if the assessment manager gives the applicant a negotiated decision notice—the applicant's appeal period starts again the day after the applicant receives the negotiated decision notice.

The following is an extract from the Sustainable Planning Act 2009 (Chapter 7, Part 1)

Division 8 Appeals to court relating to development applications and approvals**461 Appeals by applicants**

- (1) An applicant for a development application may appeal to the court against any of the following—
 - (a) the refusal, or the refusal in part, of the development application;
 - (b) any condition of a development approval, another matter stated in a development approval and the identification or inclusion of a code under section 242;
 - (c) the decision to give a preliminary approval when a development permit was applied for;
 - (d) the length of a period mentioned in section 341;
 - (e) a deemed refusal of the development application.
- (2) An appeal under subsection (1)(a), (b), (c) or (d) must be started within 20 business days (the **applicant's appeal period**) after—
 - (a) if a decision notice or negotiated decision notice is given—the day the decision notice or negotiated decision notice is given to the applicant; or
 - (b) otherwise—the day a decision notice was required to be given to the applicant.
- (3) An appeal under subsection (1)(e) may be started at any time after the last day a decision on the matter should have been made.

462 Appeals by submitters—general

- (1) A submitter for a development application may appeal to the court only against—
 - (a) the part of the approval relating to the assessment manager's decision about any part of the application requiring impact assessment under section 314; or
 - (b) the part of the approval relating to the assessment manager's decision under section 327.
- (2) To the extent an appeal may be made under subsection (1), the appeal may be against 1 or more of the following—
 - (a) the giving of a development approval;
 - (b) any provision of the approval including—
 - (i) a condition of, or lack of condition for, the approval; or
 - (ii) the length of a period mentioned in section 341 for the approval.
- (3) However, a submitter may not appeal if the submitter—
 - (a) withdraws the submission before the application is decided; or
 - (b) has given the assessment manager a notice under section 339(1)(b)(ii).
- (4) The appeal must be started within 20 business days (the **submitter's appeal period**) after the decision notice or negotiated decision notice is given to the submitter.

463 Additional and extended appeal rights for submitters for particular development applications

- (1) This section applies to a development application to which chapter 9, part 7 applies.
- (2) A submitter of a properly made submission for the application may appeal to the court about a referral agency's response made by a prescribed concurrence agency for the application.
- (3) However, the submitter may only appeal against a referral agency's response to the extent it relates to—
 - (a) if the prescribed concurrence agency is the chief executive (environment)—development for an aquacultural ERA; or

- (b) if the prescribed concurrence agency is the chief executive (fisheries)—development that is—
 (i) a material change of use of premises for aquaculture; or
 (ii) operational work that is the removal, damage or destruction of a marine plant.
- (4) Despite section 462(1), the submitter may appeal against the following matters for the application even if the matters relate to code assessment—
 (a) a decision about a matter mentioned in section 462(2) if it is a decision of the chief executive (fisheries);
 (b) a referral agency's response mentioned in subsection (2).
- 464 Appeals by advice agency submitters**
- (1) Subsection (2) applies if an advice agency, in its response for an application, told the assessment manager to treat the response as a properly made submission.
- (2) The advice agency may, within the limits of its jurisdiction, appeal to the court about—
 (a) any part of the approval relating to the assessment manager's decision about any part of the application requiring impact assessment under section 314; or
 (b) any part of the approval relating to the assessment manager's decision under section 327.
- (3) The appeal must be started within 20 business days after the day the decision notice or negotiated decision notice is given to the advice agency as a submitter.
- (4) However, if the advice agency has given the assessment manager a notice under section 339(1)(b)(ii), the advice agency may not appeal the decision.
- 465 Appeals about decisions relating to extensions for approvals**
- (1) For a development approval given for a development application, a person to whom a notice is given under section 389, other than a notice for a decision under section 386(2), may appeal to the court against the decision in the notice.
- (2) The appeal must be started within 20 business days after the day the notice of the decision is given to the person.
- (3) Also, a person who has made a request under section 383 may appeal to the court against a deemed refusal of the request.
- (4) An appeal under subsection (3) may be started at any time after the last day the decision on the matter should have been made.
- 466 Appeals about decisions relating to permissible changes**
- (1) For a development approval given for a development application, the following persons may appeal to the court against a decision on a request to make a permissible change to the approval—
 (a) if the responsible entity for making the change is the assessment manager for the application—
 (i) the person who made the request; or
 (ii) an entity that gave a notice under section 373 or a pre-request response notice about the request;
 (b) if the responsible entity for making the change is a concurrence agency for the application—the person who made the request.
- (2) The appeal must be started within 20 business days after the day the person is given notice of the decision on the request under section 376.
- (3) Also, a person who has made a request under section 369 may appeal to the court against a deemed refusal of the request.
- (4) An appeal under subsection (3) may be started at any time after the last day the decision on the matter should have been made.
- 467 Appeals about changing or cancelling conditions imposed by assessment manager or concurrence agency**
- (1) A person to whom a notice under section 378(9)(b) giving a decision to change or cancel a condition of a development approval has been given may appeal to the court against the decision in the notice.
- (2) The appeal must be started within 20 business days after the day the notice of the decision is given to the person.

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Attachment D: Rights of Appeal Waiver

Sustainable Planning Act 2009 **Rights of Appeal Waiver**

Purpose of this form: This form will be used to process your request to waive your appeal rights

Applicant:	
File Number:	
Property Address:	

This is to confirm that I/We have received the above approval and agree to the conditions contained therein. I/We hereby waive my/our appeal rights available under the *Sustainable Planning Act 2009*.

Name		Name	
Signature		Signature	
Date		Date	

Please return this form to:

Fax: (07) 4776 3233
 Post: PO Box 366, Ingham, 4850
 Email: council@hinchinbrook.qld.gov.au
 In person: 25 Lannercost Street, Ingham

Privacy Statement

The information collected on this Form will be used by the Hinchinbrook Shire Council in accordance with the processing and assessment of your application. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the *Information Privacy Act 2009*) or as required by the Queensland State Government. This information may be stored in the Council database. The information collected will be retained as required by the *Public Records Act 2002*.

**PLANNING & DEVELOPMENT**

25 Lannercost Street
INGHAM QLD 4850

Phone: (07) 4776 4609
Facsimile: (07) 4776 3233

Our Ref: RFP/BCJ: 066/0238
Enquiries: Mr Ben Christie-Johnston ☎ (07) 4776 4609

Date of Issue: 20 June 2013

Hansen Surveys
Consulting Surveyors
27 Palm Terrace
INGHAM QLD 4850

Cc: Electronic copy sent to
gehansen@iprimus.com.au

Dear Sir

ADOPTED INFRASTRUCTURE CHARGES NOTICE

Sustainable Planning Act 2009

1. LAND TO WHICH THE INFRASTRUCTURE CHARGE APPLIES

This Adopted Infrastructure Charge Notice relates to Development Application Number 066/0238 approved on 18 June 2013 for Reconfiguring a Lot – Subdivision of Land: One (1) into Two (2) Lots, Lot 10 on RP717127, Parish of Cordelia, 2 Moretti Street, Ingham

2. AMOUNT OF THE ADOPTED INFRASTRUCTURE CHARGE

The adopted infrastructure charge has been calculated in accordance with an Adopted Infrastructure Charges Resolution under the *Sustainable Planning Act 2009*.

NET CHARGE AMOUNT: \$8,425.00 + annual adjustments and/or reviews

3. CHARGE CALCULATION

SPRP Charge Category	Adopted Infrastructure Charge	Demand Units	No. Demand Units	Charge Amount
Reconfiguring a lot	Charge Area 1: \$8425.00	1	Per lot	\$8425.00
			Gross Charge Amount	\$8425.00

Net Charge summary

Gross Chare Amount	Applied Credit Amount	Net Charge Amount
\$8425.00	\$0.00	\$8425.00

4. ADJUSTMENTS TO THE CHARGE

The amount of the adopted infrastructure charge is subject to escalation in accordance with the relevant legislation from the date of the notice to the date of payment.

5. DUE DATE FOR PAYMENT

Payment of the total charge must be made prior to the new use commencing.

All official correspondence should be addressed to the Chief Executive Officer:

25 Lannercost St PO BOX 385 Telephone (07) 4776 4600 Email ce@hinchinbrook.qld.gov.au
Ingham QLD 4850 Ingham QLD 4850 Facsimile (07) 4776 3233 Web www.hinchinbrook.qld.gov.au



6. PAYMENT DETAILS

Payment of the Adopted Infrastructure Charges must be made to the Hinchinbrook Shire Council. Payments can be made:

In person: 25 Lannercost Street, Ingham; or
 Cheque sent to: PO Box 366, Ingham, 4850

7. GOODS AND SERVICES TAX

The Federal Government has determined that rates and utility charges levied by Local Government will be GST free. Accordingly, no GST is included in this infrastructure charges notice.

8. FAILURE TO PAY CHARGE

An adopted infrastructure charge levied by a Local Government is, for the purposes of recovery, taken to be a rate within the meaning of the *Local Government Act 2009*. Compound annual interest at 10% calculated daily is to be applied to an overdue charge.

This notice will lapse if the development approval stops having effect.

9. APPEAL RIGHTS

Attached is an extract from the *Sustainable Planning Act 2009*, which details the appeal rights in relation to this notice (sections 478, 535 and 675 to 680)

Should you require any further information, please do not hesitate to contact Council's Town Planning Services on telephone (07) 4776 4609.

Yours sincerely

Leanne E Mash
 Chief Executive Officer



Per
 Ben T Christie-Johnston
 Town Planning & Development Officer

Attachments

Attachment A: Appeal rights (Infrastructure Charges)

PLEASE NOTE:

That under the provisions of the *Sustainable Planning Act 2009* you the Applicant may:-

- (i) Make representation to Council to discuss the adopted infrastructure charges notice by contacting, Council's Chief Executive Officer. You must make these representations within 20 business days after the day you receive this notice. If Council alters the decision, you will be given a 'negotiated adopted infrastructure charges notice; or
- (ii) Appeal to the Planning and Environment Court within 20 business days after the day you receive this notice.

Detailed Assessment

Decision Making Period

The timeframes for assessing and deciding applications is set in the *Planning Act 2016* and *Development Assessment Rules* (s 60 and s 61(3)). The timeframes applicable to this application are as follows:

- 20 business days after receiving the extension application, unless otherwise agreed between Council and the applicant.

Note: Public holidays and close down periods are excluded from business days.

As the assessment of the application cannot be decided under delegation, the application is to be decided at a Council General Meeting and therefore an extension should be sought to the decision making period.

Application Process	Date
Application lodged with Hinchinbrook Shire Council (properly made)	22 July 2019
Action Notice issued	N/A
Confirmation Notice issued	N/A
Council Information Request	N/A
Application referred (properly referred)	N/A
Referral agency response	N/A
Decision making period starts	N/A
Council General Meeting	27 August 2019
Decision making period ends	19 August 2019

Assessment

In accordance with s 87 of the *Planning Act 2016*, the assessment manager may consider any matter that the assessment manager considers relevant, even if the matter was not relevant to assessing the development application. It is considered that the relevant matters are:

1. Whether the proposed development would require assessment of additional matters in the *Hinchinbrook Shire Planning Scheme 2017* compared to the original assessment under the *Hinchinbrook Shire Planning Scheme 2005*.

Hinchinbrook Shire Planning Scheme 2005 Assessment

The subject land is designated in the Residential Zone of the *Hinchinbrook Shire Planning Scheme 2005* and was code assessable.

The development application required assessment against the following assessment benchmarks of the *Hinchinbrook Shire Planning Scheme 2005 (Integrated Planning Act 1997)*:

- Reconfiguring a Lot Code; and
- Flooding and Inundation Code.

The applicant was able to demonstrate that the proposed development was consistent with the relevant assessment benchmarks. Conditions of approval outlined the requirements to achieve access to proposed Lot 102 and new service connections (water and sewer).

It is noted that the assessment determined that future development of the land for residential purposes subject to the design requirements for habitable floor levels to be at least 300m above the 1% AEP flood level. It indicates that fill to achieve a pad level or construction of a 'Queenslander' may be an option to achieve flood immunity and would likely trigger the requirement for an operational work application due to the fill requirements. This was an alternative solution to the requirement to fill the entire allotment to the 1% AEP flood level.

This requirement is reflected in Condition (e) which states that the applicant must submit a proposal to satisfy the requirements for establishing a new lot in the mapped flood hazard area for approval by Council. The proposal must demonstrate that no stormwater or surface drain nuisance occurs to adjoining properties.

Hinchinbrook Shire Planning Scheme 2017

The subject land is designated in the General Residential Zone of the *Hinchinbrook Shire Planning Scheme 2017* and would be code assessable.

The site was also subject to the following overlays:

- Acid Sulphate soils Overlay (Land above 5m AHD and below 20m AHD);
- Flood Hazard Overlay (Low, Medium and High Hazard);
- Flood hazard Overlay (Permissible Fill); and
- Agricultural Land Overlay (Class D).

If the same development application were lodged today, the following assessment benchmarks from the *Hinchinbrook Shire Planning Scheme 2017* would require assessment:

- General Residential Zone Code;
- Reconfiguring a Lot Code;
- Infrastructure, Services, and Works Code;
- Landscaping Code;
- Parking and Access Code;
- Flood Hazard Overlay Code; and
- Acid Sulphate Soil Overlay Code.

It is considered that the assessment benchmarks between the *Hinchinbrook Shire Planning Scheme 2017* and *Hinchinbrook Shire Planning Scheme 2005* are generally consistent and there would be no major difference in the assessment of the development application and conditions of approval contained in the decision notice. In particular, it should be noted that the Flood Hazard Overlay Code does not include a benchmark that would require filling of the allotment to the 1% AEP flood level. There may be non-compliance with A05.1 of the Flood Hazard Overlay that requires no intensification of residential uses on premises within the high and medium flood hazard area, however any future residential development on the subject land will require appropriate mitigation to ensure risk to people and property is reduced, thus achieving compliance with the corresponding performance outcome. This will be achieved in the future design of development on the land.

Based upon review of the planning scheme provisions, the assessment manager has identified that the relevant matters in the *Hinchinbrook Shire Planning Scheme 2017* were relevant to the original assessment against the *Hinchinbrook Shire Planning Scheme 2005*. This included:

- The proposed subdivision achieves the minimum lot size and frontage for each lot as required for the General Residential Zone;
- Future development on the land is required to achieve compliance with the relevant assessment benchmarks of the Flood Hazard Overlay Code (i.e. achieve flood immunity through built form design) which is consistent with the assessment of the original development application;
- Condition (e) establishes the requirements for the applicant to submit a proposal regarding how flood immunity will be achieved for the development and to demonstrate no worsening stormwater impact to adjoining properties;
- The condition of approval outlines the requirements to achieve efficient connection to relevant infrastructure services and this is managed through conditions of approval;
- The existing conditions of approval establish requirements to achieve access to Lot 102;
- The subdivision provides the opportunity to establish a new lot for residential purposes and any future development on the land (i.e. dwelling house or filling) may trigger the requirements for further development approvals and this can be assessed at that time; and
- It is considered that there is minimal risk in relation to acid sulphate soils as the proposed development does not involve excavation.

It is considered appropriate that advice items are attached to the decision that outline the following:

- Obligations for infrastructure charges payments;
- Further potential development approval requirements; and
- The requirements for a submissions relating to Condition (e).

**PROPOSED RECONFIGURING a LOT – BOUNDARY REALIGNMENT
(TWO LOTS into TWO LOTS and ACCESS EASEMENT)
SCOVAZZIS ROAD, TOOBANNA – LOTS 4 and 5 on RP720828**

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction <ol style="list-style-type: none"> 1. Fiscally Responsive and Responsible Management of Public Infrastructure and Assets; 2. Responsive and responsible management of land; 4. Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire; and 5. Council's role in creating and supporting the economic prosperity of our Shire. 	Action <ol style="list-style-type: none"> 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; 2.4 Natural resource management; 4.5 Regulatory Functions that underpin liveability; and 5.4 Natural Disaster Management.

Budget, Financial and Resource Implications

An application fee as reflected in the Councils 2019-2020 Commercial Charges, Regulatory Fees and Other Charges schedule was paid upon lodgement of this application.

Asset Management

The aim of Council's Asset Management Plans is to determine the level of funding that provides the most cost effective outcomes for renewal and maintenance of Council's assets whilst also maintaining desired levels of service.

The proposed development will not increase the number of lots or therefore place additional demand on Council's infrastructure.

It is noted that the site currently achieves access informally through an adjoining property despite having lawful access to an unformed section of the Scovazzis Road reserve. The applicant may seek to establish a driveway to lawfully access the Scovazzis Road reserve as a result of this development. Any works within Council's road reserve will require a Road Works Permit and be at the expense of the proponent.

Executive Summary

Council is in receipt of a Development Application for the Reconfiguration of Land – Boundary Realignment (Two Lots into Two Lots and Access Easement) on land situated at Scovazzi's Road, Toobanna. The proposed reconfiguration involves two lots with a combined area of 11.937ha which is wholly used for sugar cane cropping. The land contains an approximately 45 metre wide electricity easement (Easements ES and ET on SP212685) along the entirety of the eastern boundary. The easement contains transmission lines with a single transmission tower situated within the subject site, with the majority of the land within the easement used for sugar cane cropping.

The reconfiguration involves realigning the boundary between the two existing allotments towards the south in order to achieve allotments of equal size. The applicant's rationale behind the proposed realignment is to make the land more suitable for future diversification.

The proposed allotments comprise the following area:

- Proposed Lot 4 will have an area of 5.969ha; and
- Proposed Lot 5 will have an area of 5.968ha.

Author: Milford Planning
Position: Planning Consultant
Date: 12 August 2019

Summary of Application & Site Details	
Applicant:	Hansen Surveys
Street Address:	Scovazzi's Road, Toobanna
RP Description:	Lots 4 and 5 on RP720828
Plan Zoning:	Rural Zone
Relevant Codes & Overlays:	ZONE: Rural Zone Code DEVELOPMENT: Reconfiguring a Lot Code OVERLAYS: Acid Sulphate Soils Overlay Flood Hazard Overlay Transport Noise Corridor Overlay Transport Network Overlay
Application Type:	Reconfiguring a Lot
Assessment Type:	Code
Existing Use of Land:	Cropping (sugar cane)
Proposed Development:	Boundary Realignment (Two Lots into Two Lots)

The application did not require referral to the Department of State Development, Manufacturing, Infrastructure and Planning under the *Planning Regulation 2017*. The development was referred to Powerlink given their interest in the easements over the subject land.

Council Decision – Recommendation

That Council approve the proposed Reconfiguration of Land – Boundary Realignment (Two Lots into Two Lots) on land situated at Scovazzi's Road, Toobanna over Lots 4 and 5 on RP720828 subject to reasonable and relevant conditions, as set out in Attachment A.

Officers Summary

The proposed development will result in rearrangement of the existing boundary between Lot 4 and Lot 5. The common boundary will be shifted to the south by approximately 97m to enable generally equal sized allotments and an even distribution of area across the two lots.

The creation of an access easement along the eastern side boundary of proposed Lot 5 is considered acceptable and will provide lawful access from Scovazzis Road to proposed Lot 4. It is noted that existing Lot 4 currently obtains access informally through existing Lot 5.

Powerlink have provided a Referral Agency Response (advice only) stating support for the proposed development and advises of the relevant restrictions to operations within the Powerlink easements. This advice is generally standard and does not oppose the reconfiguration of the land.

The proposed development is able to comply with the relevant assessment benchmarks of the planning scheme and therefore the proposed development is recommended for approval, subject to conditions.

Historical Information

There is no relevant historical information that relates to the land or this development application.

Policy Implications

Not applicable concerning acceptance of this report.

Risk Management Implications

It is recommended that Council incorporate the restrictions noted in the Powerlink Referral Agency Response (advice only) to ensure relevant electricity infrastructure is not compromised.

Statutory Environment

Council is required to deal with and assess the application in terms of the *Planning Act 2016* and the *Hinchinbrook Shire Planning Scheme 2017* (the planning scheme).

Consultation

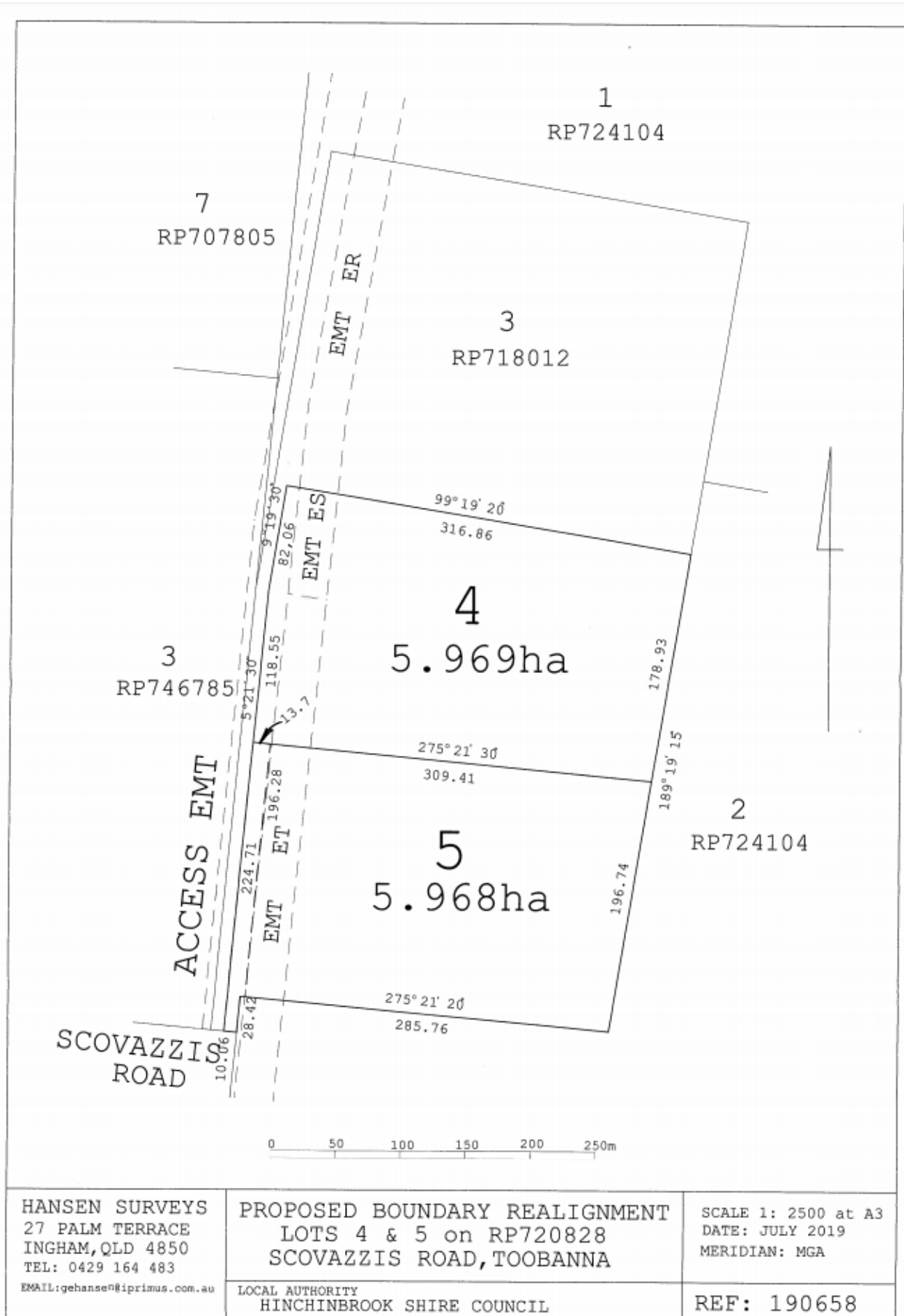
- Executive Manager – Development Planning and Environmental Services.
-

Attachments

- A. Recommended Conditions of Approval;
 - B. Locality Plan;
 - C. Development Plans;
 - D. Referral Agency Response;
 - E. Detailed Assessment; and
 - F. Infrastructure Charges Calculation.
-

CONDITION		TIMING						
(1)	<p>Administration</p> <p>The applicant is responsible to carry out the approved development and comply with relevant requirements in accordance with:</p> <p>1.1 The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports;</p> <p>1.2 The development must unless stated, be designed, constructed and maintained in accordance with relevant Council policies, guidelines and standards; and</p> <p>1.3 The conditions of approval, the requirements of Council's Planning Scheme and best practice engineering.</p>	At all times						
(2)	<p>Approved Plans</p> <p>2.1 The development and use of the site is to be generally in accordance with the following plans that are to be the Approved Plans of Development, except as altered by any other condition of approval; and</p> <table><tr><th>Plan / Document Name</th><th>Number</th><th>Date</th></tr><tr><td>Proposed Boundary Realignment – Lots 4 and 5 on RP720828 – Scovazzis Road, Toobanna prepared by Hansen Surveys</td><td>190658</td><td>July 2019</td></tr></table> <p>2.2 Where there is any conflict between the conditions of this approval and the details shown on the approved plan and documents, the conditions of approval prevail.</p>	Plan / Document Name	Number	Date	Proposed Boundary Realignment – Lots 4 and 5 on RP720828 – Scovazzis Road, Toobanna prepared by Hansen Surveys	190658	July 2019	At all times
Plan / Document Name	Number	Date						
Proposed Boundary Realignment – Lots 4 and 5 on RP720828 – Scovazzis Road, Toobanna prepared by Hansen Surveys	190658	July 2019						
(3)	<p>Access</p> <p>Access driveways to each of the resultant allotments must be provided with any new works to be in accordance with Council's standard engineering specifications.</p>	Prior to Council's endorsement of the formal plan of survey						
(4)	<p>Access Easement</p> <p>An access easement to allow pedestrian and vehicle access burdened to Lot 5 and benefiting Lot 4 is to be provided for lawful access from Scovazzi's Road in accordance with the approved plans.</p>	The easement documents must be submitted to Council for signing at the time of lodgement of the survey plan and registered in accordance with the Land Act 1994						
(5)	<p>Existing Services</p> <p>Written confirmation of the location of any existing 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.</p>	Prior to Council's endorsement of the formal plan of survey						
(6)	<p>Stormwater</p> <p>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 in accordance with the Infrastructure, Services and Works Code.</p>	At all times						
(7)	<p>Damage to Infrastructure</p> <p>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.</p>	At all times						
(8)	<p>Electricity Easements</p> <p>Activity and development within the electricity easements located on the subject land must not encroach the statutory clearances prescribed by the <i>Electrical Safety Regulation 2013</i> and must be in accordance with the terms and conditions of the easement.</p>	At all times						





30 July 2019



Our Ref: DA3391

MSlink 323384, 323385

Hinchinbrook Shire Council
PO Box 366
INGHAM QLD 4850

Hansen Surveys
PO Box 1349
TOWNSVILLE QLD 4810

By email: council@hinchinbrook.qld.gov.au
Application: RC19\0003

By email: gehansen@iprimus.com.au
Reference: 190658

Dear Sir / Madam

Referral Agency Response (Advice)

(Given under section 9.2 of the Development Assessment Rules)

Transmission Infrastructure Impacted	
Transmission Corridor	Yabulu South – Ingham (275kv/132kv)
Easement ID	Easement ES on SP212685 (Dealing No. 712581816) Easement ET on SP212685 (Dealing No. 712581816)
Location Details	
Street address	Scovazzis Road, Toobanna
Real property description	Lot 4 on RP720828 Lot 5 on RP720828
Local government area	Hinchinbrook Shire Council
Application Details	
Proposed development:	Reconfiguring a lot – Boundary Realignment 2 lots into 2 lots with access easement
Approval sought	Development Permit

We refer to the above referenced development application which has been referred to Powerlink Queensland in accordance with Section 54 of the *Planning Act 2016*.

In accordance with its jurisdiction under Schedule 10 Part 9 Division 2 of the *Planning Regulation 2016*, Powerlink Queensland is a **Referral Agency (Advice)** for the above development application.

Specifically, the application has been triggered for assessment by Powerlink Queensland because:

1. For **reconfiguring a lot** – all or part of the lot is subject to a transmission entity easement which is part of the transmission supply network (Table 1 1(a))

PLANS AND REPORTS ASSESSED

The following plans and reports have been reviewed by Powerlink Queensland and form the basis of our assessment. Any variation to these plans and reports may require amendment of our advice.

Table 1: Plans and Reports upon which the assessment is based

Drawing / Report Title	Prepared by	Dated	Reference No.	Version / Issue
Proposed boundary alignment Lots 4 & 5 on RP720828 Scovazzis Road, Toobanna	Hansen Surveys	July 2019	190658	Version 1 08/07/2019

33 Harold Street, Virginia
PO Box 1193, Virginia, Queensland 4014, Australia
Telephone: (07) 3860 2111 Facsimile: (07) 3860 2100
www.powerlink.com.au

Page 1 of 4

Powerlink Queensland is the registered business name of the
Queensland Electricity Transmission Corporation Limited
ABN 82 078 849 233

DA3391

Powerlink Queensland, acting as a Referral Agency (Advice) under the Planning Regulation 2017 provides its response to the application as attached (**Attachment 1**).

Please treat this response as a properly made submission for the purposes of Powerlink being an eligible advice agency in accordance with the *Planning Act 2016*.

For further information please contact Kara Ireland, Property Services Advisor, on (07) 3866 1313 or via email property@powerlink.com.au who will be pleased to assist.

Yours sincerely

K Ireland

for: Brandon Kingwill

MANAGER PROPERTY

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DA3391

ATTACHMENT 1 – REFERRAL AGENCY (ADVICE) RESPONSE

Powerlink Queensland **supports** this application subject to the inclusion of the following conditions in the Assessment Manager's Decision Notice.

No.	Condition	Timing	Reason
1	The development must be carried out generally in accordance with the reviewed plans detailed in Table 1.	At all times.	To ensure that the development is carried out generally in accordance with the plans of development submitted with the application.
2	The statutory clearances set out in the <i>Electrical Safety Regulation 2013</i> must be maintained during construction and operation. No encroachment within the statutory clearances is permitted.	At all times.	To ensure that the purpose of the <i>Electrical Safety Act 2002</i> is achieved and electrical safety requirements are met.
3	Compliance with the terms and conditions of the easement dealing no. shown in the heading of this letter.	At all times.	To ensure that the existing rights contained in the registered easement dealings are maintained.
4	Compliance with the generic requirements in respect to proposed works in the vicinity of Powerlink Queensland infrastructure as detailed in the enclosed Annexure "A".	At all times.	To ensure that the purpose of the <i>Electrical Safety Act 2002</i> is achieved and electrical safety requirements are met. To ensure the integrity of the easement is maintained.

Advice to Council and the Applicant

1. This response does not constitute an approval to commence any works within the easement. Prior written approval is required from Powerlink Queensland before any work is undertaken within the easement areas. All works on easement (including but not limited to earthworks, drainage and detention basins; road construction; underground and overhead service installation) require detailed submissions, assessments and consent (or otherwise) by Powerlink.
2. We draw your attention to the obligations and requirements of the *Electrical Safety Act 2002* ("the Act") including any Code of Practice under the Act and the *Electrical Safety Regulation 2013* ("the Regulation") including any safety exclusion zones defined in the Regulation.

In respect to this application the exclusion zone for untrained persons and for operating plant operated by untrained persons is:

- **six (6) metres** from the **275,000-volt** wires and exposed electrical parts; and
- **three (3) metres** from the **132,000-volt** wires and exposed electrical parts.

Should any doubt exist in maintaining the prescribed clearance to the conductors and electrical infrastructure, then the applicant is obliged under the Act to seek advice from Powerlink Queensland.

DA3391

ATTACHMENT 2 – ASSESSED PLANS

Page 4 of 4



ATTACHMENT 1**Total of 3 Pages****ANNEXURE A – GENERIC REQUIREMENTS**

The conditions contained in this Annexure have been compiled to assist persons (the applicant) intending to undertake work within the vicinity of high-voltage electrical installations and infrastructure owned or operated by Powerlink. The conditions are supplementary to the provisions of the Electrical Safety Act 2002, Electrical Safety Regulation 2013 and the Terms and Conditions of Registered Easements and other forms of Occupational Agreements hereinafter collectively referred to as the "Easement". Where any inconsistency exists between this Annexure and the Easement, the Easement shall take precedence.

1. POWERLINK INFRASTRUCTURE

You may not do any act or thing which jeopardises the foundations, ground anchorages, supports, towers or poles, including (without limitation) inundate or place, excavate or remove any soil, sand or gravel within a distance of twenty (20) metres surrounding the base of any tower, pole, foundation, ground anchorage or support.

2. STRUCTURES

No structures should be placed within twenty (20) metres of any part of a tower or structure foundation or within 5m of the conductor shadow area. Any structures on the easement require prior written consent from Powerlink.

3. EXCLUSION ZONES

Exclusion zones for operating plant are defined in Schedule 2 of the Electrical Safety Regulation 2013 for Untrained Persons. All Powerlink infrastructure should be regarded as "electrically live" and therefore potentially dangerous at all times.

In particular your attention is drawn to Schedule 2 of the Electrical Safety Regulation 2013 which defines exclusion zones for untrained persons in charge of operating plant or equipment in the vicinity of electrical facilities. If any doubt exists in meeting the prescribed clearance distances from the conductors, the applicant is obliged under this Act to seek advice from Powerlink.

4. ACCESS AND EGRESS

Powerlink shall at all times retain the right to unobstructed access to and egress from its infrastructure. Typically, access shall be by 4WD vehicle.

5. APPROVALS (ADDITIONAL)

Powerlink's consent to the proposal does not relieve the applicant from obtaining statutory, landowner or shire/local authority approvals.

6. MACHINERY

All mechanical equipment proposed for use within the easement must not infringe the exclusion zones prescribed in Schedule 2 of the Electrical Safety Regulation 2013. All operators of machinery, plant or equipment within the easement must be made aware of the presence of live high-voltage overhead wires. It is recommended that all persons entering the Easement be advised of the presence of the conductors as part of on site workplace safety inductions. The use of warning signs is also recommended.

ATTACHMENT 1**Total of 3 Pages****7. EASEMENTS**

All terms and conditions of the easement are to be observed. Note that the easement takes precedence over all subsequent registered easement documents. Copies of the easement together with the plan of the Easement can be purchased from the Department of Environment & Resource Management.

8. EXPENDITURE AND COST RECOVERY

Should Powerlink incur costs as a result of the applicant's proposal, all costs shall be recovered from the applicant.

Where Powerlink expects such costs to be in excess of \$10 000.00, advanced payments may be requested.

9. EXPLOSIVES

Blasting within the vicinity (500 metres) of Powerlink infrastructure must comply with AS 2187. Proposed blasting within 100 metres of Powerlink infrastructure must be referred to Powerlink for a detailed assessment.

10. BURNING OFF OR THE LIGHTING OF FIRES

We strongly recommend that fires not be lit or permitted to burn within the transmission line corridor and in the vicinity of any electrical infrastructure placed on the land. Due to safety risks Powerlink's written approval should be sought.

11. GROUND LEVEL VARIATIONS**Overhead Conductors**

Changes in ground level must not reduce statutory ground to conductor clearance distances as prescribed by the Electrical Safety Act 2002 and the Electrical Safety Regulation 2013.

Underground Cables

Any change to the ground level above installed underground cable is not permitted without express written agreement of Powerlink.

12. VEGETATION

Vegetation planted within an easement must not exceed 3.5 metres in height when fully matured. Powerlink reserves the right to remove vegetation to ensure the safe operation of the transmission line and, where necessary, to maintain access to infrastructure.

13. INDEMNITY

Any use of the Easement by the applicant in a way which is not permitted under the easement and which is not strictly in accordance with Powerlink's prior written approval is an unauthorised use. Powerlink is not liable for personal injury or death or for property loss or damage resulting from unauthorised use. If other parties make damage claims against Powerlink as a result of unauthorised use then Powerlink reserves the right to recover those damages from the applicant.

ATTACHMENT 1

Total of 3 Pages

14. INTERFERENCE

The applicant's attention is drawn to s.230 of the Electricity Act 1994 (the "Act"), which provides that a person must not wilfully, and unlawfully interfere with an electricity entity's works. "Works" are defined in s.12 (1) of the Act. The maximum penalty for breach of s.230 of the Act is a fine equal to 40 penalty units or up to 6 months imprisonment.

15. REMEDIAL ACTION

Should remedial action be necessary by Powerlink as a result of the proposal, the applicant will be liable for all costs incurred.

16. OWNERS USE OF LAND

The owner may use the easement land for any lawful purpose consistent with the terms of the registered easement; the conditions contained herein, the Electrical Safety Act 2002 and the Electrical Safety Regulation 2013.

17. ELECTRIC AND MAGNETIC FIELDS

Electric and Magnetic Fields (EMF) occur everywhere electricity is used (e.g. in homes and offices) as well as where electricity is transported (electricity networks).

Powerlink recognises that there is community interest about Electric and Magnetic Fields. We rely on expert advice on this matter from recognised health authorities in Australia and around the world. In Australia, the Federal Government agency charged with responsibility for regulation of EMFs is the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA). ARPANSA's *Fact Sheet – Magnetic and Electric Fields from Power Lines*, concludes:

"On balance, the scientific evidence does not indicate that exposure to 50Hz EMF's found around the home, the office or near powerlines is a hazard to human health."

Whilst there is no scientifically proven causal link between EMF and human health, Powerlink nevertheless follows an approach of "*prudent avoidance*" in the design and siting of new powerlines. This includes seeking to locate new powerline easements away from houses, schools and other buildings, where it is practical to do so and the added cost is modest.

The level of EMF decreases rapidly with distance from the source. EMF readings at the edge of a typical Powerlink easement are generally similar to those encountered by people in their daily activities at home or at work. And in the case of most Powerlink lines, at about 100 metres from the line, the EMF level is so small that it cannot be measured.

Powerlink is a member of the ENA's EMF Committee that monitors and compiles up-to-date information about EMF on behalf of all electricity network businesses in Australia. This includes subscribing to an international monitoring service that keeps the industry informed about any new developments regarding EMF such as new research studies, literature and research reviews, publications, and conferences.

We encourage community members with an interest in EMF to visit ARPANSA's website: www.arpansa.gov.au Information on EMF is also available on the ENA's website: www.ena.asn.au

Detailed Assessment

Decision Making Period

The timeframes for assessing and deciding applications is set in the *Planning Act 2016* and *Development Assessment Rules* (s.60 and 61(3)). The timeframes applicable to this application are as follows:

- 10 business days to issue a Confirmation Notice from date after receiving a properly made application;
- 10 business days to issue an Information Request (if required) after issuing a Confirmation Notice;
- 35 business days to assess decide the application (minus the period between issuing a Confirmation Notice and using an Information Request); and
- Five business days to issue a Decision Notice once a Council decision is made.

Note: Public holidays and close down periods are excluded from business days.

If no decision has been made within the relevant decision making period, the application can be deemed approved by the applicant with standard conditions imposed.

Application Process	Date
Application lodged with Hinchinbrook Shire Council (properly made)	4 July 2017
Action Notice issued	N/A
Confirmation Notice issued	16 July 2019
Council Information Request	N/A
Application referred (properly referred)	25 July 2019
Referral agency response	30 July 2019
Decision making period starts	30 July 2019
Council General Meeting	27 August 2019
Decision making period ends	3 September 2019

Level of Assessment

The development proposal is assessable under the *Hinchinbrook Shire Planning Scheme 2017* (the planning scheme) in accordance with Section 43(1) of the *Planning Act 2016*. The assessment manager is the Hinchinbrook Shire Council as determined by Schedule 8 of the *Planning Regulation 2017*. In accordance with the planning scheme, the reconfiguring a lot application is code assessable and therefore does not require public notification.

The application was reviewed against the *Planning Act 2016* to assess whether the application triggered referral agency assessment. It was determined that the application required referral to Powerlink as an advice agency for *Schedule 10, Part 9, division 2 of the Planning Regulation 2017 reconfiguring a lot – all or part of the lot is subject to a transmission entity easement which is part of the transmission supply network*.

Council as the assessment manager will undertake assessment of the application against the planning scheme making the decision pursuant to s. 60 of the *Planning Act 2016*, are outlined in s. 45(3) and s.26 to 28 of the *Planning Regulations 2017*.

An assessment against the relevant provisions of the *Hinchinbrook Shire Planning Scheme 2017* has been undertaken as reflected hereunder.

Development	Zone	Overlays	Assessment Benchmarks
Reconfiguring a Lot <ul style="list-style-type: none"> • Boundary Realignment (Two Lots into Two Lots and Access Easement) 	Rural Zone	The following overlays are applicable to the proposed development: <ul style="list-style-type: none"> • Flood Hazard (Low and Medium Hazard); • Agricultural Land Overlay (Class A); and 	The following assessment benchmarks are applicable: <ul style="list-style-type: none"> • Rural Zone Code; • Reconfiguring a Lot Code; • Infrastructure Services and Works Code;

Development	Zone	Overlays	Assessment Benchmarks
		<ul style="list-style-type: none"> Acid Sulfate Soils (Land above 5m AHD and below 20m AHD). 	<ul style="list-style-type: none"> Landscaping Code; Parking and Access Code; Flood Hazard Overlay Code; and Acid Sulfate Soils Overlay.

An assessment against the applicable provisions of the *Hinchinbrook Shire Planning Scheme 2017* has been undertaken as reflected hereunder.

Hinchinbrook Shire Planning Scheme 2017		
Assessment Benchmark	Purpose	Assessment
Rural Zone Code	To provide for rural uses and activities.	<p>The proposed development is considered generally compliant with the Rural Zone Code given:</p> <ul style="list-style-type: none"> The subject land is not of sufficient size to meet the 30ha minimum lot size prescribed for the Rural Zone in any configuration; The proposed reconfiguration will not result in any additional allotments, and will result in rural lot sizes appropriate to maintain the existing use of the land for sugar cane production; The reconfiguration will result in lot sizes that are suitable for continued and diversified cropping uses and rural pursuits; and Any future development on the land will require assessment against the Rural Zone Code. <p>The proposed development complies with the assessment benchmarks of the Rural Zone Code as they pertain to the proposal.</p>
Reconfiguring a Lot Code	To ensure that lots are suitable for their intended use.	<p>The proposed development is considered generally compliant with the Reconfiguring a Lot Code given:</p> <ul style="list-style-type: none"> The proposed allotment sizes will generally have an equal area as a result of the boundary realignment; and The allotments will be of a size better suited to accommodate diversified farming practices.
Infrastructure, Services & Works Code	To ensure development is provided with a level of infrastructure which maintains or enhances community health, safety and amenity, and that works occur in a manner that does not adversely impact upon character and amenity, environmental values, and flooding and drainage.	<p>The proposed development is considered generally compliant with the Infrastructure, Services and Works Code given:</p> <ul style="list-style-type: none"> The proposed reconfiguration includes an access easement to provide lawful access to proposed Lot 4, improving the existing arrangement where Lot 4 unlawfully obtained access through Lot 5; and A condition of approval will be applied to ensure all infrastructure is contained within the appropriate allotment, with confirmation to be provided to Council prior to its endorsement of the formal survey plan.
Landscaping Code	To ensure development is landscaped to enhance the appearance of the development,	The proposed development is considered generally compliant with the Landscaping Code given:

	the amenity and environmental values of the site, the streetscape and the local environs.	<ul style="list-style-type: none"> The development is for a boundary realignment only; and Given the rural nature of the site and locality no specific landscaping is proposed.
Parking and Access code	To ensure that parking and access infrastructure and loading/service and manoeuvring areas are provided to service the demand of the development.	<p>The proposed development is considered generally compliant with the Parking and Access Code given:</p> <ul style="list-style-type: none"> The boundary realignment will formalise the existing access arrangement to Lot 4 through the inclusion of an access easement.
Flood Hazard Overlay Code	To ensure that development avoids unacceptable exposure of people to flood hazard; minimises damage to property and the environment from flooding; does not increase the potential for flood damage on-site or to other property; minimises impacts from flood hazards on the community in terms of infrastructure function and economic productivity; and where flood hazard cannot be reasonably avoided and the risk is acceptable, development must appropriately mitigate the flood hazard.	<p>The proposed development is considered generally compliant with the Flood Hazard Overlay Code given:</p> <ul style="list-style-type: none"> The reconfiguration will not result in any additional allotments, and will therefore not create any additional opportunity for intensification of development; and The nature of the reconfiguration is not considered likely to result in any persons or property being placed at increased risk of flooding.

State Interest Considerations

An assessment against the ‘applicable’ provisions of the relevant State Interests has been undertaken as reflected hereunder.

The State Planning Policy (SPP) is a key component of Queensland’s planning system. The SPP (July 2017) expresses the State’s interests in land use planning and development. The SPP has effect throughout Queensland and sits above regional plans and planning schemes in the hierarchy of planning instruments under the Act.

The SPP clearly focusses on delivery of outcomes and applies to:

- i. a local government in assessing a development application; and
- ii. an assessment manager or referral agency in assessing a development application.

STATE PLANNING POLICY (JULY 2017)					
	Liveable Communities and Housing	Economic Growth	Environment and Heritage	Safety & Resilience to Hazards	Infrastructure
1	Housing supply and diversity	Agriculture	Biodiversity	Emissions and hazardous activities	Energy and water supply
2	Liveable communities	Development and construction	Coastal environment	Natural hazards, risk and resilience	Infrastructure integration
3		Mining and extractive resources	Cultural heritage		Transport infrastructure
4		Tourism	Water quality		Strategic airports and aviation facilities
5					Strategic ports

The relevant State Interests triggered through this application are Agriculture, Biodiversity, and Natural Hazards, Risk and Resilience.

It is considered that the relevant State Planning Policies are appropriately integrated into the *Hinchinbrook Shire Planning Scheme 2017*. Therefore no further assessment of these matters is required.

Infrastructure Charges

Reconfiguring a Lot is a development type which triggers infrastructure charges under Council's Adopted Infrastructure Charges Resolution 2018 (AICR) CR1-2018.

In accordance with section 3.2 of CR1-2018 the proposal triggers the adopted charges for reconfiguring a lot. The calculated charge is as reflected hereunder:

ADOPTED INFRASTRUCTURE CHARGE CR1-2018

RESIDENTIAL DEVELOPMENT				
Column 1	Column 2	Column 3		Column 4
Development Category	Networks	1 or 2 bedroom dwelling	3 or more bedroom dwelling	Unit
Residential	2			
Charge Category		\$4,500.00	\$6,500.00	
Development			2	\$13,000
Adopted Infrastructure Charge (Residential)				\$13,000

EXISTING DEVELOPMENT CREDIT				
Column 1	Column 2	Column 3		Column 4
Development Category	Networks	1 or 2 bedroom dwelling	3 or more bedroom dwelling	Unit
Residential	2			
Charge Category		\$4,500.00	\$6,500.00	
Development			2	\$13,000
SUBTOTAL				\$13,000
Charge Network(s)	Reduction	Network Provided	Charge Reduction Percentage	Calculated Credit(s)
Transport		Yes	0.00%	\$0.00
Water		No	20%	\$2,600.00
Sewerage		No	20%	\$2,600.00
Stormwater		No	20%	\$2,600.00
Parks & Land for Community Facilities		Yes	0.00%	\$0.00
Total Adopted Infrastructure Charge Credit(s)				\$13,000

*1 Existing development credit has been determined in accordance with Section 4(a)(v) of the *Hinchinbrook Shire Adopted Infrastructure Charges Resolution*. A dwelling house is considered to be a development that may be lawfully carried out without the need for further Development Permit.

NET ADOPTED INFRASTRUCTURE CHARGE CR1-2018

Gross Charge	Applied Credit	Net Charge
\$13,000	\$13,000	\$0.00

REFERRAL AGENCY RESPONSE – RESIDENTIAL SITING and SITE COVERAGE ASSESSMENT DENNEY STREET, DUNGENESS – LOT 7 on SP279694

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 4. Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire.	Action 4.5 Regulatory Functions that underpin liveability.

Budget, Financial and Resource Implications

The fees for Referral Agency Assessments are established in the budget process and are reviewed annually. The application fee has been paid in line with schedule of fees and charges.

Asset Management

Not applicable concerning acceptance of this report.

Executive Summary

Council is in receipt of a request for assessment of siting and site coverage against the performance provisions of the Queensland Development Code (QDC) for a carport at Lot 7 Denney Street, Dungeness. The subject land has an area of 489m² and forms a part of the Marine Cove Moorings Community title Scheme (MCMCTS).

The proposed development is for a Class 10a structure (open carport) setback approximately 0.2 metres from the front property boundary. The proposed carport includes a storage room with an area of 5.32m² and has a maximum height of 4.82 metres.

The MCMCTS contains an Architectural Policy and establishes the Minimum Architectural Guidelines for development. The MCMCTS states that a developer must firstly seek approval from the Architectural Review Committee prior to seeking the approval from a local government authority. The Architectural Review Committee has provided their approval for the proposed development and this confirmation accompanies the siting assessment application to Council. In addition, the property owners of the adjoining premises have provided confirmation that they are satisfied the proposal will not adversely impact on their amenity.

The applicant is seeking a performance assessment as the proposal does not meet A1 – QDC MP1.2, as:

- Front boundary setback for an open car port given the aggregate perimeter dimension of walls, solid screens, and supports located within the existing setback of built form on the lot is approximately 17.3% of the total perimeter dimension (along the line of supports) of that part of the carport within the existing setback of built form on the lot.

The applicant is also seeking a performance assessment as the proposal does not meet A3 – QDC MP1.2, as:

- The maximum area to be covered by all building and structures roofed with impervious materials is approximately 60% of the lot area which is greater than the prescribed 50%.

It is considered that the proposed front boundary setback for the Class 10a structure will not detrimentally impact upon the amenity of neighbouring properties or result in unsightly impacts to the streetscape.

The proposed development will result in a site coverage of approximately 60% which is considered reasonable given the area of the lot and that a large proportion of these areas are provided as covered outdoor areas (existing veranda and proposed carport). The site coverage proposed on the subject land is not dissimilar to the site coverage of other lots within the MCMCTS which have average site coverages of approximately 62%. In addition, there is surplus land in the common property lot that provides additional open space for recreation and landscaping.

Author: Milford Planning
Position: Planning Consultant
Date: 14 August 2019

Council Decision – Recommendation

That Council issue a Referral Agency Response for the construction of a Class 10a structure (open car port) located at Denney Street, Dungeness over Lot 7 on SP279694, subject to conditions set out in Attachment A.

Officers Summary

As outlined, the proposed car port does not comply with Acceptable Solution A1 and A3 outlined in QDC MP1.2.

It is considered that the proposed Class 10a structure is able to comply with the Performance Outcomes of the QDC MP1.2 that correspond with A1 and A3, specifically:

- The siting of the dwelling is unlikely to detrimentally impact upon the amenity of neighbouring properties or result in a worsening condition of the streetscape therefore satisfying P1 of the *Queensland Development Code MP1.2*; and
- Sufficient open space areas are provided within the unenclosed spaces of the dwelling house and car port, as well as the common property areas of the MCMCTS therefore satisfying P3 of the *Queensland Development Code MP1.2*.

In support of the application we also note that:

- The design of the proposed dwelling has been reviewed and approved by the Architectural Review Committee of the Marine Cove Mooring Community Title Scheme (MCMCTS); and
 - The adjoining property owners have provided their consent for the proposal and indicated that it will have negligible effect on their property.
-

Historical Information

The proposed Class 10a structure is to be located on land occupied by an existing dwelling house. The land forms part of the MCMCTS which was created on the 11 September 2015 (ref: HJR 066/0244).

There is no further historical information in relation to the land or application.

Policy Implications

Council has resolved to determine siting requirements for Class 1 and associated Class 10 buildings and structures with the provisions and performance criteria stated in the *Queensland Development Code MP1.1, NMP1.7, NMP1.8, Section 3.7* and in accordance with the *Building Act 1975* and Standard Building Regulation.

It should also be noted that the Architectural Review Committee is required to provide approval of any building design within the MCMCTS prior to seeking approval from the local government authority. The benchmarks of the Minimum Architectural Guidelines within the MCMCTS generally relate to built form outcomes. Any application to Council must be accompanied by the approval of the Architectural Review Committee and any Council decision is secondary to that of the Architectural Review Committee.

It is important that any decision from Council in relation to development within the MCMCTS considers the relevant matters from the QDC in the assessment that may otherwise not be considered in the Minimum Architectural Guidelines of the MCMCTS, whilst also not undermining a decision or requirement of the MCMCTS or associated body corporate.

Risk Management Implications

The risk to Council is negligible.

Statutory Environment

Council is required to deal with and assess siting concerns with reference to the following legislation, codes and planning instruments:

- *Planning Act 2016 and Planning Regulation 2017*;
- *Building Act 1975 and Building Regulation 2006*;
- *Building Code of Australia*;
- *Queensland Development Code MP1.1, MP1.2, NMP1.7, NMP1.8, Section 3.7*; and
- *Hinchinbrook Shire Planning Scheme (2017)*.

Consultation

Chief Executive Officer

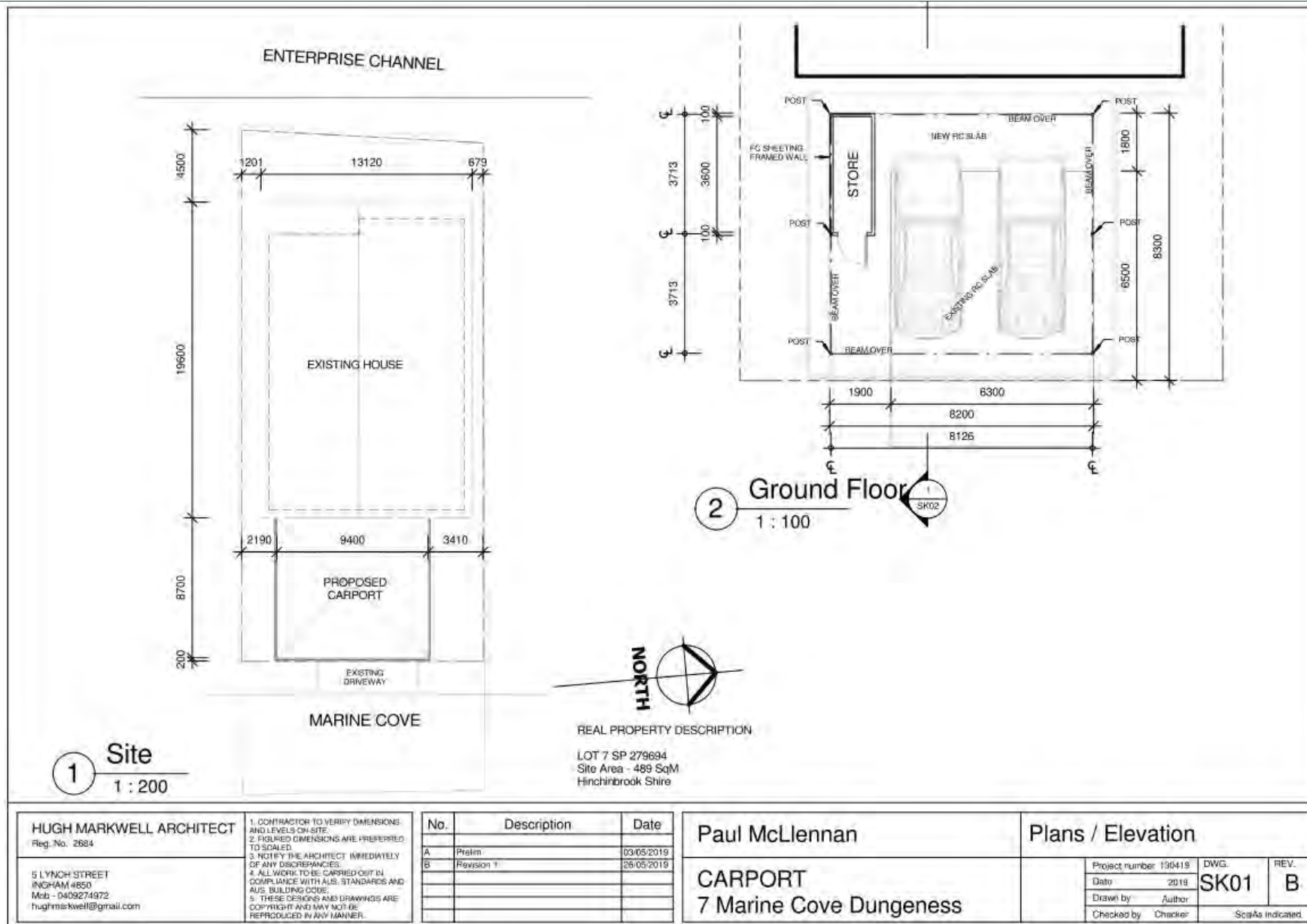
Attachments

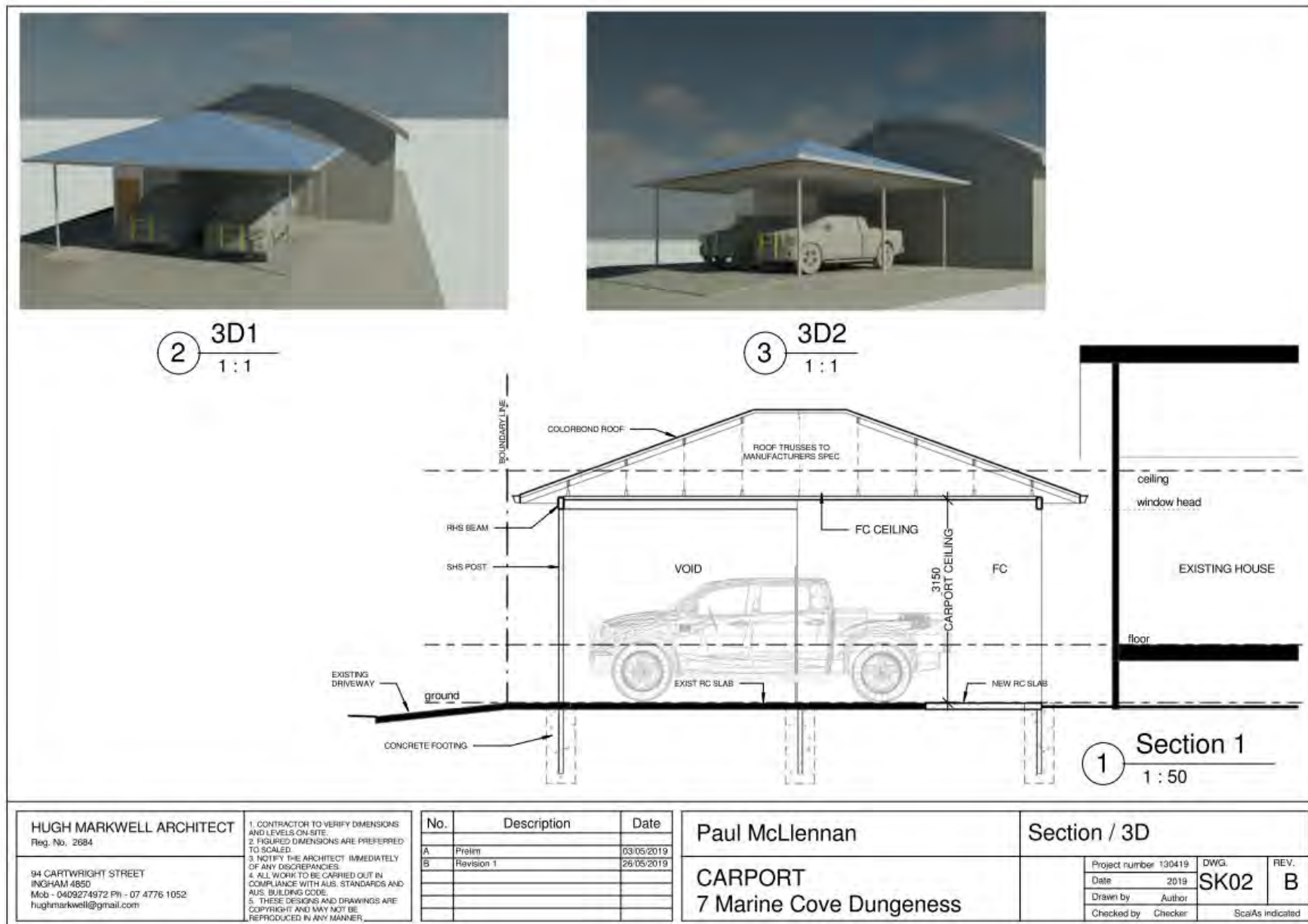
- A. Recommended Conditions of Approval;
 - B. Locality Plans;
 - C. Development Plans; and
 - D. Assessment Information.
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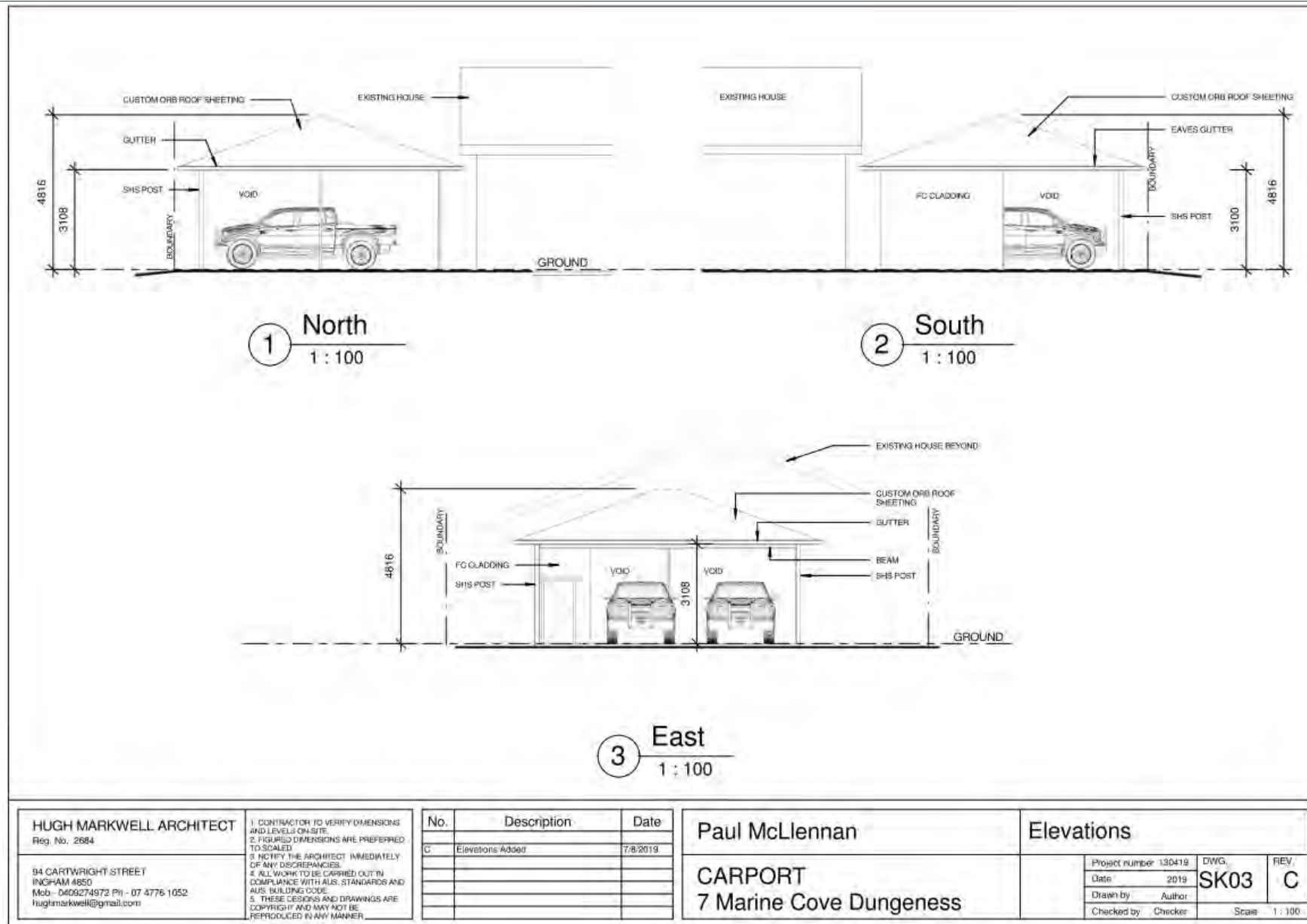
CONDITION	TIMING												
<p>(1) Administration</p> <p>The applicant is responsible to carry out the approved development and comply with relevant requirements in accordance with:</p> <p>1.1 The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports;</p> <p>1.2 The development must unless stated, be designed, constructed and maintained in accordance with relevant Council policies, guidelines and standards; and</p> <p>1.3 The conditions of approval, the requirements of Council's Planning Scheme and best practice engineering.</p>	At all times.												
<p>(2) Approved Plans</p> <p>2.1 The development of the site is to be generally in accordance with the following plans that are to be the Approved Plans of Development, except as altered by any other condition of approval;</p> <table><tr><th>Plan / Document Name</th><th>Number</th><th>Date</th></tr><tr><td>Plans and Elevations - 7 Marine Cove Dungeness prepared by Hugh Markwell Architects</td><td>130419-SK01-B</td><td>26/05/2019</td></tr><tr><td>Section/ 3D - 7 Marine Cove Dungeness prepared by Hugh Markwell Architects</td><td>130419-SK02-B</td><td>26/05/2019</td></tr><tr><td>Elevations - 7 Marine Cove Dungeness prepared by Hugh Markwell Architects</td><td>130419-SK03-C</td><td>7/08/2019</td></tr></table> <p>2.2 Where there is any conflict between the conditions of this approval and the details shown on the approved plan and documents, the conditions of approval must prevail.</p>	Plan / Document Name	Number	Date	Plans and Elevations - 7 Marine Cove Dungeness prepared by Hugh Markwell Architects	130419-SK01-B	26/05/2019	Section/ 3D - 7 Marine Cove Dungeness prepared by Hugh Markwell Architects	130419-SK02-B	26/05/2019	Elevations - 7 Marine Cove Dungeness prepared by Hugh Markwell Architects	130419-SK03-C	7/08/2019	At all times.
Plan / Document Name	Number	Date											
Plans and Elevations - 7 Marine Cove Dungeness prepared by Hugh Markwell Architects	130419-SK01-B	26/05/2019											
Section/ 3D - 7 Marine Cove Dungeness prepared by Hugh Markwell Architects	130419-SK02-B	26/05/2019											
Elevations - 7 Marine Cove Dungeness prepared by Hugh Markwell Architects	130419-SK03-C	7/08/2019											
<p>(3) Currency Period</p> <p>The currency period applicable to this approval:</p> <ul style="list-style-type: none">- Residential Siting - Two (2) years from the date of this approval.	As per condition.												
<p>(4) Lawful Point of Discharge</p> <p>4.1 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;</p> <p>4.2 The structure (dwelling) must include guttering which directs stormwater to a legal point of discharge within the confines of the boundary to which the attached dwelling resides; and</p> <p>4.3 Where retaining walls, fences, buildings or other barriers which would cause a 'damaging effect' and produce a concentrated flow at an outfall are constructed, a drainage system is installed to discharge surface water such that it does not adversely affect surrounding properties or properties downstream from the development.</p>	<p>Prior to the issuing of a Building Permit and to be maintained at all times.</p> <p>At all times.</p>												
<p>(5) Building</p> <p>5.1 The Class 10a structure requires a development permit for building works;</p> <p>5.2 The Class 10a structure is to be constructed with open sides with the exception of the store room and support structures as per the approved plans;</p> <p>5.3 The applicant is to seek and comply with all relevant building approvals to be issued by a qualified Building Certifier; and</p> <p>5.4 The Class 10a structure requires compliance to relevant Fire Safety regulations as reflected in s3.7.1.6 of the Building Code of Australia (Volume Two).</p>	At all times.												

<p>(6) Construction and Operation</p> <p>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 onto existing roads, it is to be removed forthwith so as to restrict dust nuisance and ensure traffic safety.</p> <p>Any construction works associated with the access arrangements to the property from the road reserve is subject to a Private works in a road Reserve application and approval.</p>	<p>Prior to any construction works commencing and maintained throughout construction.</p>
<p>(7) Damage to Infrastructure</p> <p>In the event that any part of Council's existing sewer, water, channel and kerbing, or road infrastructure is damaged as a result of construction activities occurring on the site, including but not limited to, mobilisation off heavy earthmoving equipment, stripping and grubbing, the applicant/owner must notify Council immediately of the affected infrastructure and have it repaired or replaced by Council, at the developer's cost.</p>	<p>At all times.</p>









Detailed Assessment

The request for referral agency response is being made for the construction of a Class 10a structure (open carport) that exceeds the requirements of Acceptable Solutions A1 and A3 of the QDC MP1.2. The non-compliances are identified with the:

- Front boundary setback (0.2m setback for the open car port however the aggregate perimeter of walls, screens and support columns is greater than 15% within the setback of existing built form on the lot); and
- Site coverage exceedance to approximately 60% (greater than the prescribed 50%).

Open Car Port Perimeter Calculation

The aggregate perimeter of walls, screens and solid supports within the setback of existing built form on the lot has been calculated as follows:

- 3.8 metres for the side wall of the store room;
- 1.4 metres for the rear wall of the store room; and
- 0.518 metres for support posts.

This equates to a total aggregate perimeter within the setback of existing built form as being 5.718m². Based on the perimeter of the Class 10a structure along the lines of supports as being 33 metres, this equates to 17.33%.

Site Coverage Calculation

The proposed Class 10a structure will increase the site coverage of the lot to approximately 60% based on the area of the lot being 489m².

The building file for the existing dwelling on the subject land indicates the following Gross Floor Areas:

- 198m² for the existing dwelling; and
- 48m² for the veranda (however this area is unenclosed and therefore the site coverage is calculated 600mm inside the outermost projection and therefore equates to approximately 33m² for the purpose of the site coverage calculation).

The proposed car port will have an impervious area of 83.66m² to the eaves however given this is primarily unenclosed, the area has been calculated as 600mm inside the outermost projection and therefore equates to an area of approximately 62.25m².

The total site coverage has therefore been calculated as approximately 293.25m².

An assessment against the corresponding performance criteria of the *Queensland Development Code MP1.2* has been undertaken as reflected hereunder in Table two.

Table 2 – Assessment against Queensland Development Code MP1.1

Code	Performance Criteria	Assessment
P1 - Front Boundary	<p>The location of a building or structure facilitates an acceptable streetscape, appropriate for –</p> <ul style="list-style-type: none"> (a) the bulk of the building or structure; (b) the road boundary setbacks of neighbouring buildings or structures; (c) the outlook and views of neighbouring residents; and (d) nuisance and safety to the public. 	<p>The proposed Class 10a structure is considered to be of an appropriate bulk and scale in this residential locality and will not adversely impact on the streetscape. The open car port only marginally exceeds the requirement for the aggregate perimeter of walls, screens and support columns exceeding 15% within the existing built form setback. Given the proposed car port will primarily be open, this will ensure the scale and intensity is lessened compared to if the proposed car port were enclosed.</p> <p>Given the nature of the locality, the generally smaller lot sizes in the surrounding area and the exiting built form on the site and adjoining lots, it is considered the open car port is acceptable.</p>

		<p>It is considered that the front boundary setback encroachment will not adversely impact on the amenity of adjoining properties in terms of outlook and sufficient sight lines to the street will remain available to the adjoining properties, given the proposed car port will be open and the support structures will have minimal width. In addition, the majority of the car port will be screened behind an existing wooden paling fence from adjoining properties and the street.</p> <p>In addition, the open car port is sited to be unobtrusive to the streetscape, will not affect traffic visibility and will not be a nuisance or public safety issue.</p> <p>Based on the above, it is considered that the proposed development complies with P1 of QDC MP1.1.</p>
P3 – Site Coverage	Adequate open space is provided for recreation, service facilities and landscaping.	<p>The addition of the proposed Class 10a structure increase site coverage on the lot to approximately 60%.</p> <p>It is considered that the exceedance of site coverage on the lot is generally acceptable, given:</p> <ul style="list-style-type: none"> • The lots are of a size and configuration that is unable to adequately support a suitable dwelling house and associated infrastructure; • There are sufficient unenclosed outdoor areas (veranda and car port) on the lot to support recreation, service facilities and landscaping; • The common property area offers additional open space that offset the need for the availability of open space on the lot; and • The predominant amount of built form in the MCMCTS exceeds the prescribed. <p>It is considered that the provision of open space on the subject lot as a result of the Class 10a structure is sufficient for recreation, service facilities and landscaping.</p>

Summary

Based on the setback and site coverage assessment, it is considered the proposed development can be supported given:

- The siting of the dwelling is unlikely to detrimentally impact upon the amenity of neighbouring properties or result in a worsening condition of the streetscape therefore satisfying P1 of the *Queensland Development Code MP1.2*; and
- Sufficient open space areas are provided within the unenclosed spaces of the dwelling house and car port, as well as the common property areas of the MCMCTS therefore satisfying P3 of the *Queensland Development Code MP1.2*.

PROPOSED PURCHASE of LOT 312 on CWL1973 MT CORDELIA RESERVE for QUARRY PURPOSES

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 2. Responsive and responsible management of land; and 3. Responsive and responsible local representation.	Action 2.1 Delivery of a robust and meaningful Town Planning Scheme; 2.4 Natural Resource Management; 3.2 Communication with the Community; and 3.4 Policy and Procedure.

Budget, Financial and Resource Implications

Council currently generates a Trustee Permit income of \$350 (excl GST) per year plus CPI. Council does not generate any income from the extraction of material from this reserve or sale of quarry material.

Asset Management

The aim of the Asset Management is to assist Council in determining the level of funding that provides the most cost effective outcomes for renewal and maintenance that will maintain desired levels of services. This matter is not relevant to Council's asset management considerations.

Executive Summary

An application has been made to the State for the purchase of the reserve (for quarry purposes) described as Lot 312 on CWL1973. Lot 312 is 3.44ha in size and is operated in association with the quarry on adjoining land described as Lot 238 on CWL2823. The land has previously been subject to sales permits issued by the State for the sale of quarry materials, however there is not presently a valid sales permit in place.

The application for purchase of the reserve has been made by the owner of the adjoining quarry on Lot 238.

In order for the State to advance the application for purchase, it is necessary that the State be provided Council's views on the proposed purchase.

A Trustee Permit, with a three year term, was issued to the Lessee of the quarry on Lot 238 for access purposes. The Permittee's Lease on the adjoining quarry is due to expire 30 September 2019.

There is no physical access to the reserve without passing through the adjoining quarry on Lot 238, and this access issue along with its limited size is an impediment to its viability as a stand-alone quarry.

At 3.44ha, Lot 312 provides limited opportunity to operate effectively and competitively as a stand-alone quarry, whilst being able to appropriately mitigate its off-site impacts. It is sound planning practice to ensure extractive industry operations are of sufficient size to facilitate effective access to the region's natural resources. This is best achieved by ensuring that Lot 312 is utilised in conjunction with the adjoining quarry on Lot 238.

The State has the opportunity to deal with the applicant 'in priority' as there is no access to the land and the only practical access is through the applicant's adjoining quarry.

Council Decision – Recommendation

That Council:

1. Support the proposed sale of Lot 312 on CWL1973, on the basis that:
 - a) It is sold to the same entity that owns the adjoining freehold quarry, described as Lot 238;
 - b) Lot 312 is amalgamated into Lot 238 on CWL2823, and is not sold as a separate parcel of land; and
 - c) It occurs at no cost to Council.
 2. Undertake the necessary actions to terminate the Trustee Permit that applies to the land following notification of the sale of the land proceeding.
-

Officers Summary

Given the size of the reserve land, and its lack of practical access, Lot 312 provides limited opportunity to operate effectively and competitively as a stand-alone quarry, whilst being able to appropriately mitigate its off-site impacts. It is sound planning practice to ensure extractive industry operations are of sufficient size to facilitate effective access to the region's natural resources. This is best achieved by ensuring that Lot 312 is utilised in conjunction with the adjoining quarry on Lot 238.

It is considered that the sale of the reserve is supportable, given:

- there is no strategic benefit in Council retaining the Reserve as a Trustee;
- there is negligible income to Council derived from the Reserve; and
- the natural resource is best extracted as a part of the larger adjoining freehold quarry, rather than as a stand-alone operation.

It is noted that the Trustee Permit that applies to the land can be terminated with 30 days' notice.

Historical Information

There have been numerous sales permits (or the equivalent thereof) issued over the Lot 312 to various parties associated with the operation of the quarry encompassing the neighbouring freehold land. Council have not used the Reserve site to extract quarry material. No access to the Reserve has ever been requested due to the nature of the neighbouring property being in connection with the Lessee's who held agreements over the freehold land.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

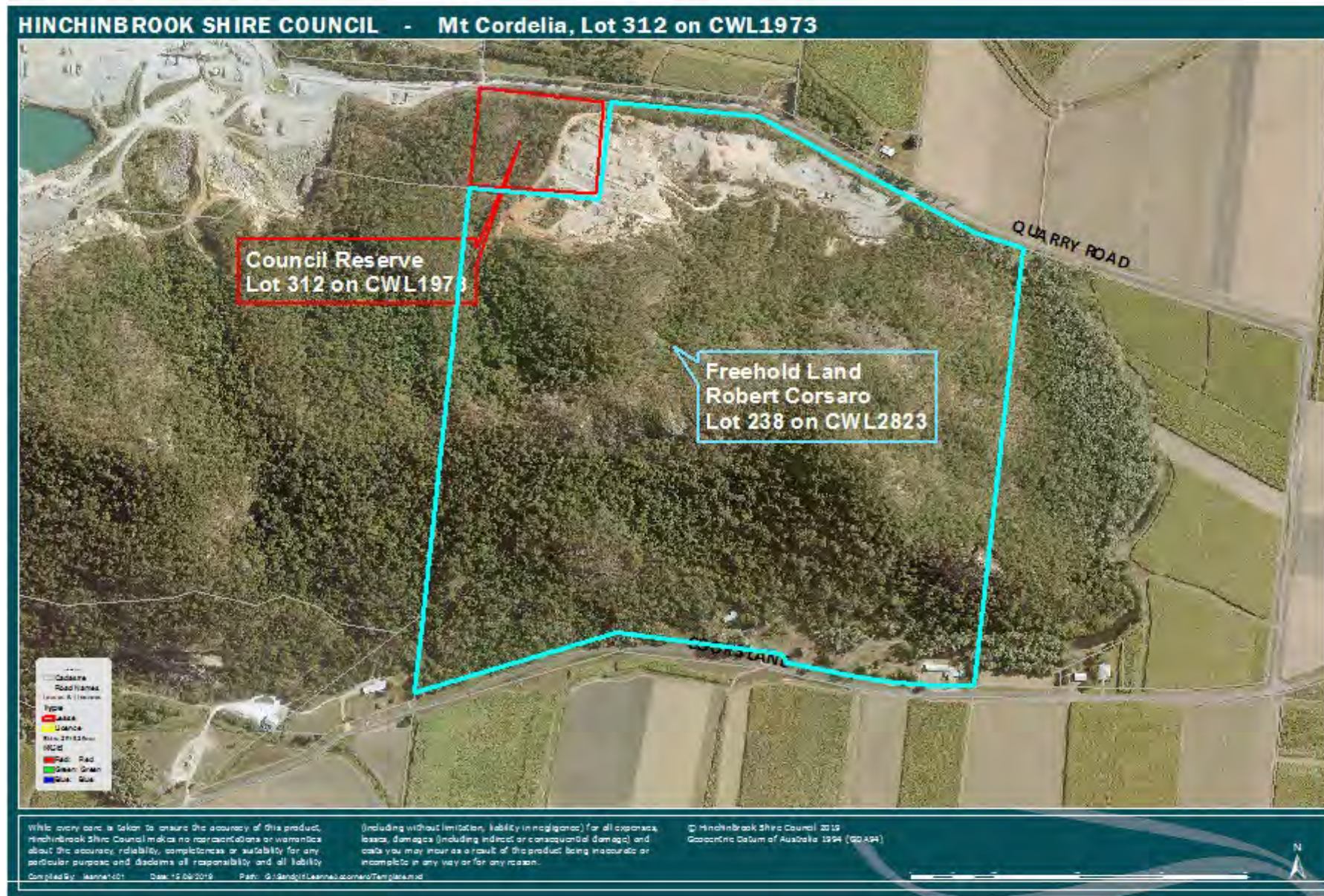
- *Land Act 1994;*
 - *Planning Act 2017; and*
 - *Local Government Act 2009.*
-


Consultation

- Engineering Department
-

Attachments

- A. Location Map; and
- B. Letter from applicant.





PO BOX 1590 INGHAM QLD 4850
0439890948
rcorsaro1@bigpond.com

14/8/2019

To whom it may concern,

I Robert Corsaro requesting support from the Hinchinbrook Shire Council, with the interest of purchasing the Reserve Lot 312 on CWL 1973, Mt Cordelia. Which is adjoining to my property Lot 238 CWL 2823. I have applied to the Department of Natural Resources, Mines & Energy. And have completed part A and part B, and now requesting Council to complete part C of the application.

The reasoning behind the interest to purchase Lot 312, it currently coexists with my adjoining boundaries and quarry operations.

Kind Regards,



Robert Corsaro

RESPONSE to REQUEST FOR RELOCATION of FISHING HUTS to RECREATION RESERVE

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 2. Responsive and responsible management of land 3. Responsive and responsible local representation; and 4. Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire;	Action 2.4 Natural resource management; 3.2 Communication with the community; 3.4 Policy and Procedure; and 4.2 Provision of recreation opportunities

Budget, Financial and Resource Implications

An annual fee will be payable for each fishing hut, pursuant to Council's Fees and Charges Schedule, that is allowed to be located within the Reserve for Recreation.

Asset Management

Council is already the Trustee of the Reserve for Recreation, which is presently used for camping purposes. Bronte Road (a rough track) is not a maintained road. Implications for asset management will be considered in further reporting in the instance that Council resolves to support the 'relocation' of the huts to the Recreation Reserve.

Executive Summary

The Department of Natural Resources, Mines and Energy (DNRME) have cancelled Permit to Occupy arrangements with 14 fishing huts located on State Land at Bronte. In the letter provided to hut owners the DNRME advised that Council may be willing to allow the relocation of fishing huts to a Council recreation reserve.

Firth Lawyers have contacted Council advising that 14 fishing hut owners wish to be considered for the possible relocation into Council's nearby Reserve.

Verbal advice from DNRME officers is that:

- it is a matter for Council, as Trustee, to decide whether or not it will permit the establishment of new fishing huts for the displaced fishing hut owners on the Recreation Reserve; and
- the establishment of new fishing huts for the displaced fishing hut owners does not offend the Memorandum of Understanding between the Council and State about the establishment of new fishing huts.

Further work is necessary to understand the building, planning, approval, tenure, asset management and access implications of establishing new fishing huts for the displaced fishing hut owners on the Recreation Reserve.

Council Decision – Recommendation

That Council:

- Acknowledge receipt of the letter from Firth Lawyers confirming that 14 displaced hut owners wish to be considered for possible new Trustee Permits within the recreation reserve; and
 - Resolve to either:
 - Provide confirmation to Firth Lawyers that Council is supportive, in principle, of considering the issue of Trustee Permits to accommodate the 14 hut owners within the recreation reserve described as Lot 545 on CWL666, subject to ability to evidence compliance with all relevant statutory requirements and:
 - Further explore the likely building, planning, approval, tenure and access implications involved in the concept; and
 - Obtain written confirmation from the DNRME that the establishment of new fishing huts for the displaced fishing hut owners does not offend the Memorandum of Understanding between the Council and State about the establishment of new fishing huts.
- Or
- Provide confirmation to Firth Lawyers that Council is not supportive of accommodating the 14 hut owners within the recreation reserve described as Lot 545 on CWL666.

Officers Summary

The department cancelled the State permit to occupy arrangements as at the 30 June 2019 and require the cease of using the permit area, remove all improvements, including buildings and structures, and leave the area in a clean and tidy state within three months from the cancellation.

Since June 2019, Council Officers have been working through scenarios regarding the possible relocation of fishing huts being cancelled by the DNRME and QPWS into the nearby Council Reserve for Recreation.

It has only been since August that Council have now received confirmation of how many fishing hut owners would like to relocate into the Council Reserve.

Further work is necessary to understand the building, planning, approval, tenure, asset management and access implications of establishing new fishing huts for the displaced fishing hut owners on the Recreation Reserve. This will be explored in the event that Council supports the relocation.

Historical Information

These fishing hut owners have held Permits to Occupy with the DNRME for several decades.

A determination of Native Title has been determined over Lot B on AP19666, and requires the DNRME to cancel the permit to occupy pursuant to section 180(1)(a) of the *Land Act 1994*.

Hut owners also have fishing huts in the QPWS locations with no permits or rates being generated. These huts have also been asked to remove from the site. The Halifax Bay Wetlands National Park will continue to be managed by QPWS in collaboration with the Nywaigi Traditional Owners.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Risk management implications will need to be considered further in the event that Council supports the relocation.

Statutory Environment

- *Land Act 1994*; and
 - *Planning Act 2016*.
-

Consultation

Not applicable concerning acceptance of this Report.

Attachments

- A. Email received from Firth Lawyers;
- B. Copy of letter Received to Hut Owners from the DNRME; and
- C. Location Map.

From: Darren Firth
To: Leanne Accornero
Cc:
Subject: RE: Huts in Halifax Bay area

Sent: Fri 9/08/2019 3:11 PM

Hi Leanne

We now understand that all hut owners affected by the proposed removal of huts from the Halifax Bay area (14 in total) wish to be considered for possible relocation to the Recreational Reserve.

Regards
Darren Firth
FIRTH LAWYERS



Postal Address: PO Box 422, Ingham Qld 4850
Street Address: 27 Herbert Street, Ingham Qld 4850
Telephone: (07) 4776 6600
Facsimile: (07) 4776 6611
Web: www.firthlawyers.com.au

Individual liability limited by a scheme approved under professional standards legislation

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Thank you for your correspondence dated 7 April 2019 and for attending the meeting at the Tyto Wetlands Centre in Ingham on 30 April 2019. I am writing to address issues raised to date by the permittees of permit to occupy 0/237887 (PO 237887).

Native Title

Native title was determined over lot B on AP19666 on 20 April 2018. A determination of native title recognises a native title party's native title rights and interests and does not provide ownership of land to the native title parties.

PO 237887 was issued on 6 August 2014 in accordance with section 24LA of the *Native Title Act 1993 (Cwlth)* (NTA). Under the provisions of section 24LA(1)(a) of the NTA, the permit to occupy cannot continue after an approved determination that native title exists has been made in relation to the land.

Permit to Occupy

As native title has been determined to exist over lot B on AP19666, the Department of Natural Resources, Mines and Energy (the department) is required to cancel the permit to occupy pursuant to section 180(1)(a) of the *Land Act 1994* (the Act).

PO 237862 is subject to "Termination" clause 3 -

Clause 3 Termination

Should it be determined at some future date by any Court that native title exists over the subject land, this permit to occupy may be terminated and the permittee or any subsequent permittee may be required to remove any works established under this permit to occupy at the permittee's or any subsequent permittee's own cost, expense and risk. In that event, no compensation for works, development costs or loss of income shall be payable to the permittee or any subsequent permittee by the State of Queensland.

The department will cancel PO 237887 as at 30 June 2019 in terms of section 180(1)(a) of the Act as native title has been determined to exist over lot B on AP19666.

You will be required to cease using the permit area, remove all improvements, including buildings and structures, and leave the area in a clean and tidy state within three (3) months from the cancellation date or a date in 2019 that is mutually agreed in writing between yourselves and the department.

The department will not issue an invoice to you for the 2019/2020 rental period.

Level 4, 5B Sheridan Street Cairns
Q 4870
P O Box 937 Cairns Q 4870
Telephone +61 7 4016 1903
www.dnrme.qld.gov.au
ABN 59 020 847 551

You are further advised that any continued or further use of the permit to occupy area after the agreed removal date may be dealt with under the Act as a trespass related act.

Hinchinbrook Shire Council (the council) as trustee of the nearby Reserve for Recreation purposes, described as lot 382 on SP288711, has advised they may be willing to allow you to relocate onto the reserve. Please contact Hinchinbrook Shire Council on telephone 4776 4600 for further information.

Management of Halifax Bay National Park

The Queensland Parks and Wildlife Services (QPWS) has advised the Halifax Bay Wetlands National Park will continue to be managed by the QPWS in collaboration with the Nywaigi Traditional Owners. Any permit fees for the national park are returned to the State and assist to support ongoing management of national parks and other protected areas in the region.

QPWS is committed to investigating opportunities to develop and maintain public facilities for camping and fishing within Halifax Bay Wetlands National Park, and through this process will be seeking input from Traditional Owners, stakeholders, and interest groups including the Halifax Bay Recreational Lifestyle Association.

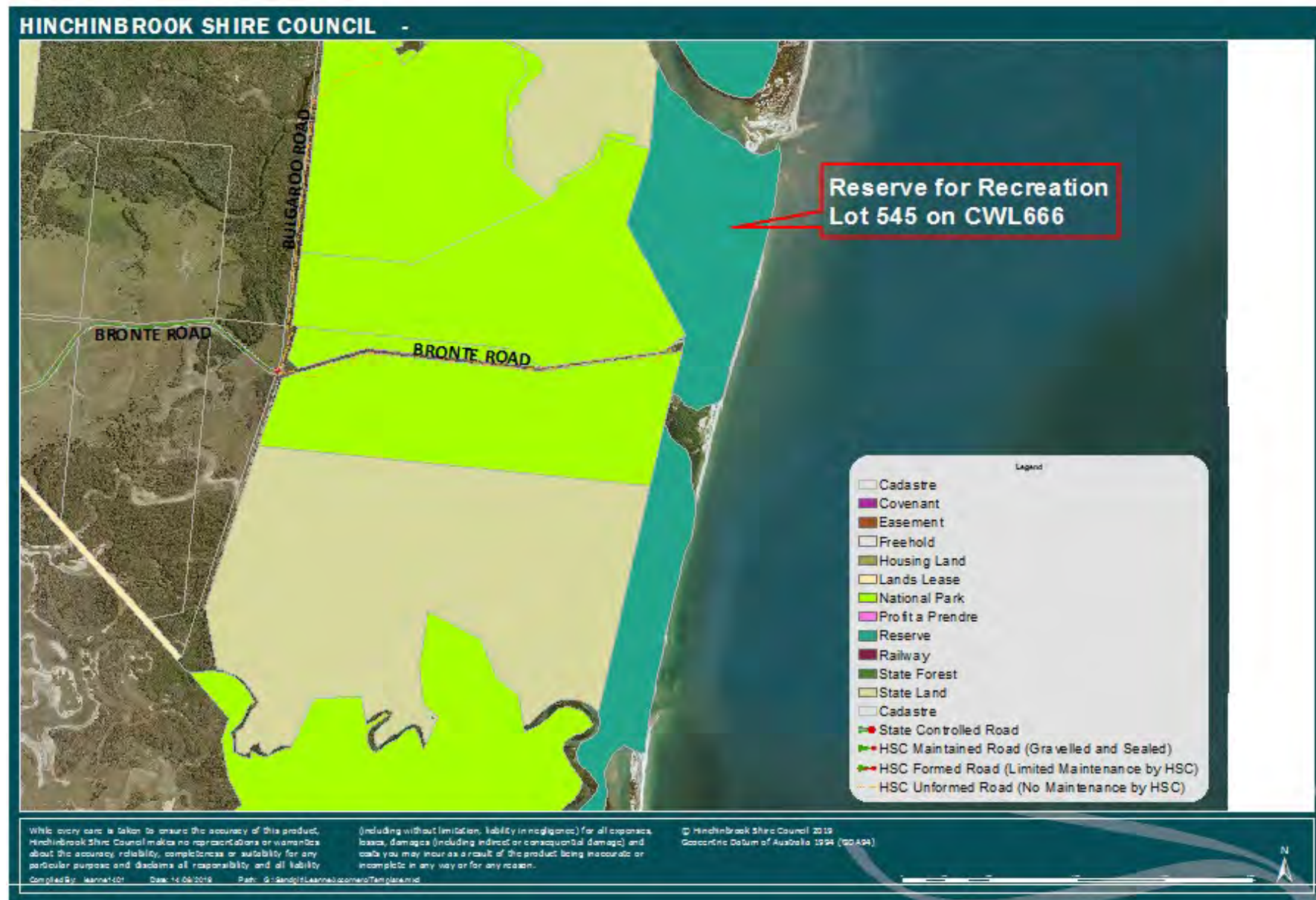
Should you have any further queries regarding the national park, please contact Craig Dean, A/Principal Advisor, of QPWS on telephone 4222 5369.

Should you have any further enquiries, please contact Mrs Deanna Holder, A/Manager, Land Services, of the department on telephone 4016 1903.

Yours sincerely



Andrew Buckley
Executive Director
Natural Resources North Region



**LICENCE AGREEMENT between COUNCIL and GUMNUT NOMINEES PTY LTD
MT MERCER, WARRENS HILL, INGHAM - LOT 89 on CWL2997**

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction	Action
1. Fiscally responsive and Responsible Management of Public Infrastructure and Assets.	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.
2. Responsive and responsible management of land.	2.4 Natural resource management.
4. Council's role in creating an enviable lifestyle and contribution to the whole of life livability of our shire.	4.5 Regulatory Functions that underpin livability.

Budget, Financial and Resource Implications

The proposed Licence Fee of \$1,200 is not reflected in the Council's 2019-2020 Commercial Charges, Regulatory Fees and Other Charges schedule. This Fee has been negotiated between the applicant and Council and is consistent with other arrangements of this nature.

Asset Management

The aim of the Asset Management Plan is to determine the level of funding that provides the most cost effective outcomes for renewal and maintenance, whilst also maintaining desired levels of service. The 10 year funding required to achieve Council's adopted asset performance targets as reflected in Volume 4 – Facilities, includes buildings and structures (incorporates marine facilities) of the *Hinchinbrook Local Government Area Asset Management Plan 2017*. This Plan includes structures at the Mt Mercer Look Out.

Executive Summary

Council is in receipt of an application requesting a three year Licence Agreement in regards to the Italian and Christian Radio Station at Mt Mercer, Warrens Hill to continue broadcasting from the existing communications tower to Hinchinbrook community listeners.

Warrens Hill is a Reserve for Refuse Disposal (Landfill) Lot 89 on CWL2997, zoned as Community Facility with an area of 17.8997ha. To access the communications tower the members from the Italian and Christian Radio Station are required to access through an existing lease area Council has to Ergon, which encompasses the access track. This part of the Ergon Lease is yet to be developed by Ergon infrastructure and is not fenced, however may be required by Ergon in future. Ergon has been approached for the release of this land from the Lease but was not willing to agree.

Council Decision – Recommendation

That Council approve a three year Licence Agreement for the period from 1 July 2019 to 30 June 2022 with Gumnut Nominees Pty Ltd over an area at Warrens Hill Landfill, Lot 89 on CWL2997, subject to annual payments and conditions.

Officers Summary

The proposed telecommunication use is not dissimilar to the uses allowed on other Council Reserves. The applicant proposes to continue using the already established Radio Base located within Lot 89 on CWL2997.

The current access arrangement is from Bosworths Road through a locked gate over an access easement in favor of Ergon to the facility. A part of the access arrangement is through the Trustee Lease to Ergon. The Easement allows legal access to entities other than Ergon to use the easement however the location of the easement does not reflect the alignment of the access road.

To access both Council structure and the Gumnut Nominees telecommunications tower both must pass through the Ergon Energy Lease. Ergon Energy already hold a Trustee Lease with Council over an area within Lot 89 on CWL2997 and are not interested in changing their Trustee Lease area due to possible future development within the leased area.

Given the radio infrastructure already exists, it appears there is limited risk in issuing the Licence Agreement.

Historical Information

Gumnut Nominees Pty Ltd has been using this site since 1991 with an upgrade of the equipment in 1995 with no Licence Agreements. The applicant provides the local community with transmitting 24 hours a day, seven days a week in the Italian and Christian channels. The programming during the day is produced locally, with a connection to RAI in Italy overnight. The applicant relies on assistance from local residence to keep this station on air when problems arise from time to time. The applicant does not generate income from this service and have a good support network with the locals.

Gumnut Nominees Pty Ltd is requesting a three year Licence Agreement in regards to the Warrens Hill Landfill. The following equipment already exists at the site:

- Mast Mount;
- Wall/side Mount of Transmitter and Payout System;
- Feeder Cable; and
- Electrical connections.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Risk has been added in the officers summary.

Statutory Environment

- *Land Act 1994*; and
- *Local Government Act 2009*

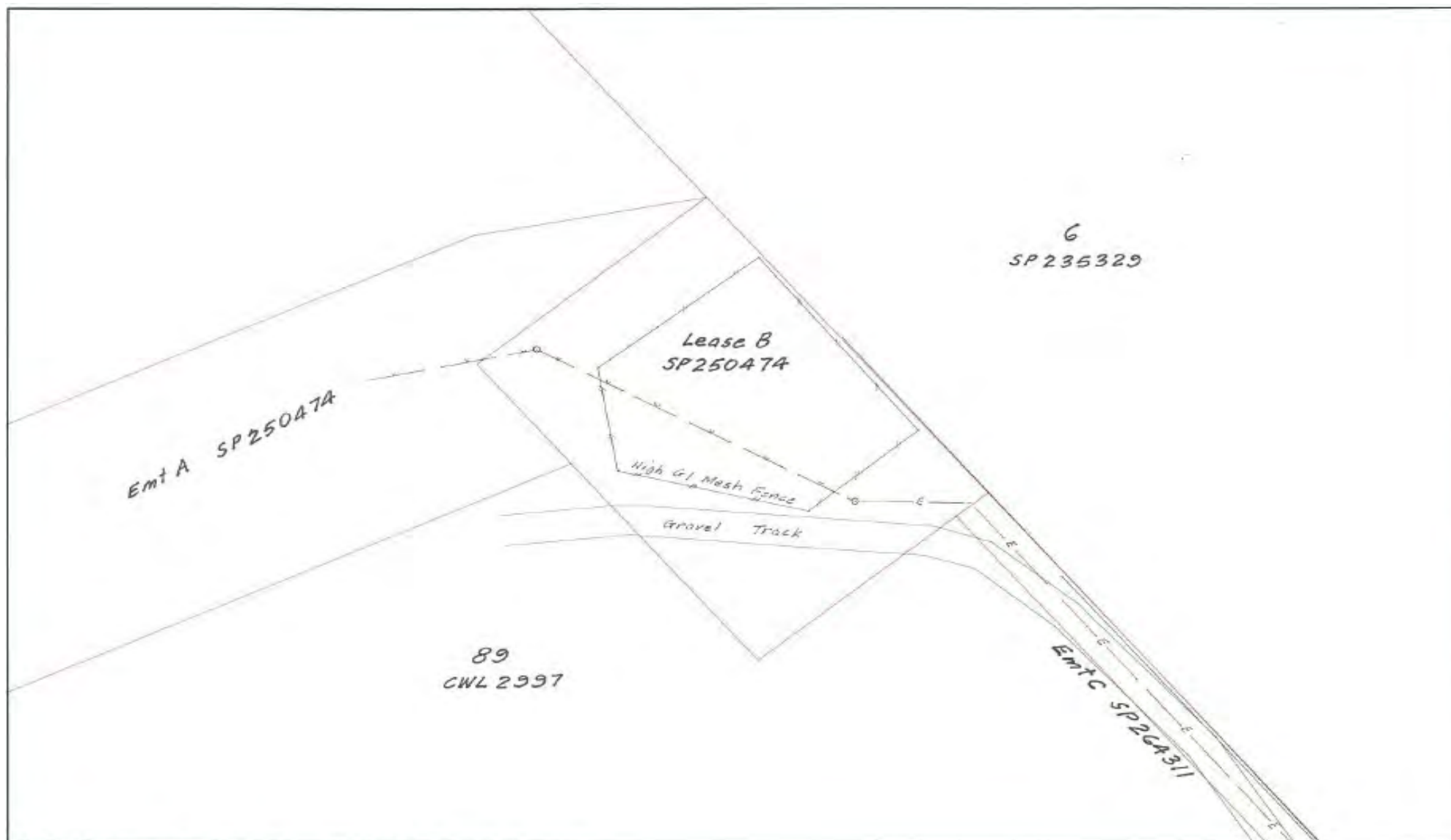
Consultation

- Surveying Officer:
To access the top of the hill existing track is restricted by passing through already existing lease. Under term of current Lease B, Council has access with 48hrs notice to Lessee, however Council cannot give permission for other to access the lease area. The all ready existing Lease B lessee has fenced their facility so that the existing track is usable to access the top of the hill.

Attachments

- Locality Map;
- Access and Ergon Lease;
- Survey Plan; and
- Site/Facility Photos (existing structures and antennae).







**ROUND TWO 2018-2019 REGIONAL ARTS DEVELOPMENT FUND
APPLICATIONS and EXPENDITURE**

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 4.1 Arts and Cultural Investment.	Action 4.1.6 Delivery of the Regional Arts Development Fund programing. Successful application and funding under new funding model. Increased participation and diversification of program reach.

Budget, Financial and Resource Implications

The sum of \$8,856 (excl. GST) is within the budget allocations for the 2019-2020 year.

Executive Summary

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Hinchinbrook Shire Council (HSC) to support local arts and culture in regional Queensland. For the financial year of 2018-2019 there are two rounds. The closing date for 2018-2019 applications for Round One was 19 February 2018. The closing date for Round Two applications was 30 April 2019. The Committee received three applications. The Committee recommends approval of funding totalling \$8,856 (excl. GST) for two projects as detailed below, from available RADF funds for 2018-2019.

Council Decision – Recommendation

That Council approve funding applications reviewed by the RADF Committee totalling \$8,856 (excl. GST) as follows:

- A. Kristina Fontana – application for a visual arts school for the amount of \$2,007(excl. GST); and
- B. Silver Lining Foundation – application for Silver Lining School for the amount of \$6,849(excl. GST).

That Council decline the funding application from One Spirit One Land, Australia and Speakeze on the grounds that further information is required.

Officers Summary

The following proposals were received:

A. Kristina Fontana

The project involves the creation of a visual arts school for children from five to eight, Nine to 12 as well as secondary school students and adults. Her aim is to inspire and teach children traditional visual arts techniques and give them the foundation to start their interest into the arts. Committee discussion focused on the possibility of Kristina growing this endeavor toward a micro business within the Shire. The RADF Committee supported the final notification to Round two 2016/19 applicant, Kristina Fontana for the amount of \$2,007(excl. GST);

B. Silver Lining Foundation

This is a much larger collaborative project which involves both local stakeholders and in-kind support from out of town entities. Workshop participants will be indigenous students from Mungalla Silver Lining School as well as other students as identified by Kara Fien. All musicians and project/workshop coordinators are either indigenous or have experience working with indigenous students. The project under the guidance of Kara Fien (who has an existing relationship with the students) will write new lyrics for 'A Little Further North' and incorporate indigenous language, culture and personal experiences. The lyrics will be recorded and professionally rendered, and the workshops and performance will be video recorded as well. The RADF Committee supported Silver Lining School the amount of \$6,849(excl. GST); to be paid in two incremental instalments.

C. One Spirit One Land, Australia and Speakeze

A revised application was requested by the RADF Committee however it was not received to date. The progression of this application was not supported by the RADF Committee.

Procedures have been carried out in accordance with Arts Queensland and HSC RADF Guidelines.

Overview of RADF Expenditure						
HSC local Arts and Cultural Priorities addressed (as set out in the HSC RADF Guidelines for Applicants)	State (QLD) priorities addressed	Applicant & Title	Event	Date	Total Cost of Project (excl. GST)	Money Requested Or allocated from RADF (excl. GST)
Overview of RADF expenditure (actual) to date						
Invest in Arts and Culture in the Shire	Invests in Arts and Culture in the Shire Address youth social issues	TRAG workshop	Pam Findlay workshop (workshops extended to 2 days/2 per day)	12/07/19	\$1,501.20	\$1,501.20
Overview of upcoming RADF funded workshops						
Invest in Arts and Culture in the Shire	Provision of recreation opportunities to the Hinchinbrook Community	TRAG (seniors workshops)	Macramé	19/08/19	TBC	\$495
Invest in Arts and Culture in the Shire	Provision of recreation opportunities to the Hinchinbrook Community	TRAG (seniors workshops)	Pencil Drawing	20/08/19	TBC	\$495
Invest in Arts and Culture in the Shire	Provision of recreation opportunities to the Hinchinbrook Community	TRAG (seniors workshops)	Floral Art	21/08/19	TBC	\$495
Invest in Arts and Culture in the Shire	Provision of recreation opportunities to the Hinchinbrook Community	TRAG workshop	Sally Moroney Dream Catchers	24/08/19	295	\$265.50

Author: Nick McGrath
Position: Acting Economic and Community Development Manager
Date: 12 August 2019

Invest in Arts and Culture in the Shire	Provision of recreation opportunities to the Hinchinbrook Community	TRAG workshop	Linda Bates – Mini Mosaic Jewellery	29/09/19		\$360
Invest in Arts and Culture in the Shire	Provision of recreation opportunities to the Hinchinbrook Community	TRAG workshop	Linda Bates - Glass Beads (Lampwork)	30/09/19		\$360
Invest in Arts and Culture in the Shire	Provision of recreation opportunities to the Hinchinbrook Community	TRAG workshop	Linda Bates - Glass Beads (Lampwork)	01/10/19		\$360
Invest in Arts and Culture in the Shire	Invests in Arts and Culture in the Shire Address youth social issues	TRAG workshop	1 x Kids/Youth Activity (Tasman Turtle Wearable Art workshop 1)	November 2019 (TBC)		\$360
Invest in Arts and Culture in the Shire	Invests in Arts and Culture in the Shire Address youth social issues	TRAG workshop	1 x Kids and Youth Workshop (Tasman Turtle Wearable Art workshop 2)	TBC		\$540
For approval – RADF submissions Round Two 2018/2019 for council decision – recommendation (details below)						
Invest in Arts and Culture in the Shire	Invests in Arts and Culture in the Shire Address youth social issues	Kristina Fontana	Arts School Children, Youth and adults	PROPOSED (details below)	\$3,051.18	\$2,007
Invest in Arts and Culture in the Shire	Contribute to commercially promoting Hinchinbrook Shire's Art and Cultural Assets Provision of career development skills/career paths to attract and retain youth in the Shire.	Silver Lining Micro School	Mungalla Remix – A Little Further North	PROPOSED (details below)	\$19,502.19	\$6,849 (to be paid in two instalments)
Invest in Arts and Culture in the Shire	Invest in Arts and Culture in the Shire Address youth social issues	Joanne Keune/Joe Sproats	One Spirit One Land, Australia and Speakeze	Proposal withdrawn	Nil	Nil
		Total				\$14,087.70

Historical Information

- RADF Funding Round Two – 2018-2019;
 - RADF Committee Meeting One – 28 June 2019; and
 - Silver Lining presentation to committee – 14 July 2019.
-

Policy Implications

RADF funding as per Hinchinbrook Shire Council Arts and Culture Policy.

Risk Management Implications

As per Hinchinbrook Shire Council Regional Arts Development Fund Committee Handbook/Hinchinbrook Shire Council Regional Arts Development Fund Procedures Manual.

Statutory Environment

- Hinchinbrook Shire Council Corporate Plan 2015-2020; and
 - Hinchinbrook Shire Council Arts and Culture Policy.
-

Consultation

RADF Committee Members:

- Councillor Mary Brown;
 - Councillor Marc Tack; and
 - Mr Chris Parry.
-

Attachments

- Kristina Fontana – Foundation Art Classes; and
 - Silver Lining Micro School – Mungalla Remix – A Little Further North.
-

- Please ensure you read and understand the Hinchinbrook Shire Council's RADF Guidelines, Frequently Asked Questions by RADF Applicants and associated templates available at www.tyto.com.au/art/radf prior to commencing your application.
- Please contact your RADF Liaison Officer (RLO) or a member of the RADF Committee if you are unsure about any part of your application.
- Contact Hinchinbrook Community Support Centre for assistance with completing applications P: 07 4776 1822
- Keep a copy of your application, including all support material, to help prepare the Outcome Report due 4 weeks after your activity has finished if you have been successful in receiving RADF funding.
- Return your completed application and support material to your local Council.
- Applicants requesting \$5,000 or more in RADF Funding will be required to verbally pitch their project proposal to the Hinchinbrook Shire RADF Committee.
- Applicants requesting \$5,000 or more in RADF Funding, if successful, will be paid funding in instalments correlating to completion of the relevant stages of their project.
- If your application is successful, 10% of the total RADF Funding requested for your project will be withheld by HSC until you submit a complete Project Outcome Report, due 4 weeks after project completion, that is accepted by the Hinchinbrook Shire RADF Committee.

SECTION 1: Application Summary

Applicant Name				Council Contact Details RADF Liaison Officer P: 07 4776 4725 E: gallery@hinchinbrook.qld.gov.au
Contact Persons Name (Group/Organisations)	KRISTINA FONTANA			
Email Address	bkfontana@bigpond.com			
Contact Phone Number	04 00 159 178			
Postal Address	33 GOAT ST			Council Postal Address Hinchinbrook Shire Council PO Box 366 INGHAM QLD 4850
Town/Suburb	INGHAM			
State	QLD	Postcode	4850	

1.2 Project Summary

Project Name	FOUNDATION ART COURSES.
--------------	-------------------------

Project Description

Describe your project in approximately 20 words. This statement will be used to promote your project in our media releases.

The grant will be used towards the costs of:

SETTING UP MATERIALS FOR AN ART SCHOOL FOR KIDS.
 STARTING WITH AGES 5-8, 9-12. THEN LATER TO
 HIGH SCHOOL STUDENT AND ADULTS.
 SUBSEQUENTLY VIEW STUDENTS WORK IN COMMUNITY
 PROJECTS OR EXHIBITIONS.

Project Start Date	20 JULY	Project End Date	24 AUGUST
Outcome Report Due Date (4 weeks from project end date)		Location of Project/Program: (Please include town, region)	UNITING CHURCH HALL, HERBERT ST INGHAM QLD 4850
Total Cost of the Project (Complete Budget first)	\$ 3930.19	RADF Investment Requested (Complete Budget first)	\$

1.3 RADF Grant History

Have you previously applied for a RADF grant? If yes, in what year?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
If you were successful has that grant been successfully acquitted?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

1.4 Applicant Type: Are you applying as an	Individual / Group / Organisation? Please complete only one.
Go to:	1.5 1.6 1.7

1.5 Individual	
Title	<input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other
Name	KRISTINA FONTANA
Do you have Australian citizenship or permanent residency status? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Are you under 18 years of age? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Parent/ Guardian Name (if under 18 years of age)	

1.6 Group	
<i>Collectives or cooperatives are community groups or groups of artists that are not incorporated and therefore must be auspiced by an incorporated organisation (including Local Government authority), or on individual with an ABN to take financial responsibility for the grant. One person must be nominated as the accountable representative of the collective for management, reporting and financial matters</i>	
Name of Group	
Name of Auspicing Organisation/Individual	<i>Note: This organisation or individual must complete Sections 1.9 & 6.3</i>
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other
Name (accountable person in group)	

1.7 Organisations			
<i>Eligible organisations include arts and cultural not-for-profit organisations and Australian companies that are either based in Queensland or able to demonstrate how their project will directly benefit local arts and culture. Organisations must be registered under law as either incorporated associations or a company limited by guarantee.</i>			
Legal Name of Organisation			
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	Name	
Role of Contact person		Legal Status	

1.8 Australian Business Number (ABN) Details	
<i>Will you/your organisation be responsible for the financial management of the grant if this application is successful?</i>	
<input checked="" type="checkbox"/> Yes -provide your ABN details below	
<input type="checkbox"/> No. An auspicig body will be administering any grant that I receive on my/our organisation's behalf.	
What is your ABN?	866 248 31042
In what name is the ABN registered	KRISTINA FONTANA.
Are you registered for GST	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

1.9 Auspiced Application

All individuals, groups/collectives or unincorporated organisations that do not have an ABN, must nominate an individual with an ABN or incorporated organisation to take responsibility for any grant that may be offered. Only complete this section if you are nominating an accountable organisation or individual to administer the grant on your behalf who will also be responsible for submitting a financial report at the end of the project.

Who is your auspicating arrangement with?	<input type="checkbox"/> an incorporated body <input type="checkbox"/> an individual with an ABN
Name of auspicating organisation or individual:	
Contact person for auspicating organisation:	
Are you registered for GST?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Postal address of auspicating organisation or individual:	
Phone	Email

SECTION 2: Project Description

2.1 Describe your project.

Provide a brief description of your project including funded activities, aims and objectives.

Please clarify the main activities involved in this project:

6 WEEK COURSE FOR PRIMARY SCHOOL STUDENTS.
4 WEEKS WILL BE TO COVER BASIC LINE, PERSPECTIVE
FORM AND COLOUR. LAST TWO WEEKS, STUDENTS ARE
TO USE WHAT THEY LEARN'T TO COMPLETE FINAL
ART WORK TO EXHIBIT.

What are the main aims and outcomes of this project?

INSPIRE AND TEACH YOUNG CHILDREN IN
THE ARTS. GIVING THEM FOUNDATIONS TO
START THEIR INTEREST INTO THE ARTS.
JAMES COOK UNIVERSITY IS WITHDRAWING FROM
VISUAL ARTS IN THE NORTH, UPCOMING STUDENTS WILL
HAVE NO INCENTIVE TO PURSUE OPPORTUNITIES IN THIS FIELD.
HOPING TO FILL THAT VOID, WITH CLASSES
GUEST ARTIST AND WORKSHOPS.
HELP THEM BUILD THEIR OWN PORTFOLIO.

2.2 Project Stages

Add lines as necessary to the table below. The project plan should be as comprehensive as possible and reflect the size and nature of your project. These activities may be implemented concurrently. Please note that a lack of detail provided may affect the success of your application. Write a date in the column beside each stage to indicate when you expect to start the stage and when you expect to complete that stage of the project. For projects requesting \$5,000 or more in RADF Funding, payment instalments will be made in line with completion of project stages. List your proposed instalment amounts alongside the relevant project stage.

Project Stage and description	Start Date	Expected Completion Date	Instalment \$ Amount Requested
1 INTRODUCTION TO COURSE MATERIALS LINE DRAWING.	20 JULY		
2 SHADING PEN TECHNIQUE PERSPECTIVE	27 th JULY		
3 COLOUR COLOUR WHEEL, PRIMARY COLOURS	3RD AUG		
4 MEASURING AND OBSERVING.	10 th AUG		
5 PICKING SUBJECT MATTER TO START FINAL ART PIECE. USING ALL TECHNIQUES.	17 th AUG		
6 FINAL TOUCHES TO	24 th AUG		
7			
8 RADF Outcome Report (No later than 4 Weeks after the project finish Date)			

2.4 Please outline the steps you have taken to address the issue of workplace health and safety, public liability insurance, copyright and relevant licences. If you are to deliver a project/activity in a place where the public attend or that is accessible to the public please ensure you have attached a copy of your Certificate of Currency for Public Liability Insurance.

2.5 Complete and attach with this application the relevant documents outlined below

Risk Assessment (refer to Appendix 2 of this document for template)	<input type="checkbox"/>	Necessary Licences eg Blue Card – Working with Children	<input checked="" type="checkbox"/>
Public Liability Insurance	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>

SECTION 3: Key Performance Outcomes

IMPACT – is measured by the ability to support local employment and build the capacity of the local arts sector

3.1 Select the option that best describes the type of activity

Community consultation/arts research/policy development	<input type="checkbox"/>	Performances	<input type="checkbox"/>
Creative development of new work	<input type="checkbox"/>	Placemaking	<input type="checkbox"/>
Cultural tourism	<input type="checkbox"/>	Professional/career development	<input type="checkbox"/>
Events/festivals	<input type="checkbox"/>	Publications	<input type="checkbox"/>
Exhibitions/collections	<input type="checkbox"/>	Workshops	<input checked="" type="checkbox"/>
Heritage protection/promotion	<input type="checkbox"/>	Other (please specify):	<input type="checkbox"/>

3.2 What is the predominant art-form of the project? (Please select one only)

Visual arts, craft and design	<input checked="" type="checkbox"/>	Dance	<input type="checkbox"/>
Theatre	<input type="checkbox"/>	Writing	<input type="checkbox"/>
Community Arts & Cultural Development	<input type="checkbox"/>	Music	<input type="checkbox"/>
Museums / Collections / Heritage	<input type="checkbox"/>	Film / Multi-media	<input type="checkbox"/>

3.3 Number of participants and audiences engaged in the project

What is the total number of volunteers expected to work on the project?	1
What is the total participant number expected? (Participants are those that actively engage arts activities eg: workshop participants).	34
What is the total audience number expected? (Audience members have a passive engagement eg: audiences observing at an exhibition, performance, event).	

QUALITY – is measured by evidence of artistic merit, how well the project contributes to meeting local arts and cultural priorities and its benefits to the local community.

3.4 Select ONE of the following Hinchinbrook Shire Council local arts and cultural priorities that your project best addresses As identified in Council's RADF Guidelines

Invest in Arts and Culture in the Shire	<input checked="" type="checkbox"/>	Address youth and social issues	<input checked="" type="checkbox"/>
Expand Arts and Cultural Tourism within the Shire – create and embrace an 'Arts and Culture' destination	<input type="checkbox"/>	Provision of career development skills / career paths to attract and retain youth in the Shire	<input type="checkbox"/>
Revitalisation of the Central Business District of Hinchinbrook Shire Towns	<input type="checkbox"/>	Provision of recreation opportunities to the Hinchinbrook Community	<input type="checkbox"/>
Contribute to commercially promoting Hinchinbrook Shire's Art and Cultural assets	<input type="checkbox"/>		<input type="checkbox"/>

3.5 Select ONE of the following State (QLD) priorities that the project best addresses

As identified in Council's RADF Guidelines

Create Jobs in a Strong Economy	<input type="checkbox"/>	Keep communities safe	<input type="checkbox"/>
Give all our children a great start	<input checked="" type="checkbox"/>	Protect the Great Barrier Reef	<input type="checkbox"/>
Keep Queenslanders healthy	<input type="checkbox"/>	Be a responsive government	<input type="checkbox"/>

3.6 Please provide evidence of community interest and local support for the project, as demonstrated by letters of support / participation / expressions of interest. List evidence here and attach documents to application

FACE BOOK PAGE, I PUT OUT AN EXPRESSION OF INTEREST HAVE HAD 34 STUDENTS CALL AND MAKE CONTACT

3.7 How will this project/program benefit you, your community or artists/cultural workers?

Give a brief description about the results you expect from the project. Please demonstrate the level to which the project will deliver multiple and/or short & longer term outcomes, e.g. improves professional development; increases employment opportunities; builds capacity of the sector; conveys a sense of community belonging/builds social cohesion; increases tourism opportunities etc. Maximum of 150 words.

HOPING TO INSPIRE YOUNG ARTIST TO FOLLOW A CAREER IN THE ARTS. START AN ART SCHOOL THAT WOULD BENEFIT SHIRE IN LOCAL PROJECTS.

3.8 How will you capture audience/participant/partner feedback for your project?

Note, this is a necessary part of your project delivery and outcome report – sample surveys and resources are available at www.tyto.com.au/art/radf

I HAVE STARTED MY OWN FACE BOOK PAGE "ARTWORK BY KRISTINA FONTANA" AND SET UP FACEBOOK MESSENGER PAGE WITH ALL THOSE THAT EXPRESSED INTEREST. INSTAGRAM PAGE IS ALSO SET UP SAME WAY AND HAVE ADVERTISED FOR IT. SPREAD SHEET HAS BEEN MADE, CURRENTLY HAVE ENROLEMENT PACKS BEING MADE.

REACH - is demonstrated by the engagement and accessibility of the project/program to diverse audiences, participants and communities or to a specific target group

3.9 Statistical Information about the project/program

Is your project aimed at specific communities as participants and/or audiences? Only complete this section if your project specifically and directly targets people from one or more of these groups, not if your project is generally available to all members of the community.

Aboriginal peoples	<input type="checkbox"/>	Older people (55 years or older)	<input type="checkbox"/>
Torres Strait Islander peoples	<input type="checkbox"/>	People with a disability	<input type="checkbox"/>
Australian South Sea Islander peoples	<input type="checkbox"/>	People from culturally or linguistically diverse backgrounds	<input type="checkbox"/>
Children (0-11 years of age)	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>
Youth (12-25 years of age)	<input checked="" type="checkbox"/>	Women	<input type="checkbox"/>

3.10 If your project is specifically targeting a group/ community/ audience (e.g. indigenous people), describe your processes for this engagement. (i.e. Will there be protocols that need to be addressed? How will you do this?)

CHILDREN 5-12 years BLUE CARD APPLICATION
BEING SUBMITTED.

VIABILITY - is demonstrated by the evidence of value for money and support from sources other than RADF.

3.11 Where you are outsourcing works to an external party (such as a consultant/ contractor) explain who you intend to engage and what their tasks will be e.g. Website or Graphic Designer, Theatre Technician, Printer

Name	Role
—	—

3.12 Have you engaged Council for in-kind support as part of this project Yes ☐ No ☒
If yes, please provide evidence of Council approved resources you have negotiated or are applying for.

3.13 List the artists and arts workers being funded by the RADF grant

You must demonstrate that award rates or industry recommended rates of pay will be made to arts and cultural workers involved in the project. If you are paying only a portion of the recommended rates of pay because the professionals involved in the project are contributing their time as an in-kind contribution, please list the total rate of pay in the table below and then note any in-kind contribution on the income section of the budget (please attach an extra page if necessary).

Please remember to attach the following four documents from each artist or arts worker receiving RADF funding:

- Resume or CV
- Eligibility Checklist for each Professional and Emerging Professional Artist
- Letter of confirmation of availability and a schedule of fees.

Name	Role or position in project	Rate of pay (\$/hr or \$/week)	Total fee whole \$	Amount to be funded by RADF
KRISTINA FONTANA	COURSE FACILITATOR	50 hr	1200-	1200-
TOTAL (Transfer total salaries, fees and allowances to the expenditure column in the budget)			\$ 1200	
TOTAL (Transfer total RADF amount to the RADF expenditure column in the budget)				\$ 1200.

3.14 RADF Budget - Income and Expenses

Please complete the budget using the template below to account for all costs of your project.

- Ensure that your budget estimates are as accurate as possible and use only whole dollar amounts (no cents).
- Ensure that your income and expenses totals are equal.
- Indicate how much of the RADF grant will be used for each relevant item in the RADF grant breakdown column.
- Enter all funding you have applied for and place an asterisk against approved funding.
- Ensure you provide written quotes for all items over \$300 indicated in the RADF \$ column. You will need to provide receipts for all these items with your Outcome Report if you are successful.
- If successful, 90% of your total RADF Funding requested will be released to you upon receipt of the required documents (except for projects requesting \$5,000 and more – refer to HSC RADF guidelines). The remaining 10% of total funding will be paid to you upon receipt of your complete and accurate outcome report.

Please note: If you are not GST registered, amounts should include GST as this is part of the cost of the project. If you are GST registered, Council will pay the funds plus GST. Amounts should be exclusive of GST if you are registered for GST.

Expenditure	Total Costs Whole \$ only	RADF \$ Amount	Income	Amount Whole \$ only
Salaries, Fees and Allowances			Earned income –(cash only) Fees and Sales	
LIABILITY INS	\$309.94			
BLUE CARD REG	90.25			
COURSE FACILITATOR				
FEEES	1200 -	\$1200 -		
Production / program costs			Other Income (cash only) including your own, sponsorships, fundraising & donations (Please itemise)	
ART SUPPLIES	1500 -	1500 -		
Promotion, Documentation and Marketing			Other Grants (place an asterisk next to those approved)	
PROMOTION FOR				
END OF COURSE	300			
EXHIBIT.				
Accommodation & Travel			All in-kind contribution (sponsorship, artist's contribution, donations, partnerships. Please itemise)	
Venue Hire	480 -	480 -		
EXHIBIT DAY HIRE	50 -	50 -		
Administration		n/a		
		n/a		
RADF Grant Total (total of column 3)	3230 -		RADF Grant Total (total from column 3)	
Total Expenditure	3930 -	92230.00	Total Income	

Notes to budget:

Please outline any information that will assist to clarify or justify the costs calculated in your budget. Include the name of the funding program and notification date (or if already confirmed) of any funding you have applied for and included in your budget. Please note that quotes will be required as evidence of costs for any significant costs (over \$300) i.e. quotes.

SECTION 4: Statistical information about applicants

Information in this section is not used to assess your application. Information you provide will be aggregated and used to review the annual program and provide information to Arts Queensland.

Gender ...Are you	Male <input type="checkbox"/>	Female <input checked="" type="checkbox"/>
Do you or your group/organisation identify with any of the groups below? If you are an individual applicant, do you personally identify as belonging to any of the groups below? If you are a group/organisational applicant, does your group/organisation <u>primarily exist</u> for any of the groups below? (Tick only those that apply. This may be more than one).		
Aboriginal peoples		Older people (55 years or older)
Torres Strait Islander peoples		People with a disability
People from a culturally diverse background		People in regional area/s
Children (0 – 11)	<input checked="" type="checkbox"/>	People from culturally & linguistically diverse backgrounds
Youth (10-21 years of age)	<input checked="" type="checkbox"/>	Australian South Sea Islander peoples

SECTION 5: Support Material

- Letters of support must include an original signature or contact details of the author
- All support material must be clearly labelled to ensure it is easy for the assessors to locate, open and read.
- Excessive support material will not be read by assessors and as such excluded from assessment

For audit purposes, Hinchinbrook Shire Council is required to retain a copy of the support material supplied by applicants.

The following support material is critical to the success of your application.

<input checked="" type="checkbox"/>	One copy of application and all the required support materials and signed copy of Section 6 – Certification.
<input type="checkbox"/>	A brief CV for all key personnel that the RADF grant will pay for (no longer than one A4 page per person) and written or emailed confirmation of their participation (for Organisations just the artistic / creative director). The purpose of this is to enable the assessors to determine the quality and suitability of personnel involved. (template available at www.tyto.com.au/art/radf)
<input type="checkbox"/>	Up to three letters from individuals, or organisations in your area of practice that provide relevant comment in support of your application.
<input checked="" type="checkbox"/>	An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and arts worker involved in your project/activity (refer to appendix 1 of this application)
<input type="checkbox"/>	Written confirmation from key artists, personnel and venue managers involved in the project, confirming availability and schedule of fees.
<input checked="" type="checkbox"/>	A completed risk assessment (refer to appendix 2 of this application)

If applicable to your project, please provide the following support material-

<input checked="" type="checkbox"/>	Confirmation of venues and evidence of interest from potential clients (e.g. venues, organisations, events) This demonstrates demand for your project/program
<input type="checkbox"/>	Confirmation of significant partnerships in writing
<input type="checkbox"/>	Letters of interest from: a publisher; an event organiser; a gallery; a performance venue; a music producer; or any other presenting body to support applications for funding the creation of an arts or cultural product.
<input checked="" type="checkbox"/>	Quotes for all budget items over \$300 that the grant will pay for (materials, contractors, venue hire etc.)
<input type="checkbox"/>	For proposals involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children or young people – please provide evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations.

SECTION 6: Certification

6.1 Information Privacy and Right to Information

(All Applicants)

The information you provide in your grant application will be used by the Council to process and assess your application and, if successful, to process, pay and administer your grant. The council may contact other funding agencies to verify grants requested from them in support of your project.

If your application is successful, the Council may disclose the following information to Arts Queensland:

- The information you provide in your grants application
- The amount of funding you receive
- The information you provide in your outcome report and text and images relating to your funded activity

The information may be used by the Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The information may be anonymised and used for statistical purposes.

The information may be used by the council or Arts Queensland for the promotion of RADF or the promotion of funding outcomes for arts and cultural development in Queensland. For this purpose, the information and your contact details may be provided to Queensland Government Members of a Parliament, the media and other agencies who may contact you directly. The Council and Arts Queensland may also publish the information in their Annual Reports or on their websites.

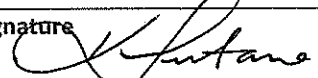
The Council and Arts Queensland treat all personal information in accordance with the *Information Privacy Act 2009*.

The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Council or Arts Queensland.

6.2 Signature - Applicant

I, the undersigned, certify that:

- I have read and I/my organisation will abide by the Hinchinbrook Shire Council Regional Arts Development Fund Guidelines and the information provided in the Frequently Asked Questions by RADF Applicants.
- The statements in this application are true and correct to the best of my knowledge, information and belief. The supporting material is my own work or the work of the artists named in this application.
- I have read and understood the Information Privacy and Right to Information Statement below and agree to the use and disclosure of information as outlined in the Statement.

Signature 	Date 3/6/2019
Name in Full KRISTINA FONTANA	
Parent/Guardian (if applicant is under 18)	

6.3 Signature - Auspicing Agent

Both the applicant and the auspicing organisation/individual are considered responsible for ensuring the acquittal of grants. I/my organisation agree/s to administer the grant that may be offered to the applicant on their behalf and that the information stated in this application is true and correct.

Signature	Date
Name of Auspicing Body	
Contact person's name in full	
Position in group or organisation	

Appendix 1.

Eligibility Checklist: Professional / Emerging Professional Artists

A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant. Please make copies of this Checklist as required or download a copy from www.tyto.com.au/art/radf

The purpose of the RADF Program is to support professional and emerging professional artists and artworkers (artists) to practise excellent art for and with communities for mutual development.

This checklist has been developed to ensure that the status of artists as 'professional' and 'emerging professional' is clearly identified.

Your responses to the questions below determine your status as an artist in regard to the RADF Program.

You need to tick any **three** or more of the artistic merits below to qualify as an artist with a professional or emerging professional status.

If you cannot select a minimum of **three** of the artistic merits, you do not meet the eligibility requirements as a professional or emerging artist who can be funded by the RADF program.

In this case please contact your local RADF Liaison Officer to discuss alternative funding sources to support your arts activity/project.

Artist, or Artworker NAME: KRISTINA FONTANA

Please tick the following artistic merits that apply to you

☐ I have professional arts and/or cultural qualifications

☒ I have an Australian Business Number (ABN)

8	6
---	---

6	2	4
---	---	---

8	3	1
---	---	---

0	4	2
---	---	---

☒ I have devoted significant time to arts practice.

☒ I have been recognised as a professional by peers.

☐ I have held public exhibitions or given public performances (not as part of a competition).

☒ I have work held in public collections.

☒ I have won important national and/or international prizes or awards.

☐ I have held public discussions and/or have had articles written about my work.

☒ I have been commissioned or employed on the basis of art skills and/or earning income from sales of art work.


☐ I am a member of a professional association (or associations) as a professional artist.

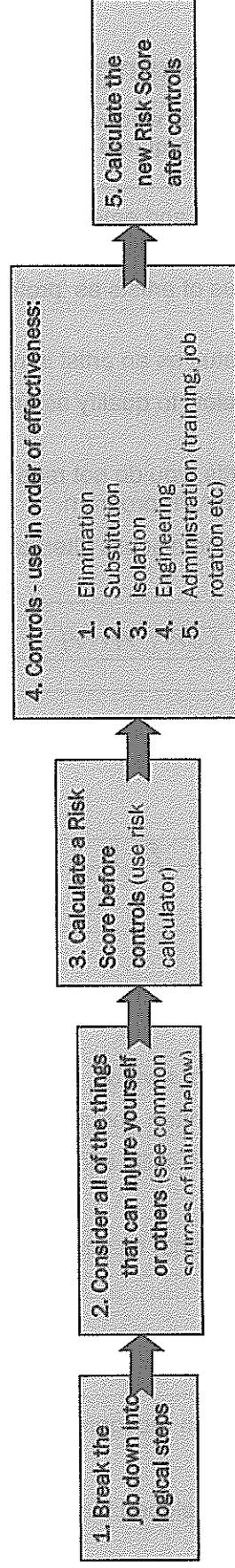
Name/s of association/s:

☐ I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.

☐ I am an artist whose artistic or cultural knowledge has developed through oral traditions.

Appendix 2. RISK ASSESSMENT & MATRIX – use this template or you can use your own

Project Name	FOUNDATION ART CLASSES			Date:	___/___/___
Project Description	ART LESSONS FOR KIDS 5-12				
Persons conducting:	1. KRISTINA FONTANA	2.	3.	4.	
Signatures:		2.	3.	4.	



Consider the following potential requirements:

- ☐ Does a Standard Operating Procedure already relate to the job or task? ☐ Are appropriate tools required and available?
- ☐ Do you need to consult any Original Equipment Manufacturer's or service manuals? ☐ Is additional or specialist PPE required?
- ☐ Do you possess the required competencies? ☐ Is the work area adequately demarcated?
- ☐ Have you correctly isolated the plant or equipment? ☐ Is a permit necessary for this job?
- ☐ Have adequate inspections been completed? (pre-start, periodic) ☐ Has all relevant communication been completed?
- ☐ Do you require additional personnel or notification? ☐ Do you require specific monitoring and is it available?

Appendix 2. RISK ASSESSMENT & MATRIX – use this template or you can use your own

Common Sources of Injury –			
Consider and tick possibilities: Can anyone be hurt by being...			
<input type="checkbox"/> Struck by	<input type="checkbox"/> Caught between	<input type="checkbox"/> Overexertion – lifting lowering pushing pulling, carrying, moving, holding, restraining, repetitive movements	
<input type="checkbox"/> Struck against	<input checked="" type="checkbox"/> Fall/slip on the same level		
<input type="checkbox"/> Caught in	<input type="checkbox"/> Fall to a different level	<input type="checkbox"/> Psychological (stress)	<input type="checkbox"/> Caught on
Identify the potential hazards (tick):			
<input type="checkbox"/> Other activity nearby	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Concealed services	<input type="checkbox"/> Hot / cold objects
<input type="checkbox"/> Noise	<input type="checkbox"/> Electricity	<input type="checkbox"/> Lifting gear/cranes	<input type="checkbox"/> Environmental impacts
<input type="checkbox"/> Work area	<input type="checkbox"/> Hot work	<input type="checkbox"/> Rotating equipment	<input type="checkbox"/> Stored energy
<input type="checkbox"/> Confined Space	<input checked="" type="checkbox"/> Access / Slip / Trip	<input type="checkbox"/> Manual handling	<input type="checkbox"/> Hazardous Substances
		<input checked="" type="checkbox"/> Posture	<input type="checkbox"/> Pressure
		<input type="checkbox"/> Sharp objects	<input type="checkbox"/> Biological
		<input type="checkbox"/> Remote location	<input type="checkbox"/> Work at heights
		<input type="checkbox"/> Mobile Plant	<input type="checkbox"/> Tools / Equipment

Appendix 2. RISK ASSESSMENT & MATRIX – use this template or you can use your own

Step #	Basic Project Steps List in sequence the main steps required to perform the task	Hazards (What can go wrong) List for each step the specific hazards that could be present when the step is carried out	Risk Score (Before Control) LMHE	Controls (What you can do to reduce risk) Identify the controls that are currently developed or implemented to prevent or minimise the hazard	Risk Score (After Control) LMHE	Person Responsible? Who is responsible for implementing the control measure
e.g.	Remove carpet, attach floor coverings, prepare paints & painting materials	Slip, trip, fall	M	Ensure flow is clear of any trip or slip hazards. If hazards exist ensure they are marked and placed appropriately and people in the area are aware of them.	L	Dave
1	KIDS TO WEAR	slip trip fall.	L			Kristina Fontana
2	Appropriate Foot wear					
3						
4						
5						
6						
7						
8						
9						
10						

Appendix 2. RISK ASSESMENT & MATRIX – use this template or you can use your own

RISK MATRIX

RISK CALCULATOR					
Likelihood	Severity of Risk				
	Insignificant No injury, no time \$ cost	Minor First aid treatment, low- medium \$ cost	Moderate Medical treatment, medium-high \$ cost	Major Serious injuries, major \$ cost	Catastrophic Death, huge \$ cost
Almost Certain Expected to occur at most times	H	H			
Likely Will probably occur at most times	M	H	H		
Possible Might occur at some time	L	M	H		
Unlikely Could occur at some time	L	L	M	H	
Rare May occur in rare conditions	L	L	M	H	

RISK ASSESSMENT CALCULATOR			
Risk Process Identify Assess Control Monitor	Identify	Identify the hazard/risk of the work	
	Assess	Assess the likelihood and consequence of the hazard/risk	
	Control	Control the hazards/risks using control measures considering the hierarchy of control	
	Monitor	Monitor the effectiveness and use of implemented control measures	
Risk Score Legend		Hierarchy of Control	
E	Extreme risk, immediate action required	ELIMINATION	Eliminate the process, material or substance completely
H	High risks, prioritised action required	SUBSTITUTION	Replace the process, material or substance with a safer one
M	Moderate risk, planned action required	ISOLATION	Isolate the person(s) from the process, material or substance
L	Low risk, actioned by routine procedures	ENGINEERING	Design or re-design the process, material or substance
Jardine Lloyd Thompson©		ADMINISTRATION	Limit exposure to the risk by job rotation, work procedure and/or providing adequate training
		PPE	Use of personal protective equipment



33 Gort Street,
Ingham QLD 4850

Professional Learning: 2002- Bachelor Of Communication and Design - James Cook University
2012-2018 Member of ART House under the tutelage of Angie Vernardos
(Department Head- Art Ingham State High school)

Employment/Volunteer History:

2005-2010 ANZ Ingham- Senior Personal Banker/Mortgage Specialist
2002- Present Completing commissioned art work for private customers

Volunteering at Our Lady of Lourdes Primary School

2018- Present Lourdes Playgroup
2019 Helping with Art classes

Exhibitions:

2015 Hinchinbrook Art Awards
2019 Birdlife Art Awards, Tyto Regional Gallery
Local Artist Award

Foundation Art Classes For Kids

Students 5-8

	Student Name	Parent Information	Phone/Email	Enrolled /Paid
1	Eloray Roy	Hayley Roy		
2	Arizonna Grotelli	Amanda Grotelli	Amandagrottelli83@gmail.com	
3	Frankie Zaghini	Rebecca Zaghini	rebeccazaghini@gmail.com	
4	Casey Celotto	Amy Celotto		
5	Heath Oswin	Laren Oswin		
6	Ruby Gort	Tracy and Moris Gori	Tgori1@oltsv.catholic.edu.au	
7	Sophie Hendersen	Dianna and Nathan Hendersen	dhenderson@coscer.com.au	
8	Thea Griffith	Dianne Griffith	Di.m.griffiths@gmail.com	
9	Lani Davis	Laura Davis	lszep@bigpond.com	
10	Boston Davis			
11	Kenzi Murdoch	Kelly Murdoch		
12	Maddison Trovato	Cassie Trovato	actrovato13@bigpond.com	
13	Isabella Verdanega	Lucy Verdanega	lucyvardanega@gmail.com	
14	Sky Grottelli	Selina Grottelli	Leany_Bugz@hotmail.com	
15	Kyla Torrisi	Daniella Torrisi	darren_danielle@bigpond.com	
16	Lyon	Stacey Lyon	brendanandstacey@ymail.com	
17	Hadlee Flyod	Sarah and Damien Flyod		
18	Tiffany Roberts	Melissa Roberts	tmjt.mcfayden@bigpond.com	
19	Millie Bartolini	Tahnee Bartolini		
20	Indiana Liddle	Renee Liddle	jrliddle@bigpond.com	
21	Kyla Guandalini	Jessica Guandalini	Brennan.jess@bigpond.com	
22	Iris Rutherford	Verity Rutherford		
23	Taylor Larsen	Brooke Larsen	Brooke.e.larsen05@gmail.com	
24	Chanel Crisp	Caroline Crisp		
25	Jewel Crisp			
26	Addison Powell	Amy Powell	amy.powell.14@outlook.com	

Foundation Art Classes For Kids

Students 9-12

	Student Name	Parent Information	Phone/Email	Enrolled /Paid
1	Talia Towner	Amanda Towner	andyandmandy.towner@gmail.com	
2	Roman Grottelli	Amanda Grottelli	Amandagrottelli83@gmail.com	
3	Bre Patane	Grace Patane	Mrscamel1974@gmail.com	
4	Kady Hunter	Dominique Hunter	thedominator_01@hotmail.com	
5	Kaeden Demorest	Leanne Demorest		
6	Chelsea-Rae	Megan Gardener	megan.gardner_86@outlook.com	
7	Ryan Oswin	Lauren Oswin		
8	Aiden Torrisi	Danielle Torrisi	darren_danielle@bigpond.com	
9	Allie Bartolini	Tahnee Bartolini		
10	Charlotte Liddle	Renee Liddle	jrliddle@bigpond.com	
11	Milton Rutherford	Verity Rutherford		
12	Ashlee Migon	Monica Mignon	paulmingon@bigpond.com	
13	Victoria Barnes	Maria Barnes	acedrz@hotmail.com	
14	Oscar	Rebecca Zaghini	rebeccazaghini@gmail.com	

To whom it may concern,

I am writing to show my support of local artist Kristina Fontana, in her endeavours to begin art classes for children in our district.

Personally, I have commissioned many pieces over the years from Kristina and each time I have received a professional experience and am in awe of the work that is produced. It would be a shame not to share her skills and talents with the community where possible!

Art has always been a passion of Kristina's from a very early age and she has continued to explore these skills through local art classes, (which have since ended due to the teacher leaving the district). This has left a void in the community where access to such wonderful opportunities is limited. I commend Kristina for seizing an opportunity to share her passion and skills with others to allow children in the district to explore and grow in a creative way.

Furthermore, considering there has been a collapse in the structure of Ingham Arts festival omitting the arts and crafts section this year, I feel that the town needs to proactively find ways students can showcase their artwork and engage youth in such artistic ventures. Art classes for our young people to help them grow and foster talent is an important step in the right direction.

Art allows youth to express themselves and possibly form new relationships and connections with others through an environment of recreation and fun. Kristina produces high quality art works and would undoubtedly deliver a program for youth to immerse themselves in positively.

I believe this grant would allow Kristina to establish her activity in the community which will only benefit all of those involved.

Kindest Regards

Mrs Deana Blackford

Reginal Art Development Fund

Hinchinbrook Shire Council

RADF Liasion Officer

P: 07 4776 4725

E: gallery@hinchinbrook.qld.gov.au

To whom it may concern,

I have known Kristina Fontana for the last four years as a parent and volunteer at Our Lady of Lourdes School. In this time, Kristina has had a very active role in our school and has been involved in many projects that have greatly benefited our school community.

Kristina is so giving of her time and has a passion for the arts. This passion is evident when she volunteers in my classroom each week to help teach visual arts. Kristina's knowledge and skills in the arts have guided me and helped me immensely to teach art skills and techniques with confidence. In my classroom, Kristina has been pivotal in fostering in students a love of art!

Kristina also runs our school playgroup, organizing art and craft activities for children ranging from 0-4 years. Once a year Kristina co-ordinates our school Maraka float and designs and paints back drops.

I am so excited that Kristina has decided to share her love of art with the youth of today. I know she will be strongly supported by the community and that this grant will have a positive impact on children in the Hinchinbrook community.

Kind Regards,

Tracy Gori

Year One Teacher

Our Lady of Lourdes Primary School

from the fact that $\mathcal{H}^1(\mathbb{R}^n) \subset \mathcal{H}^2(\mathbb{R}^n)$.

Let us now consider the case $n = 2$.

Let $\mathcal{H}^1(\mathbb{R}^2)$ be the space of functions $f \in L^2(\mathbb{R}^2)$ such that

$$\int_{\mathbb{R}^2} |\nabla f|^2 dx < \infty.$$

Let $\mathcal{H}^2(\mathbb{R}^2)$ be the space of functions $f \in L^2(\mathbb{R}^2)$ such that

$$\int_{\mathbb{R}^2} |\Delta f|^2 dx < \infty.$$

Let $\mathcal{H}^3(\mathbb{R}^2)$ be the space of functions $f \in L^2(\mathbb{R}^2)$ such that $\Delta f \in \mathcal{H}^1(\mathbb{R}^2)$. Let $\mathcal{H}^4(\mathbb{R}^2)$ be the space of functions $f \in L^2(\mathbb{R}^2)$ such that $\Delta^2 f \in L^2(\mathbb{R}^2)$. Let $\mathcal{H}^5(\mathbb{R}^2)$ be the space of functions $f \in L^2(\mathbb{R}^2)$ such that $\Delta^3 f \in L^2(\mathbb{R}^2)$.

Let $\mathcal{H}^6(\mathbb{R}^2)$ be the space of functions $f \in L^2(\mathbb{R}^2)$ such that $\Delta^4 f \in L^2(\mathbb{R}^2)$. Let $\mathcal{H}^7(\mathbb{R}^2)$ be the space of functions $f \in L^2(\mathbb{R}^2)$ such that $\Delta^5 f \in L^2(\mathbb{R}^2)$. Let $\mathcal{H}^8(\mathbb{R}^2)$ be the space of functions $f \in L^2(\mathbb{R}^2)$ such that $\Delta^6 f \in L^2(\mathbb{R}^2)$. Let $\mathcal{H}^9(\mathbb{R}^2)$ be the space of functions $f \in L^2(\mathbb{R}^2)$ such that $\Delta^7 f \in L^2(\mathbb{R}^2)$.

Let $\mathcal{H}^{10}(\mathbb{R}^2)$ be the space of functions $f \in L^2(\mathbb{R}^2)$ such that $\Delta^8 f \in L^2(\mathbb{R}^2)$. Let $\mathcal{H}^{11}(\mathbb{R}^2)$ be the space of functions $f \in L^2(\mathbb{R}^2)$ such that $\Delta^9 f \in L^2(\mathbb{R}^2)$. Let $\mathcal{H}^{12}(\mathbb{R}^2)$ be the space of functions $f \in L^2(\mathbb{R}^2)$ such that $\Delta^{10} f \in L^2(\mathbb{R}^2)$.

Let $\mathcal{H}^{13}(\mathbb{R}^2)$ be the space of functions $f \in L^2(\mathbb{R}^2)$ such that $\Delta^{11} f \in L^2(\mathbb{R}^2)$. Let $\mathcal{H}^{14}(\mathbb{R}^2)$ be the space of functions $f \in L^2(\mathbb{R}^2)$ such that $\Delta^{12} f \in L^2(\mathbb{R}^2)$. Let $\mathcal{H}^{15}(\mathbb{R}^2)$ be the space of functions $f \in L^2(\mathbb{R}^2)$ such that $\Delta^{13} f \in L^2(\mathbb{R}^2)$.

Let $\mathcal{H}^{16}(\mathbb{R}^2)$ be the space of functions $f \in L^2(\mathbb{R}^2)$ such that $\Delta^{14} f \in L^2(\mathbb{R}^2)$.

Let $\mathcal{H}^{17}(\mathbb{R}^2)$ be the space of functions $f \in L^2(\mathbb{R}^2)$ such that $\Delta^{15} f \in L^2(\mathbb{R}^2)$.

Let $\mathcal{H}^{18}(\mathbb{R}^2)$ be the space of functions $f \in L^2(\mathbb{R}^2)$ such that $\Delta^{16} f \in L^2(\mathbb{R}^2)$.

Reginal Art Development Fund
Hinchinbrook Shire Council
RADF Liaison Officer
P: 07 4776 4725
E: gallery@hinchinbrook.qld.gov.au

To whom it may concern,

I have worked with Kristina Fontana over the last eight years as she has been a part of my Art group which I founded "Art House".

In that time I have worked with and taught Kristina many skills and techniques which would make her more than capable to facilitate his project.

The grant will be utilized well, as these courses will help develop skills and enthusiasm in a new generation of Hinchinbrook Youth.

Kind Regards,

Ange Vernados
Former ART HOD Ingham State High School
M: 0409 055 756

10/10/2019

10/10/2019

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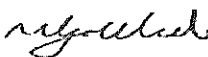
10/10/2019

Certificate of Currency

Business Pack

This Certificate:

- is issued as a matter of information only and confers no rights upon the holder;
- does not amend, extend or alter the coverage afforded by the policy listed;
- is only a summary of the cover provided. For full particulars, reference must be made to the current policy wording;
- is current only at the date of issue.

Name of Insured	Kristina Fontana (ABN: 86624831042)
Policy Number	118U496587BPK
Policy Period	4.00pm Local Standard Time on 21 June 2019 to 4.00pm Local Standard Time on 21 June 2020
Interest Insured	Business Pack Insurance
Situation	5 Gedge Street, INGHAM, QLD, 4850
Sum Insured	Public & Products Liability: \$10,000,000
Interested Party	Public Liability - Landlord 5 Gedge Street Ingham QLD 4850 INGHAM, QLD 4850 Uniting Church Hall
Underwriter	QBE Insurance (Australia) Limited
Signature	
Name of Signatory	Michael Gottlieb
Capacity/Title	Director
Date	03 June 2019

Please note

This policy is issued subject to the Insuring agreements, exclusions, conditions and declarations contained therein. The above information is accurate at the date of signature. No obligation is imposed on the signatory to advise of any alterations to the above information.

Application Summary - 03 Jun 2019 12:25

Application summary

Welcome to the application summary!

Here you can resume unfinished applications, track the status of applications and search for specific applications.

What's next?

We'll send you an email from noreply@business.gov.au once your application has been processed. If you can't find the email, check in your junk or spam email folder.

Want to know more about starting a business? Go to business.gov.au.

You have 1 application(s).

Application reference: #1906-BT-9709
Completed on 03 Jun 2019 12:25

Registration item

Detail

Status



ABN

Your ABN: **66624031042**

[Print your ABN Advice](#)

Successful

Your ABN: **66624031042**

[Print your ABN Advice](#)

Congratulations! Your application to register an Australian Business Number (ABN) was successful. You can find your ABN statement above. It will be available here for up to 14 days from the date of your registration. After this time, it will be archived. The information in your ABN statement is correct at the time of your registration, 03/06/2019. If your business details change, you'll need to [notify the ATO](#) within 28 days of the change. You can request an updated statement of your ABN details from the [Australian Business Register](#).

Which ABN details will be public?

Only certain information will become publicly available on the [ABN Lookup](#) website. For a full list of ABN details displayed on the website or if you wish to suppress certain details, go to the [your business information on the ABR](#) web page.

Where do I display my ABN?

You must display your ABN on payment slips, receipts and tax invoices. You may also wish to display your ABN on your website, letterheads or other marketing material. Find details on these requirements below:

- See details and examples of [tax invoices](#) on the Australian Taxation Office (ATO) website.
- Check out the information required on [payslips](#) on the Fair Work Ombudsman website.
- Find a list of information required on [receipts](#) on the Australian Competition & Consumer Commission website.

What else do I need to register?

There are a number of registrations you may still need before you can start trading. State and territories have various licences and permits that are often required prior to starting your business or company. See the [Australian Business Licence and Information Service \(ABLIS\)](#) to find the licences and permits you need to run your business.

Where do I update my details?


The Business registration service does not currently process ABN updates. Find out how you can [update your ABN details](#) on the ATO website.

Who can I contact?


To find out more about your ABN registration, please [contact the ABR](#) on 13 92 26.


Chat Closed

 Next steps


[Read more](#) 

Other licences and registrations you may need

 Next steps

[Read more](#) 

Learn more about starting a business

 Chat closed

FOUNDATION ART CLASSES FOR KIDS

6 WEEK OVERVIEW

20th July

- **Introduction and Line-** Introduction to the magic of drawing, materials and styles. Line, squiggles and negative space

27th July

- **Shadow, Shading and Perspective-** Learning how to make our Line drawings into 3D drawings with Shading, and perspective.

3rd August

- **Colour-** Looking at the primary building blocks to all the colours around us and how we can shade in colour to make objects look real.

10th August

- **Measuring and Observing-** Using all the methods from the previous weeks, this will be a week to use them as one when doing Still life compositions and using tools around us to keep those drawings in scale.

17th August

- **Composition and Choosing a subject to draw-** How to plan what you should draw and how to arrange it from a point of view that makes the picture look interesting and keeps the viewers' attention within the frame. Helping Kids find something to draw as their Final piece.

24th August

- **Completing Final Art Work-** Continuing on from previous week, finalizing finished art work.

- Please ensure you read and understand the Hinchinbrook Shire Council's RADF Guidelines, Frequently Asked Questions by RADF Applicants and associated templates available at www.tyto.com.au/art/radf prior to commencing your application.
- Please contact your RADF Liaison Officer (RLO) or a member of the RADF Committee if you are unsure about any part of your application.
- Contact Hinchinbrook Community Support Centre for assistance with completing applications P: 07 4776 1822
- Keep a copy of your application, including all support material, to help prepare the Outcome Report due 4 weeks after your activity has finished if you have been successful in receiving RADF funding.
- Return your completed application and support material to your local Council.
- Applicants requesting \$5,000 or more in RADF Funding will be required to verbally pitch their project proposal to the Hinchinbrook Shire RADF Committee.
- Applicants requesting \$5,000 or more in RADF Funding, if successful, will be paid funding in instalments correlating to completion of the relevant stages of their project.
- If your application is successful, 10% of the total RADF Funding requested for your project will be withheld by HSC until you submit a complete Project Outcome Report, due 4 weeks after project completion, that is accepted by the Hinchinbrook Shire RADF Committee.

SECTION 1: Application Summary

Applicant Name	Silver Lining Foundation Australia - Mungalla Silver Lining Microschool			Council Contact Details RADF Liaison Officer P: 07 4776 4725 E: gallery@hinchinbrook.qld.gov.au Council Postal Address Hinchinbrook Shire Council PO Box 366 INGHAM QLD 4850
Contact Persons Name (Group/Organisations)	Kristian Wale			
Email Address	kristianwale@gmail.com			
Contact Phone Number	0423 570 779			
Postal Address	PO Box 13			
Town/Suburb	Allingham			
State	QLD	Postcode	4850	

1.2 Project Summary

Project Name	Mungalla Remix - A Little Further North		
Project Description Describe your project in approximately 20 words. This statement will be used to promote your project in our media releases. The grant will be used towards the costs of: A collaboration between Australian Country Music legend, Graeme Connors, and indigenous students and musicians to create a modern remix of the hit song "A Little Further North" and film a documentary of the process			
Project Start Date	05/08/2019	Project End Date	11/10/2019
Outcome Report Due Date (4 weeks from project end date)	08/11/2019	Location of Project/Program: (Please include town, region)	Hinchinbrook Shire
Total Cost of the Project (Complete Budget first)	\$ 21,699.09	RADF Investment Requested (Complete Budget first)	\$ 7,610.00

1.3 RADF Grant History

Have you previously applied for a RADF grant? If yes, in what year?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If you were successful has that grant been successfully acquitted?	<input type="checkbox"/> YES <input type="checkbox"/> NO

1.4 Applicant Type: Are you applying as an Individual / Group / Organisation? Please complete only one.
Go to: 1.5 1.6 1.7

1.5 Individual

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	Name	
Do you have Australian citizenship or permanent residency status? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Are you under 18 years of age? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Parent/ Guardian Name (if under 18 years of age)			

1.6 Group

Collectives or cooperatives are community groups or groups of artists that are not incorporated and therefore must be auspiced by an incorporated organisation (including Local Government authority), or an individual with an ABN to take financial responsibility for the grant. One person must be nominated as the accountable representative of the collective for management, reporting and financial matters

Name of Group	
Name of Auspicing Organisation/Individual	Note: This organisation or individual must complete Sections 1.9 & 6.3
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other
Name (accountable person in group)	

1.7 Organisations

Eligible organisations include arts and cultural not-for-profit organisations and Australian companies that are either based in Queensland or able to demonstrate how their project will directly benefit local arts and culture.

Organisations must be registered under law as either incorporated associations or a company limited by guarantee.

Legal Name of Organisation	Silver Lining Foundation Australia Ltd		
Title	<input checked="" type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	Name	Kristian Wale
Role of Contact person	Board Member	Legal Status	Company Limited Australian Public Company Public Benevolent Institution

1.8 Australian Business Number (ABN) Details

Will you/your organisation be responsible for the financial management of the grant if this application is successful?

☒ Yes -provide your ABN details below

☐ No. An auspicing body will be administering any grant that I receive on my/our organisation's behalf.

What is your ABN?	92 625 056 108
In what name is the ABN registered	Silver Lining Foundation Australia Ltd
Are you registered for GST	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

1.9 Auspiced Application

All individuals, groups/collectives or unincorporated organisations that do not have an ABN, must nominate an individual with an ABN or incorporated organisation to take responsibility for any grant that may be offered.
Only complete this section if you are nominating an accountable organisation or individual to administer the grant on your behalf who will also be responsible for submitting a financial report at the end of the project.

Who is your auspicing arrangement with?		<input type="checkbox"/> an incorporated body <input type="checkbox"/> an individual with an ABN	
Name of auspicing organisation or individual:			
Contact person for auspicing organisation:			
Are you registered for GST?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Postal address of auspicing organisation or individual:			
Phone		Email	

SECTION 2: Project Description

2.1 Describe your project.

Provide a brief description of your project including funded activities, aims and objectives.

Please clarify the main activities involved in this project:

The project will commence with a five-day workshop in August, wherein the students, under the guidance of Kara Fien from Optimise Health & Wellness (who has an existing relationship with many of the participants) will write new lyrics for A Little Further North that incorporate indigenous language, culture and personal experiences. The intent will be to write new verses in rap while retaining the original chorus. Rachael Coco will assist with crafting lyrics and Jacob Cassidy will focus on connection to Country. The students will receive lessons in guitar and didgeridoo (males only) from indigenous musicians Trevor Prior and representatives from JW Didgeridoos. The musicians and students will infuse indigenous instruments into the existing backing track. During the workshop, the music and lyrics will be professionally recorded at Townsville Creative Technologies College and a documentary of the process will be filmed by Jan Cantoni. The documentary will include pre-workshop interviews to establish the students' objectives and will record the workshop. Students at the Townsville Creative Technologies College will assist with filming during the recording session. The recording and filming process will allow students to participate 'behind the scenes' in addition to being front and center in the song and documentary. Graeme Connors will attend the workshop to assist with crafting the new lyrics and music composition and to participate in recording and filming. A professional photographer will take stills for promotional purposes. Acclaimed indigenous artist, Joanne Cassidy, will provide artwork for the release. The song will be supplied to regional and national radio stations and the documentary will be submitted to NITV, SBS, ABC or similar. The project, including artwork, photography, recording and documentary will receive exposure via social media platforms. It will potentially receive further exposure in 2020 when/if submitted for NAIDOC Awards.

What are the main aims and outcomes of this project?

A Little Further North encapsulates North Queensland's lifestyle and environment. The proposed remix will specifically highlight Hinchinbrook Shire's natural assets via lyrics and through the documentary. It will celebrate local cultural diversity through the infusion of indigenous language and instruments. Radio airtime and exposure on social media platforms, and potentially on television, are achievable outcomes that will showcase the shire on a massive scale as an "Arts and Culture" destination. Participants will be equally as celebrated.

Workshop participants include disenfranchised indigenous youth who have disengaged from mainstream schooling and who contend with complex challenges. Some students have difficult home lives, some have been in trouble with the law and some already have substance abuse issues. This project will provide vulnerable, young people with opportunities to express themselves and to engage with indigenous mentors and cultural professionals. They will work collaboratively towards a positive goal with tangible and long-lasting rewards. The students will see the benefits of their hard work and will gain a sense of pride in their achievements and in their culture.

The students will be inspired by professional musicians and arts workers and will gain valuable professional and personal development skills during the workshop and performance. They will receive lessons and mentoring in song writing, crafting lyrics, various musical instruments, recording, film, photography and art that will benefit those who are interested in pursuing a similar career path. We hope that by fostering

inclusion, building confidence, elevating the school's and shire's profiles and demonstrating appetite for products and experiences that include indigenous culture, the school may be able to develop and promote a Page | 3 performance product suitable for local and regional conferences that engages the students and visiting audiences while creating a new revenue stream. Building a relationship with the Townsville Creative Technology College may inspire future collaborative projects and will promote higher learning opportunities to the students.

2.2 Project Stages

Add lines as necessary to the table below. The project plan should be as comprehensive as possible and reflect the size and nature of your project. These activities may be implemented concurrently. Please note that a lack of detail provided may affect the success of your application. Write a date in the column beside each stage to indicate when you expect to start the stage and when you expect to complete that stage of the project. For projects requesting \$5,000 or more in RADF Funding, payment instalments will be made in line with completion of project stages. List your proposed instalment amounts alongside the relevant project stage.

Project Stage and description	Start Date	Expected Completion Date	Instalment \$ Amount Requested
1 Workshop - write lyrics, compose new music, record song, film documentary, instrument lessons, art and photography	05/08/2019	09/08/2019	\$3,500.00
2 Edit Song	12/08/2019	31/08/2019	nil
3 Edit Documentary	12/08/2019	30/09/2019	\$3,610.00
4 Release song and documentary	01/10/2019	11/10/2019	nil
5			
6			
7			
8 RADF Outcome Report (No later than 4 Weeks after the project finish Date)		08/11/2019	\$500.00

2.4 Please outline the steps you have taken to address the issue of workplace health and safety, public liability insurance, copyright and relevant licences. If you are to deliver a project/activity in a place where the public attend or that is accessible to the public please ensure you have attached a copy of your Certificate of Currency for Public Liability Insurance.

The venue and workshop coordinators and musicians have Public Liability Insurance and have extensive experience in delivering these types of workshops.
Graeme Connors has given permission for this remix and is actively participating in the exercise.
All workshop coordinators and musicians have Blue Cards to work with children
Transport will be provided by Mungalla Station - experienced and licenced Bus Driver

2.5 Complete and attach with this application the relevant documents outlined below

Risk Assessment (refer to Appendix 2 of this document for template)	<input checked="" type="checkbox"/>	Necessary Licences eg Blue Card – Working with Children	<input checked="" type="checkbox"/>
Public Liability Insurance	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>

SECTION 3: Key Performance Outcomes

IMPACT – is measured by the ability to support local employment and build the capacity of the local arts sector

3.1 Select the option that best describes the type of activity

Community consultation/arts research/policy development	<input type="checkbox"/>	Performances	<input type="checkbox"/>
Creative development of new work	<input type="checkbox"/>	Placemaking	<input type="checkbox"/>
Cultural tourism	<input type="checkbox"/>	Professional/career development	<input type="checkbox"/>
Events/festivals	<input type="checkbox"/>	Publications	<input type="checkbox"/>
Exhibitions/collections	<input type="checkbox"/>	Workshops	<input checked="" type="checkbox"/>
Heritage protection/promotion	<input type="checkbox"/>	Other (please specify):	<input type="checkbox"/>

3.2 What is the predominant art-form of the project? (Please select one only)

Visual arts, craft and design	<input type="checkbox"/>	Dance	<input type="checkbox"/>
Theatre	<input type="checkbox"/>	Writing	<input type="checkbox"/>
Community Arts & Cultural Development	<input type="checkbox"/>	Music	<input checked="" type="checkbox"/>
Museums / Collections / Heritage	<input type="checkbox"/>	Film / Multi-media	<input type="checkbox"/>

3.3 Number of participants and audiences engaged in the project

What is the total number of volunteers expected to work on the project?	5
What is the total participant number expected? (Participants are those that actively engage arts activities eg: workshop participants).	18
What is the total audience number expected? (Audience members have a passive engagement eg: audiences observing at an exhibition, performance, event).	Performance 2,000 Radio and TV 200,000+

QUALITY – is measured by evidence of artistic merit, how well the project contributes to meeting local arts and cultural priorities and its benefits to the local community.

3.4 Select ONE of the following Hinchinbrook Shire Council local arts and cultural priorities that your project best addresses As identified in Council's RADF Guidelines

Invest in Arts and Culture in the Shire	<input type="checkbox"/>	Address youth and social issues	<input type="checkbox"/>
Expand Arts and Cultural Tourism within the Shire – create and embrace an 'Arts and Culture' destination	<input type="checkbox"/>	Provision of career development skills / career paths to attract and retain youth in the Shire	<input checked="" type="checkbox"/>
Revitalisation of the Central Business District of Hinchinbrook Shire Towns	<input type="checkbox"/>	Provision of recreation opportunities to the Hinchinbrook Community	<input type="checkbox"/>
Contribute to commercially promoting Hinchinbrook Shire's Art and Cultural assets	<input checked="" type="checkbox"/>		<input type="checkbox"/>

3.5 Select ONE of the following State (QLD) priorities that the project best addresses

As identified in Council's RADF Guidelines

Create Jobs in a Strong Economy	<input type="checkbox"/>	Keep communities safe	<input type="checkbox"/>
Give all our children a great start	<input checked="" type="checkbox"/>	Protect the Great Barrier Reef	<input type="checkbox"/>
Keep Queenslanders healthy	<input type="checkbox"/>	Be a responsive government	<input type="checkbox"/>

3.6 Please provide evidence of community interest and local support for the project, as demonstrated by letters of support / participation / expressions of interest. List evidence here and attach documents to application

Letter of support from Nick Dametto MP, Letter of Engagement and Support from Graeme Connors, ~~DM Creative Media, Ngalan Productions and Trevor Prior~~, Letter of Support from Hinchinbrook Chamber of Commerce and letter from Hinchinbrook Shire Council
Students from Mungalla Silver Linings Micro-School have been consulted and have already spoken with Graeme Connors. They are very excited at the opportunity.
Local businesses and individuals are offering in-kind support, which demonstrates their support for this project which is anticipated to promote the shire and its rich culture.

3.7 How will this project/program benefit you, your community or artists/cultural workers?

Give a brief description about the results you expect from the project. Please demonstrate the level to which the project will deliver multiple and/or short & longer term outcomes, e.g. improves professional development; increases employment opportunities; builds capacity of the sector; conveys a sense of community belonging/builds social cohesion; increases tourism opportunities etc. Maximum of 150 words.

Promote the shire - this song and the music video will provide ongoing exposure to Hinchinbrook Shire due to the participation of acclaimed musician Graeme Connors and the novel and contemporary infusion of indigenous language and instruments. Images of local natural attractions will increase tourism opportunities and the music and lyrics will elevate the shire's profile as a cultural destination. Disenfranchised indigenous students will receive personal and professional development through lessons and mentoring in the short term. Longer term, their confidence and sense of belonging and acceptance will increase. They will be exposed to higher learning opportunities in creative arts.
~~The performance will value add to On Country Festival and increase attendance~~
This project will cultivate inclusion locally and regionally. On a larger scale, the song and music video will be embraced by Graeme Connors' fans and appeal to a younger, broader audience. This will support reconciliation and perhaps inspire other creative collaborations that include indigenous music with mainstream appeal.
Regional musicians who work with local schools will build capacity by collaborating with other professionals

3.8 How will you capture audience/participant/partner feedback for your project?

Note, this is a necessary part of your project delivery and outcome report – sample surveys and resources are available at www.tyto.com.au/art/radf

Workshop participants will be surveyed.
Workshop coordinators and musicians will be surveyed.
Social media reach, radio airtime ~~and CMC exposure~~ will be tracked and reviews recorded.
~~Audience size at festival will be measured and feedback will be captured with surveys from select members.~~
If the documentary is picked up by any channels on television, reach will be tracked.

REACH - is demonstrated by the engagement and accessibility of the project/program to diverse audiences, participants and communities or to a specific target group

3.9 Statistical Information about the project/program

Is your project aimed at specific communities as participants and/or audiences? Only complete this section if your project specifically and directly targets people from one or more of these groups, not if your project is generally available to all members of the community.

Aboriginal peoples	<input checked="" type="checkbox"/>	Older people (55 years or older)	<input type="checkbox"/>
Torres Strait Islander peoples	<input type="checkbox"/>	People with a disability	<input type="checkbox"/>
Australian South Sea Islander peoples	<input type="checkbox"/>	People from culturally or linguistically diverse backgrounds	<input type="checkbox"/>
Children (0-11 years of age)	<input type="checkbox"/>	Men	<input type="checkbox"/>
Youth (12-25 years of age)	<input checked="" type="checkbox"/>	Women	<input type="checkbox"/>

3.10 If your project is specifically targeting a group/ community/ audience (e.g. indigenous people), describe your processes for this engagement. (i.e. Will there be protocols that need to be addressed? How will you do this?)

Workshop participants will be indigenous students from Mungalla Silver Linings Micro School. ALL musicians and project/workshop coordinators are either indigenous or have experience working with indigenous students to ensure that student interactions are authentic, relatable and appropriate. Female students will not be permitted to play the didgeridoo for cultural reasons. Workshop coordinator, Kara Fien, will invite (as appropriate) other students that she engages with who fit the criteria. We have avoided inviting other schools to participate as the presence of participants who are more experienced or confident will overwhelm our target participants and potentially leave them unrepresented in the final product.

VIABILITY - is demonstrated by the evidence of value for money and support from sources other than RADF.

3.11 Where you are outsourcing works to an external party (such as a consultant/ contractor) explain who you intend to engage and what their tasks will be e.g. Website or Graphic Designer, Theatre Technician, Printer

Name	Role
DM Creative Media	Workshop coordinator, recording, filming, production, mixing and mastering, adding instruments to song, providing lessons in
Cinematographer/producer	indigenous dance, instruments and culture
Ngalan Productions	Didgeridoo lessons, didgeridoo for recording and performance
Trevor Prior	Guitar lessons, guitar for recording and performance
JW Didgeridoos	Didgeridoo lessons, didgeridoo for recording.
Townsville Creative Technologies College	Recording and filming
Jan Cantoni	Filming documentary
Kara Fien	Workshop coordinator

3.12 Have you engaged Council for in-kind support as part of this project Yes ☒ No ☐
If yes, please provide evidence of Council approved resources you have negotiated or are applying for.

Letter from Hinchinbrook Shire Council attached.

~~Provision of Double DAW studio for recording purposes.~~ NO LONGER REQUIRED - Eliminates the risk associated with using equipment that has been packed away/

3.13 List the artists and arts workers being funded by the RADF grant

You must demonstrate that award rates or industry recommended rates of pay will be made to arts and cultural workers involved in the project. If you are paying only a portion of the recommended rates of pay because the professionals involved in the project are contributing their time as an in-kind contribution, please list the total rate of pay in the table below and then note only in-kind contribution on the income section of the budget (please attach an extra page if necessary).

Please remember to attach the following four documents from each artist or arts worker receiving RADF funding:

- Resume or CV
- Eligibility Checklist for each Professional and Emerging Professional Artist
- Letter of confirmation of availability and a schedule of fees.

Name	Role or position in project	Rate of pay (\$/hr or \$/week)	Total fee whole \$	Amount to be funded by RADF
Kara Fien		\$190/hr ex	\$3,610.00 ex	\$3,610.00 ex
DM Creative Media	Workshop Coordinator	Not disclosed	\$15,000.00 ex	\$15,000.00 ex
JWV, Didgeridogs	Didgeridoo lessons, recording	\$100/hr + exp	\$2,080.00	nil
Ngalan Productions				
Trevor Prior	Guitar lessons, recording	\$50/hr + exp	909.09 ex	nil
Graeme Connors	Singer	In-kind	Meals, travel and accommodation	
Jan Cantoni	Videographer - documentary	Not disclosed	donated \$4,000.00 ex	\$4,000.00 ex
Townsville Creative Technologies College	Recording / Sound eng / videographers	In-kind	0.00	nil
TOTAL (Transfer total salaries, fees and allowances to the expenditure column in the budget)			\$10,599.09 \$17,000.00	
TOTAL (Transfer total RADF amount to the RADF expenditure column in the budget)				7,610.00 ex \$10,000.00

3.14 RADF Budget - Income and Expenses

Please complete the budget using the template below to account for all costs of your project.

- Ensure that your budget estimates are as accurate as possible and use only whole dollar amounts (no cents).
- Ensure that your income and expenses totals are equal.
- Indicate how much of the RADF grant will be used for each relevant item in the RADF grant breakdown column.
- Enter all funding you have applied for and place an asterisk against approved funding.
- Ensure you provide written quotes for all items over \$300 indicated in the RADF \$ column. You will need to provide receipts for all these items with your Outcome Report if you are successful.
- If successful, 90% of your total RADF Funding requested will be released to you upon receipt of the required documents (except for projects requesting \$5,000 and more – refer to HSC RADF guidelines). The remaining 10% of total funding will be paid to you upon receipt of your complete and accurate outcome report.

Please note: If you are not GST registered, amounts should include GST as this is part of the cost of the project. If you are GST registered, Council will pay the funds plus GST. Amounts should be exclusive of GST if you are registered for GST.

Expenditure	Total Costs Whole \$ only	RADF \$ Amount	Income	Amount Whole \$ only
Salaries, Fees and Allowances			Earned income – (cash only) Fees and Sales	
Kara Fien	\$3,610.00	\$3,610.00		
JW Didgeridoos	\$1,880.00	0.00		
Trevor Prior	\$909.09	0.00		
Graeme Connors plus meals	\$6,450.00	0.00		
Production / program costs			Other Income (cash only) including your own, sponsorships, fundraising & donations (Please itemise)	
Recording / sound engineering	FREE			
Promotion, Documentation and Marketing			Other Grants (place an asterisk next to those approved)	
Photography	\$1,000.00	0.00	Flying Arts Alliance - approved	\$3,000.00*
Artwork	\$500.00	0.00	However will probably only use	\$2,989.09
Documentary	\$4,000.00	\$4,000.00		
Accommodation & Travel			All in-kind contribution (sponsorship, artist's contribution, donations, partnerships. Please itemise)	
Travel JW, bus to TSV and GC	\$700.00	0.00	Accom GC Forrest Beach Hotel	\$450.00
Accommodation GC	\$450.00	0.00	Meals GC Various suppliers	\$450.00
Venue Hire			Photographic Artisan	\$1,000.00
Mungalla and TCTC	FREE		Artwork Balgarra Designs	\$500.00
Administration		n/a	Graeme Connors	\$6,000.00
Marketing / Media	\$600.00	n/a	Fuel Andy's Roadhouse + Bus to TSV	\$500.00
Project Coordination	\$1,600.00		Marketing / Media / Project Coordination	\$2,200.00
RADF Grant Total (total of column 3)		\$7,610.00	RADF Grant Total (total from column 3)	\$7,610.00
Total Expenditure	\$21,699.09	\$7,610.00	Total Income	\$21,699.09

Notes to budget:

Please outline any information that will assist to clarify or justify the costs calculated in your budget. Include the name of the funding program and notification date (or if already confirmed) of any funding you have applied for and included in your budget. Please note that quotes will be required as evidence of costs for any significant costs (over \$300) i.e. quotes.

Flying Arts Alliance Letter of Offer 05 March 2019

SECTION 4: Statistical information about applicants

Information in this section is not used to assess your application. Information you provide will be aggregated and used to review the annual program and provide information to Arts Queensland.

Gender ...Are you	Male <input checked="" type="checkbox"/>	Female <input type="checkbox"/>
Do you or your group/organisation identify with any of the groups below? If you are an individual applicant, do you <u>personally</u> identify as belonging to any of the groups below? If you are a group/organisational applicant, does your group/organisation <u>primarily exist</u> for any of the groups below? <u>(Tick only those that apply. This may be more than one).</u>		
Aboriginal peoples	<input checked="" type="checkbox"/>	Older people (55 years or older)
Torres Strait Islander peoples	<input checked="" type="checkbox"/>	People with a disability
People from a culturally diverse background		People in regional area/s <input checked="" type="checkbox"/>
Children (0 – 11)		People from culturally & linguistically diverse backgrounds
Youth (10-21 years of age)		Australian South Sea Islander peoples

SECTION 5: Support Material

- Letters of support must include an original signature or contact details of the author
- All support material must be clearly labelled to ensure it is easy for the assessors to locate, open and read.
- Excessive support material will not be read by assessors and as such excluded from assessment

For audit purposes, Hinchinbrook Shire Council is required to retain a copy of the support material supplied by applicants.

The following support material is critical to the success of your application.

<input checked="" type="checkbox"/>	One copy of application and all the required support materials and signed copy of Section 6 – Certification.
<input checked="" type="checkbox"/>	A brief CV for all key personnel that the RADF grant will pay for (no longer than one A4 page per person) and written or emailed confirmation of their participation (for Organisations just the artistic / creative director). The purpose of this is to enable the assessors to determine the quality and suitability of personnel involved. (template available at www.tyto.com.au/art/radf)
<input checked="" type="checkbox"/>	Up to three letters from individuals, or organisations in your area of practice that provide relevant comment in support of your application.
<input type="checkbox"/>	An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and arts worker involved in your project/activity (refer to appendix 1 of this application)
<input checked="" type="checkbox"/>	Written confirmation from key artists, personnel and venue managers involved in the project, confirming availability and schedule of fees.
<input checked="" type="checkbox"/>	A completed risk assessment (refer to appendix 2 of this application)

If applicable to your project, please provide the following support material-

<input type="checkbox"/>	Confirmation of venues and evidence of interest from potential clients (e.g. venues, organisations, events) This demonstrates demand for your project/program
<input type="checkbox"/>	Confirmation of significant partnerships in writing
<input type="checkbox"/>	Letters of interest from: a publisher; an event organiser; a gallery; a performance venue; a music producer; or any other presenting body to support applications for funding the creation of an arts or cultural product.
<input checked="" type="checkbox"/>	Quotes for all budget items over \$300 that the grant will pay for (materials, contractors, venue hire etc.)
<input type="checkbox"/>	For proposals involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children or young people – please provide evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations.

SECTION 6: Certification

6.1 Information Privacy and Right to Information

(All Applicants)

The information you provide in your grant application will be used by the Council to process and assess your application and, if successful, to process, pay and administer your grant. The council may contact other funding agencies to verify grants requested from them in support of your project.

If your application is successful, the Council may disclose the following information to Arts Queensland:

- The information you provide in your grants application
- The amount of funding you receive
- The information you provide in your outcome report and text and images relating to your funded activity

The information may be used by the Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The information may be anonymised and used for statistical purposes.

The information may be used by the council or Arts Queensland for the promotion of RADF or the promotion of funding outcomes for arts and cultural development in Queensland. For this purpose, the information and your contact details may be provided to Queensland Government Members of a Parliament, the media and other agencies who may contact you directly. The Council and Arts Queensland may also publish the information in their Annual Reports or on their websites.

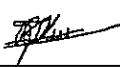
The Council and Arts Queensland treat all personal information in accordance with the *Information Privacy Act 2009*.

The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Council or Arts Queensland.

6.2 Signature - Applicant

I, the undersigned, certify that:

- I have read and I/my organisation will abide by the Hinchinbrook Shire Council Regional Arts Development Fund Guidelines and the information provided in the Frequently Asked Questions by RADF Applicants.
- The statements in this application are true and correct to the best of my knowledge, information and belief. The supporting material is my own work or the work of the artists named in this application.
- I have read and understood the Information Privacy and Right to Information Statement below and agree to the use and disclosure of information as outlined in the Statement.

Signature		Date	03/06/2019
Name in Full	Kristian Wale per Rachael Kurz Coco		
Parent/Guardian (if applicant is under 18)			

6.3 Signature - Auspicing Agent

Both the applicant and the auspicing organisation/individual are considered responsible for ensuring the acquittal of grants. I/my organisation agree/s to administer the grant that may be offered to the applicant on their behalf and that the information stated in this application is true and correct.

Signature		Date	
Name of Auspicing Body			
Contact person's name in full			
Position in group or organisation			

Appendix 1. DISREGARD - THIS ARTIST IS NO LONGER ENGAGED

Eligibility Checklist: Professional / Emerging Professional Artists

A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant. Please make copies of this Checklist as required or download a copy from www.tyto.com.au/art/radf

The purpose of the RADF Program is to support professional and emerging professional artists and artworkers (artists) to practise excellent art for and with communities for mutual development.

This checklist has been developed to ensure that the status of artists as 'professional' and 'emerging professional' is clearly identified.

Your responses to the questions below determine your status as an artist in regard to the RADF Program.

You need to tick any **three** or more of the artistic merits below to qualify as an artist with a professional or emerging professional status.

If you cannot select a minimum of **three** of the artistic merits, you do not meet the eligibility requirements as a professional or emerging artist who can be funded by the RADF program.

In this case please contact your local RADF Liaison Officer to discuss alternative funding sources to support your arts activity/project.

Artist, or Artworker NAME: DM Creative Media - Daniel Marolla

Please tick the following artistic merits that apply to you

☒ I have professional arts and/or cultural qualifications

☒ I have an Australian Business Number (ABN)

6	0	0	1	0	2	7	4	7	7	1
---	---	---	---	---	---	---	---	---	---	---

☒ I have devoted significant time to arts practice.

☒ I have been recognised as a professional by peers.

☐ I have held public exhibitions or given public performances (not as part of a competition).

☐ I have work held in public collections.

☐ I have won important national and/or international prizes or awards.

☐ I have held public discussions and/or have had articles written about my work.

☒ I have been commissioned or employed on the basis of art skills and/or earning income from sales of art work.

☐ I am a member of a professional association (or associations) as a professional artist.

Name/s of association/s:


☒ I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.

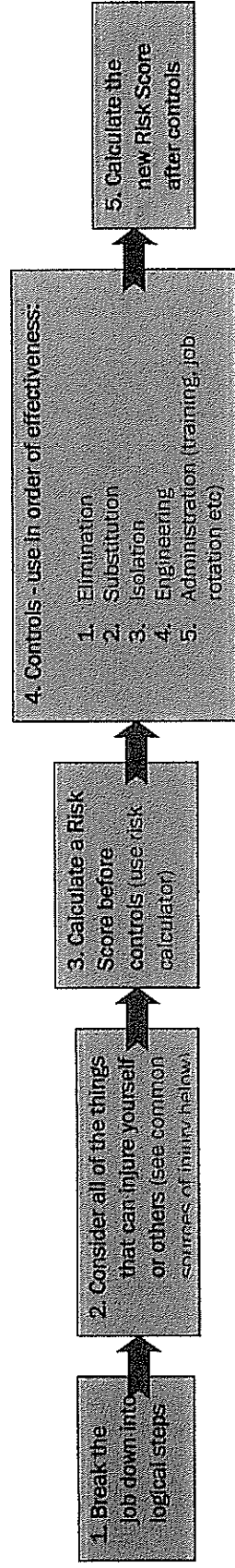
☐ I am an artist whose artistic or cultural knowledge has developed through oral traditions.

Appendix 2. RISK ASSESSMENT & MATRIX – use this template or you can use your own

Common Sources of Injury –			
Consider and tick possibilities: <i>Can anyone be hurt by being...</i>			
<input checked="" type="checkbox"/> Struck by	<input type="checkbox"/> Caught between	<input checked="" type="checkbox"/> Overexertion – lifting lowering pushing pulling, carrying, moving, holding, restraining, repetitive movements	
<input type="checkbox"/> Struck against	<input checked="" type="checkbox"/> Fall/slip on the same level		
<input type="checkbox"/> Caught in	<input checked="" type="checkbox"/> Fall to a different level	<input type="checkbox"/> Psychological (stress)	<input type="checkbox"/> Caught on
Identify the potential hazards (tick):			
<input checked="" type="checkbox"/> Other activity nearby	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Concealed services	<input type="checkbox"/> Hot / cold objects
<input type="checkbox"/> Noise	<input checked="" type="checkbox"/> Electricity	<input type="checkbox"/> Lifting gear/cranes	<input checked="" type="checkbox"/> Environmental impacts
<input type="checkbox"/> Work area	<input type="checkbox"/> Hot work	<input type="checkbox"/> Rotating equipment	<input type="checkbox"/> Stored energy
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Access / Slip / Trip	<input checked="" type="checkbox"/> Manual handling	<input type="checkbox"/> Hazardous Substances
		<input checked="" type="checkbox"/> Posture	<input type="checkbox"/> Pressure
		<input type="checkbox"/> Sharp objects	<input type="checkbox"/> Biological
		<input type="checkbox"/> Remote location	<input type="checkbox"/> Work at heights
		<input type="checkbox"/> Mobile Plant	<input type="checkbox"/> Tools / Equipment

Appendix 2. RISK ASSESSMENT & MATRIX – use this template or you can use your own

Project Name	Mungalla Remix - A Little Further North		Date:	15 / 05 / 19
Project Description	Workshop, Song Production, Film Production, Performance			
Persons conducting:	1. Kristian Wale	2. Rachael Coco	Kara Fien S. Daniel Marotta	4. Jacob Cassidy
Signatures:	1.	2. 	3.	4.



Consider the following potential requirements:

- ☐ Does a Standard Operating Procedure already relate to the job or task? ☐ Are appropriate tools required and available?
- ☐ Do you need to consult any Original Equipment Manufacturer's or service manuals? ☐ Is additional or specialist PPE required?
- ☐ Do you possess the required competencies? ☐ Is the work area adequately demarcated?
- ☐ Have you correctly isolated the plant or equipment? ☐ Is a permit necessary for this job?
- ☐ Have adequate inspections been completed? (pre-start, periodic) ☐ Has all relevant communication been completed?
- ☐ Do you require additional personnel or notification? ☐ Do you require specific monitoring and is it available?

Appendix 2. RISK ASSESSMENT & MATRIX – use this template or you can use your own

Step #	Basic Project Steps List in sequence the main steps required to perform the task	Hazards (What can go wrong) List for each step the specific hazards that could be present when the step is carried out	Risk Score (Before Control) L M H E	Controls (What you can do to reduce risk) Identify the controls that are currently developed or implemented to prevent or minimise the hazard	Risk Score (After Control) L M H E	Person Responsible? Who is responsible for implementing the control measure
e.g.	Remove carpet, attach floor coverings, prepare paints & painting materials	Slip, trip, fall	M	Ensure flow is clear of any trip or slip hazards. If hazards exist ensure they are marked and placed appropriately and people in the area are aware of them.	L	Dave
1	Transport to workshop	Slip, trip, fall, motor vehicle accident	L - E	Ensure marked step on bus, remove obstacles, assist students where required, licensed driver, use vehicle students are familiar with, follow road rules, wear seat belts, ensure vehicle is roadworthy and reliable and route is safe	L - E	Jacob Cassidy
2	Writing, singing, playing instruments	Slip, trip, fall, struck by instrument	L	Remove obstacles, discuss safe handling and awareness	L	Daniel Marolla
3	Recording	Electric Shock, overexertion	L - M	Use equipment that has been tested and tagged, two person lifts as required, discuss safety and inspect for hazards – make aware or remove, use qualified and experienced persons to set up, operate and dismantle	L	Daniel Marolla
4	Filming	Slip, trip, fall, overexertion	L	Inspect for hazards/obstacles, make aware or remove	L	Daniel Marolla
5	Photography	Slip, trip, fall	L	Inspect for hazards/obstacles, make aware or remove	L	Kristian Wale
6	Art lessons	Posture	L	Encourage appropriate posture - correct where required	L	Kristian Wale
7	Performance	Slip, trip, fall to different level, overexertion, electric shock	M	Inspect for hazards/obstacles, make aware or remove, two person lifts where appropriate, use equipment that has been tested and tagged, use qualified and experienced persons to set up and dismantle, avoid over crowding	L	Rachael Coco/Jacob Cassidy
8						
9						
10						

Appendix 2. RISK ASSESMENT & MATRIX – use this template or you can use your own

RISK MATRIX

RISK CALCULATOR					
Likelihood	Consequence				
	Insignificant No injury, no loss £ cost	Minor First aid treatment, low medium £ cost	Moderate Medical treatment, medium-high £ cost	Major Serious injuries, major £ cost	Catastrophic Death, huge £ cost
Almost Certain Expected to occur at most times	H	H	H	H	H
Likely Will probably occur at most times	M	M	M	M	M
Possible Might occur at some time	L	M	L	L	L
Unlikely Could occur at some time	L	L	M	H	H
Rare May occur in rare conditions	L	L	M	H	H

RISK ASSESSMENT CALCULATOR			
	Identify	Identify the hazard/risk of the work	
	Assess	Assess the likelihood and consequence of the hazard/risk	
	Control	Control the hazards/risks using control measures considering the hierarchy of control	
	Monitor	Monitor the effectiveness and use of implemented control measures	
Risk Score Legend		Hierarchy of Control	
E	Extreme risk, immediate action required	ELIMINATION	Eliminate the process, material or substance completely
H	High risks, prioritised action required	SUBSTITUTION	Replace the process, material or substance with a safer one
M	Moderate risk, planned action required	ISOLATION	Isolate the person(s) from the process, material or substance
L	Low risk, actioned by routine procedures	ENGINEERING	Design or re-design the process, material or substance
Jardine Lloyd Thompson©		ADMINISTRATION	Limit exposure to the risk by job rotation, work procedure and/or providing adequate training
		PRE	Use of personal protective equipment

2019-2020 FINANCIAL YEAR COMMUNITY ACTIVITY GRANT SPONSORSHIP - QUARTER TWO
Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 4.2 Provision of Recreation Opportunities.	Action 4.2.4 Budget provision made to support a mix of Hinchinbrook based events.

Budget, Financial and Resource Implications

Current amount of funding budgeted for Community Activity Grants for 2019-2020 is \$248,000.00 (excl. GST.)

Current Breakdown on Expenditure for 2019-2020 to Date

Organisation	Event	Amount (excl. GST)	Approved	Output (Potential Gross Sales)
Ingham Sugar City Rodeo Inc.	Ingham Sugar City Rodeo	\$4,000		\$117,894
Herbert River Museum and Gallery Inc.	Financial Assistance	\$4,000		NA
Australian Italian Festival Association Inc.	Australian Italian Festival	\$52,000		\$573,283
Herbert River Pastoral and Agricultural Association Inc.	Ingham Show	\$24,000		\$275,648
Mungalla Aboriginal Business Corporation	On Country - Cancelled	-		-
Hinchinbrook Community Support Centre	Out and About Transport Service	\$3,000		NA
Herbert River Men's Shed	Official Opening of New Sheds	\$994.30		\$10,280
Herbert River Quilters	Creative Sewing Workshops	\$500		\$2,400
Ingham Tennis Association Inc.	Ingham Open Age Tournament	\$1,000		\$72,894
Ingham Bridge Club Inc.	Hinchinbrook Challenges Congress	\$1,500		\$12,882
Ingham Bowls Club Inc.	Invitation Fours	\$450		\$8,051
Total Community Activity Grant Funds paid		\$84,444.30		\$1,210,054

Proposed Community Activity Grant budget for 2019-2020 is \$248,000.

Asset Management

Not applicable concerning acceptance of this Report

Executive Summary

The Community Activity Grant (CAG) application period for the second quarter of 2019-2020 financial year was advertised in the Herbert River Express, Hinchinbrook Shire Council Media Release, Grapevine, Facebook and website. Applications closed on Monday 8 July 2019 where 12 applications were received and assessed under the CAG Policy.

Council Decision – Recommendation

That Council approve funding applications reviewed by the Community Activity Grant Panel totalling \$32,600 (excl. GST) as follows:

- A. The Ingham Maraka Festival Inc. Community Activity Grant application for the 2019 Ingham Maraka Festival to the value of \$15,000 (excl. GST);
- B. The Meals on Wheels Ingham Inc. Community Activity Grant application for Financial Assistance to the value of \$3,600 (excl. GST);
- C. The Herbert River Jockey Club Inc. Community Activity Grant application for the Herbert River Jockey Club Ingham Gold Cup and Ingham Family Day to the value of \$12,000 (excl. GST); and
- D. The Herbert River Catchment Landcare Group Inc. application for Hinchinbrook Island and Lucinda Beach Clean Up to the value of \$2,000 (excl. GST).

That Council note:

- E. Assessment for the Ingham Rugby Union Inc. Community Activity Grant application for Lower Herbert Community Christmas to the value of \$5,000 (excl. GST) is pending further investigation at the request of the Community Activity Grant Panel; and
- F. Assessment for the Halifax Progress and Tourism Association Inc. Community Activity Grant application for the Halifax Heritage Day to the value of \$11,500 (excl. GST) is pending further investigation at the request of the Community Activity Grant Panel; and

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

- G. Macknade Bowls Club Inc. Community Activity Grant application for the Tropical Mix Four's to the value of \$500 (excl. GST);
- H. Noorla Bowls Club Inc. Community Activity Grant application for the Noorla Four's to the value of \$500 (excl. GST);
- I. Lucinda Progress Association Inc. Community Activity Grant application for the 2019 Lucinda Christmas Carols to the value of \$950 (excl. GST);
- J. Café Connect Dementia Australia Inc. Community Activity Grant application for Financial Assistance to the value of \$500 (excl. GST);
- K. Herbert River Amateur Swimming Club Inc. Community Activity Grant application for the Herbert River Swimming Carnival to the value of \$500 (excl. GST); and
- L. Ingham Family History Association Inc. Community Activity Grant application for Financial Assistance to the value of \$1,500 (excl. GST).

Officers Summary

As per the CAG Panel recommendations, six out of 12 applications received in the 2019-2020 Financial Year second quarter have been approved by the Panel. The Regional Event Coordinator endorses all approved applications.

Historical Information

The CAG application period for 1 October 2019 to 31 December 2019 was advertised in the Herbert River Express on 19 June 2019, 26 June 2019 and 3 July 2019. A poster was inserted in Council's Grapevine issue 12 on 14 June 2019 and issue 13 on 28 June 2019. Facebook posts were published on Council's Facebook page on 21 June 2019, 1 July 2019 and 7 July 2019 and reached a total of 2,192 viewers. Applications closed on 8 July 2019 where 12 applications were received and assessed under the CAG Policy. The CAG Assessment Panel is delegated by Council to assess and approve six CAG applications as they were up to and inclusive of \$2000 (excl. GST). Please find below six CAG applications for Council review:

A. Ingham Maraka Festival Inc. – 2019 Ingham Maraka Festival.

The 2019 Ingham Maraka Festival is being hosted from Monday 12 October 2019 until Saturday 26 October 2019. Maraka has a strong and proud history within the community with this year being the Sixtieth Maraka Festival. The Festival was originally created and run by service organisations as a thank you to the people and businesses within the community for their support during the year. The event runs across three weeks and includes the Sixtieth Anniversary Reunion Celebration, Afternoon Tea, Steam Train Rides, Fence Painting and Pet Parade, Maraka Procession, Mardi Gras Entertainment, Fireworks and the announcement of Queen and Princess. It has been predicted that the event will attract 3,000 participants including 300 participants from outside the Hinchinbrook Shire. The grant will fund fireworks, hire of venues, catering costs, entertainment including sound and lighting and advertising.

B. Meals on Wheels Ingham Inc. – Financial Assistance

Meals on Wheels Ingham Inc. are seeking financial assistance that will contribute to a meal service they provide to the Hinchinbrook community. In 2018 Meals on Wheels Ingham Inc. provided nearly 10,000 meals to 115 clients. This is completed by volunteers who prepare and deliver the meals three times per week. The funds go towards meal preparation and subsidising the full price of a meal from \$14.40 down to the clients' price of \$4.50 per meal.

C. Herbert River Jockey Club Inc. – Herbert River Jockey Club Ingham Gold Cup and Ingham Family Day

The Herbert River Jockey Club Inc. is hosting the Ingham Gold Cup on 31 August 2019. Tickets are \$20 per admission. The event will include a number of local races, on-site bookkeepers and TAB facilities, Fashion in the Field formalities, live music during and after the races and a DJ playing in the Beer Garden. The Herbert River Jockey Club Inc. is also hosting the Ingham Family Race day on 16 November 2019. Tickets are \$10 per admission. The event is an all age event that provides horse racing, fashion, live music and a great social day. It has been predicted that the events will attract a combined 2500 participants including 850 participants from outside the Hinchinbrook Shire. It has been noted the impact of the floods combined with the extended dry weather in 2018 lead to the cancellation of both race meetings in 2018. Since this period the club has been left in a less than desirable financial position and the need for additional financial assistance to assist in running the two events in 2019. The grant will fund advertising, hire of equipment, security costs and ambulance services cost.

D. Ingham Rugby Union Inc. – Lower Herbert Community Christmas

In partnership with local community groups and schools, Ingham Rugby Union Inc. is hosting a community Christmas event in the main street of Halifax on 21 December 2019. The focus of the event is family and the objective is to create an opportunity for a diverse range of demographics to meet and reflect on the year. Community groups will utilise the event to showcase their organisation and foster further volunteer involvement. It has been predicted that the event will attract 800 participants including 40 participants from outside the Hinchinbrook Shire. The grant will fund the fireworks display.

E. Halifax Progress and Tourism Association Inc.

Halifax Progress and Tourism Association Inc. is hosting the Halifax Heritage Day on Saturday 9 November 2019. The community event will be held throughout Macrossan Street, Halifax with a road closure to take place in the town centre. The Heritage Day will showcase the different historical eras and best heritage costume prizes, entertainment including a brass band, children activities such as billy cart racing, face painting and lollies. Street stalls will be available including Lions Club, Schools, sausage sizzle with encouragement for further organisations to get involved. It has been predicted that the event will attract 100 participants including 40 participants from outside the Hinchinbrook Shire.

F. Herbert River Catchment Landcare Group Inc. - Hinchinbrook Island and Lucinda Beach Clean Up

Herbert River Catchment Landcare Group Inc. submitted a late application on 8 August 2019 for the Hinchinbrook Island and Lucinda Beach Clean up taking place 22 September 2019. The project objective is to clean up plastics and rubbish. All participants will be volunteers from the community, local schools, and other like minded people. The grant will fund catering, gloves, bags, water and water dispensing drums, first aid kits and any other consumables required.

Applications pre-approved by Panel:

G. Macknade Bowls Club Inc. - Tropical Mixed Fours

Macknade Bowls Club Inc. is hosting the annual Tropical Mixed Fours from Saturday 20 July 2019 until Sunday 21 July 2019. The event is a bowls tournament for men and ladies. Bowlers and their families are traveling from outside the Hinchinbrook Shire where they will be utilizing accommodation, fuel and restaurants.

H. Noorla Bowls Club Inc. – Noorla Fours

Noorla Bowls Club Inc. is hosting the annual Noorla Fours event from Saturday 9 November 2019 until Sunday 10 November 2019. The event is made up of 16 teams of four bowlers that travel from as far south as Sarina, as far west as Charters Towers and as far north as Cairns and Darwin. It has been predicted that the event will attract 155 participants including 80 participants from the Queensland region and 15 participants from interstate. The grant will fund prize money and a free breakfast and BBQ for participants.

I. Lucinda Progress Association Inc. – 2019 Lucinda Christmas Carols

Lucinda Progress Association Inc. is hosting the annual Lucinda Christmas Carols Wednesday 18 December 2019. The event includes Christmas Carols and gifts for the children, raffles, a sausage sizzle and a visit by Santa. It has been predicted that the event will attract 500 participants including 100 from outside the Hinchinbrook Shire and 100 participants from interstate. The grant will fund professional sound and light at the event.

J. Café Connect Dementia Australia – Financial Assistance

Café Connect Dementia Australia is seeking financial assistance that will contribute to hosting their monthly meetings for people with dementia and their carers. The meetings provide an enjoyable, entertaining, non threatening fun more complete with morning tea, music, jokes, games and information. It has been predicted that each monthly meeting attracts 30 participants. The grant will fund operational costs to run the meetings and catering.

K. Herbert River Amateur Swimming Club Inc.

Herbert River Amateur Swimming club Inc. is hosting the annual Herbert River Swimming Carnival on Saturday 12 October 2019. The event will be held at the Hinchinbrook Aquatic Centre and brings in swimmers from all over Queensland. It has been predicted that the event will attract 150 swimmers (not including spectators) with 128 participants being from outside the Hinchinbrook Shire. The grant will assist with facility hire, purchase of trophies, food and catering equipment hire, hire of race equipment and marquees. The Herbert River Amateur Swimming Club Inc. applied for \$1,500 (excl GST), \$500 (excl GST) has been approved by the CAG Panel.

L. Ingham Family History Association – Financial Assistance

Ingham Family History Association is seeking financial assistance to purchase recording equipment to collect memories and personal commentaries of historical significance through recorded interviews. Oral history provides a fuller, more accurate picture of the past and complements other historical matter.

Event Participation Comparison

Organisation	PROPOSED PARTICIPATION FOR 2019			PARTICIPATION BASED ON PREVIOUS ACQUITTAL			
	Total	Expected Local Attendance	Expected Regional Attendance	Funding Received previous year	Total	Local Attendance	Regional Attendance
Noorla Bowls Club Inc.	155	60	80	\$500	124	100	24
Ingham Maraka Festival Inc.	3000	2700	300	\$12,000	2000	1600	400
Lucinda Progress Association	500	300	100	\$900	400	360	40
Café Connect Dementia Australia	360	338	11	\$500	0	0	0
Ingham Rugby Union Inc.	800	720	40	NA	NA	NA	NA
Herbert River Amateur Swimming Club Inc.	150	23	126	\$500	103	38	65
Herbert River Jockey Club Inc.	2500	1650	850	\$4,000	3500	1100	1200
Meals on Wheels Ingham	113	0	0	\$3,626	109	0	0
Halifax Progress and Tourism Association Inc.	1000	800	150	NA	NA	NA	NA
Macknade Bowls Club	100	30	40	\$250	103	38	65
Ingham Family History Association	NA			\$8,000	1151	847	300
Herbert River Catchment Landcare Group Inc.	100	0	0	\$1,000	42	37	7

Economic Impact to Hinchinbrook Shire

Applicant Name	Event Name or purposes of assistance	Amount Sought (excl. GST)	Potential Gross Sales	Potential Full-time Employment created	ROI* for every \$ spent	Funding Received previous year
Applications pending approval						
Maraka Festival Inc,	2019 Ingham Maraka Festival	\$15,000	\$101,300	1.2	\$6.75	\$12,000
Ingham Rugby Union Inc,	Lower Herbert Community Christmas	\$5,000	\$34,732	0.3	\$6.95	NIL
Herbert River Jockey Club Inc.	Ingham Gold Cup & Ingham Family Day	\$12,000	\$126,882	0.9	\$10.57	NIL
Meals on Wheels Ingham Inc.	Financial Assistance	\$3,600	NA	NA	NA	\$3,626
Halifax Progress and Tourism Association Inc.	Halifax Heritage Day	\$11,500	\$49,617	0.7	\$4.31	\$3,800
Herbert River Catchment Landcare Group Inc.	Hinchinbrook Island and Lucinda beach clean up	\$2,000	NA	NA	NA	\$1,000

Applicant Name	Event Name or purposes of assistance	Amount Sought (excl. GST)	Potential Gross Sales	Potential Full-time Employment created	ROI* for every \$ spent	Panel Approval (excl. GST)	Funding Received previous year
Applications pre-approved by Panel							
Macknade Bowls Club Inc.	Tropical Mixed Fours	\$500	\$25,772	0.3	\$51.54	\$500	\$250
Noorla Bowls Club Inc.	Noorla Fours	\$500	\$15,046	0.1	\$30.09	\$500	\$500
Lucinda Progress Association Inc.	2019 Christmas Carols	\$950	\$45,482	0.6	\$47.88	\$950	\$900
Café Connect Dementia Australia	Financial Assistance	\$500	NA	NA	NA	\$500	\$500
Herbert River Amateur Swimming Club Inc.	Herbert River Swimming Carnival	\$2,000	\$12,731	0.1	\$6.37	\$500	NIL
Ingham Family History Association Inc.	Financial Assistance	\$1,500	NA	NA	NA	\$1,500	\$8,000

- Return on Investment; and
- The potential economic impact to Hinchinbrook Shire Council was calculated through the Event Impact Calculator from Economy ID using statistical data sourced by National Institute of Economic and Industry Research (NIEIR).

Community Activity Grant Expenditure for 2019/2020 Financial Year to Date

Organisation	Event	Amount Pending Approved (excl. GST)	Resolution/ Date Approved
2019/2020 Community Activity Grant - Quarter One			
Ingham Sugar City Rodeo Inc.	Ingham Sugar City Rodeo	\$4,000	280519-21
Herbert River Museum and Gallery Inc.	Financial Assistance	\$4,000	280519-21
Australian Italian Festival Association Inc.	Australian Italian Festival	\$45,000 + \$7,000 in kind support	280519-21
Hitch N Ride Horsesports Club Inc.	Horsesports Events	0.00	280519-21
Herbert River Pastoral and Agricultural Association Inc.	Ingham Show	\$24,000	280519-21
Mungalla Aboriginal Business Corporation	On Country - Event Cancelled	-	280519-21
Hinchinbrook Community Support Centre	Out and About Transport Service	\$3,000	280519-21
Herbert River Men's Shed	Official Opening of New Sheds	\$994.30	280519-21
Herbert River Quilters	Creative Sewing Workshops	\$500	280519-21
Ingham Tennis Association Inc.	Ingham Open Age Tournament	\$1,000	280519-21
Ingham Bridge Club Inc.	Hinchinbrook Challenges Congress	\$1,500	280519-21
Ingham Bowls Club Inc.	Invitation Fours	\$450	280519-21
TOTAL APPROVED		\$84,444.30	

2019/2020 Community Activity Grant - Quarter Two			
Maraka Festival Inc.	2019 Ingham Maraka Festival	\$15,000	
Ingham Rugby Union Inc.	Lower Herbert Community Christmas	\$5,000	
Herbert River Jockey Club Inc.	Ingham Gold Cup & Ingham Family Day	\$12,000	
Meals on Wheels Ingham	Financial Assistance	\$3,600	
Halifax Progress and Tourism Association Inc.	Halifax Heritage Day	\$11,500	
Herbert River Catchment Landcare Group Inc.	Hinchinbrook Island and Lucinda beach clean up	\$2,000	
	TOTAL PENDING APPROVAL BY COUNCIL	\$49,100	
	TOTAL PRE APPROVED BY PANEL	\$4,450	
	TOTAL FUNDS USED	\$137,994.30	
	TOTAL FUNDS REMAINING*	-\$2,994.30	
Forecasted Quarter Three Expenditure as per 2018-2019 Financial Year	A total of ten applications received	\$27,009	
Forecasted Quarter Four Expenditure as per 2018-2019 Financial Year	A total of nine applications received	\$14,150	

*Grant budget of \$68,000 for Hinchinbrook Community Support Centre Community Services activities and \$45,000 for International Fishing Series reallocated to Community Services budget.

Policy Implications

Community Activity Grants Policy

Risk Management Implications

Minimal Risk

Statutory Environment

- *Local Government Act 2009*
-

Consultation

- Councillor Mary Brown;
 - Councillor Andrew Lancini;
 - Executive Manager Development, Planning and Environmental Services; and
 - Acting Manager Economic and Community Development.
-

Attachments

Hinchinbrook Shire Council Community Activity Grant Application Form.



HINCHINBROOK
SHIRE COUNCIL

HINCHINBROOK SHIRE COUNCIL
COMMUNITY ACTIVITY GRANT
APPLICATION FORM

The Support for Hinchinbrook Shire Council Community Activity Grants Policy is designed to provide financial assistance for community activities that enliven and enrich communities within the Hinchinbrook Shire.

- Read the Policy carefully before completing this application;
- Application/s should be typed or neatly handwritten;
- **ALL** questions must be answered;
- Remember to **KEEP A COPY** of your application/s and list of enclosures for acquittal purposes;
- Incomplete applications will **NOT** be assessed;
- For a more detailed description of your event further papers may be attached;
- **DO NOT** bind your applications. Staple at left hand top corner only.

Associated Documents

- Community Activity Grants Policy
- Community Activity Grants Acquittal Form

Postal Address:

Chief Executive Officer
Hinchinbrook Shire Council
PO Box 366
INGHAM QLD 4850
council@hinchinbrook.qld.gov.au

Hand Delivery:

Chief Executive Officer
Hinchinbrook Shire Council
25 Lannercost Street
INGHAM QLD 4850

For further enquiries or assistance in completing the application form, please contact Hinchinbrook Shire Council on (07) 4776 4618.

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

Form Number: Community Activity Grants Application Form

Authorised By: EMDPES

Document Maintained By: Development, Planning and
Environmental Services

Version No: 1

Initial Date of Adoption: 25/07/2017

Current Version Adopted: 25/07/ 2017

Definitions

Community Achievement Activity

Local individuals or a group of individuals selected by a recognised sporting, academic and cultural body who represents Queensland at national competition level in their respective fields of endeavour and seek:

- Financial assistance for individuals is \$250
- Financial assistance for teams of 3 individuals or more is \$700

Community Activity Grant:

Financial assistance for community organisations seeking support for community activities:

- Financial assistance for up to \$500 dollar value
- Financial assistance for between \$501 and \$1000 dollar value
- Financial assistance for over \$1001 dollar value that has a community based outcome

One-off Community Activity support:

Financial assistance for any Community Activity within the Hinchinbrook Shire that is either a new Community Activity, or has been an established Community Activity for less than three years.

Characteristics include:

- Free entry, some pay as you consume charges
- Minimum of 70 attendees
- Minimum timeframe for the Community Activity is four hours
- Primarily a single Community Activity, may have additional features
- Financial assistance of up to \$200

Start-up organisation:

Financial assistance for a Community Activity delivered by a not-for-profit committee/ club /group which has not previously held a Community Activity. Characteristics include:

- Free entry some pay as you consume charges
- A minimum of 100 attendees
- Minimum timeframe for the Community Activity is four hours
- Shire and external marketing required
- Primarily a single Community Activity may have additional features
- Financial assistance of up to \$2,000

Moderate Community Activity:

Financial assistance for a Community Activity delivered by a not-for-profit committee/ club /group which has previously held a Community Activity. Characteristics include:

- Have previously held a Community Activity within three years plus
- Free entry some pay as you consume charges
- Minimum between 300 and 500 attendees
- Minimum timeframe for the Community Activity is six hours
- Substantial external marketing required
- Primarily a single Community Activity may have additional features
- Financial assistance between \$3,000 and \$5,000

Major Community Activity:

Financial assistance for a Community Activity delivered by a not-for-profit committee/ club /group which has previously held a Community Activity. Characteristics include:

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- Have previously held a Community Activity within five years plus
- Entrance fee usually charged some free entry
- Minimum of 1000 attendees
- Minimum of event of Community Activity is one day/night eight hours several events within program
- Marketing activity a mix of Shire and wider communities required
- Financial assistance of up to \$15,000

Signature Regionally Significant Community Activity:

Financial assistance for a Community Activity delivered by a not-for-profit committee/ club /group which has previously held a Community Activity. Characteristics include:

- Have previously held an Community Activity within five years plus
- Normally charged an entrance fee with a minimum of 5000 attendees
- Multiple days (minimum two days) of event or festival with multiple events within a larger program
- Professionally developed marketing campaign with a minimum costing of \$5,000, with targeted activity in the Shire and wider communities
- Financial assistance of up to \$30,000

Consumer Price Index (CPI):

The CPI Measures quarterly changes in the price of a basket of goods and services. Capital City indexes issued by the CPI are based on the 2011 Australian Standard Geographical Classification (ASGC) statistical divisions. The capital city indexes measure price movements over time in each city individually.

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Application Details

Q1 Applicant Details

The Individual or Organisation that is facilitating the Community Activity for which support is requested.

Organisation Name	<u>Herbert River Catchment Landcare Group Inc</u>
Postal Address	<u>PO Box 410, Ingham QLD 4850</u>
	<u></u>
Australian Business Number (if applicable)	<u>83 213 580 841</u>
Applicant Name(s)	<u>Frank Scardmaglia</u>
Applicant's Position	<u>Company Secretary</u>
Preferred Contact No	<u>0475 818 800</u>
Email Address	<u>frank_scardamaglia@canegrowers.com.au</u>

Is this a Joint Organisation Application

☐ Yes*

☒ No

*(if yes please copy and complete Applicant details for each additional organisation and attach to your application)

Q2 Has your organisation already received funding from the Hinchinbrook Shire Council this financial year?

☒ Yes

Please detail current funding being received from Hinchinbrook Shire Council, including any rates relief or in-kind support

☐ No

☐ Unsure

--

Q3 If applying on behalf of an organisation, is your organisation registered for GST?

☐ Yes

☒ No

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If your organisation is registered for GST and in the instance that this application is successful, is your organisation prepared to issue a Tax Invoice for the GST inclusive amount approved by the Council?

☐ Yes

☐ No

Q4 Are you applying for (please tick relevant boxes)

- ☐ Community Achievement Activity
- ☐ Community Activity Grant up to \$500
- ☐ Community Activity Grant between \$501 to \$1000
- ☐ Community Activity Grant over \$1001
- ☐ New or one-off Community Activity support
- ☐ Start up organisation
- ☐ Moderate Community Activity
- ☒ Major Community Activity
- ☐ Signature Regionally significant Community Activity

Applications for Community Achievement Activity

Please complete section 1

Applications for Community Activity Grants less than \$2000

Please complete section 2

Applications for Community Activity Grants greater than \$2000

Please complete sections 2 and 3

For events requesting greater than \$15,000 please take note of section 4 of the Acquittal Form for acquittal requirements

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SECTION 1 Community Achievement Activity Only

Event Title	_____
Start Date	_____ Finish Date _____
Field of excellence	_____
Representative Organisation name	_____
Total cost to attend representative duties	_____
Total amount sought from Community Activity Grant	_____ ex GST

What do you wish to apply your financial assistance towards?

- ☐ Travel
☐ Accommodation
☐ Entrance Fee
☐ Other (please specify) _____

Are you receiving financial support from other avenues (i.e. Sponsorship, Fundraising)?

- ☐ Yes Please complete the below table
☐ No

Financial Support Type	Received From	Amount Received (\$)

Supporting Documentation

Please provide a copy of the following

- ☐ Copy of competition details
☐ Copy of letter of acceptance into the competition
☐ Copy of evidence of club enrolment or participation in field of excellence

Applicant signature _____	Date _____
President signature _____	Date _____

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SECTION 2

Event Name or purpose of Financial Assistance	Hinchinbrook Island and Lucinda Beach Clean up
Total cost of Event	6,000
Total amount sought from Community Activity Grant	2,000 ex GST
Duration of Event or Financial Assistance	
Start Date	22 September 2019
Finish Date	22 September 2019
Start Time	7.00am
Finish Time	6.00pm

Q1 Provide a detailed description of the community event or financial assistance being sought (please attach additional pages or supporting documentation if required)

The Herbert River Catchment Landcare Group will be holding a clean up event on Hinchinbrook Island to target Picnic Beach and will also focus on Lucinda Beach. The project is about cleaning plastics and rubbish on beaches and Hinchinbrook island. All participants in the event will be volunteers from the community, local schools and other like minded people. We envision approx. 100 volunteers attending.

We are requesting financial assistance for the event which includes catering including food and consumables for catering, purchasing gloves, bags, water and water dispensing drums, first aid kits and any other consumables required.

Q2 How many people do you expect to attend the event or be supported by the financial assistance?

Total attendance	% locals	% Queensland	% National	% International
100	90	10		

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Q3 How will the event or financial assistance benefit Hinchinbrook Shire's community?

Cleaning up Picnic beach and Lucinda Beach. And also educating those who participate in the damage plastics and litter do to the ocean and animals.

Q4 Which component/s of your event will these funds be allocated to?

Catering including food and consumables for catering, purchasing gloves, bags, water and water dispensing drums, first aid kits and any other consumables required.

Q5 Will there be a fee to attend the Community Activity?

☐ Yes

☒ No

If so please provide details of the fee structure.

Q6 How will the Hinchinbrook Shire Council contribution/assistance be acknowledged?

e.g.: On advertising for the event; Mayor invited to speak at event; Inclusion of the Mayor's message in any festival or event related publicity

The Herbert River Catchment Landcare Group will mention Hinchinbrook Shire Council as a contributor to the event and display banners where possible. We will also place a HSC logo on the flyer advertising the event.

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Q7 Would your organisation require the use of the following to display on promotional material

- ☐ Hinchinbrook Way Logo
- ☐ Hinchinbrook Shire Council Logo

Please detail how you plan to utilise Logo/s.

On the flier advertising the event.

Q8 What other individuals/groups/organisations are involved in this event or financial assistance and what is their involvement?

Parley will supply the supervision of volunteers, education and some consumables also. HCPSL, Canegrowers Herbert River, Hinchinbrook Shire Council, Lucinda Progress Association and Hinchinbrook Sportfishing Club. These organisations are assisting with organising and running the event and setting up / packing up.

Q9 What contribution does your organisation provide for the event or financial assistance? (e.g. Funds, Labour , In Kind support, Administrative support)

The Herbert River Catchment Landcare Group will be providing labour, in kind support from the board and members and also administration support to organise and host the event.

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Q10 Committee / Organisation Details

Please list names and contact details of Committee/Organisation Management Members:

Name <u>Lawrence Di Bella</u>	Name <u>Kate Milton</u>
Position <u>Chairman</u>	Position <u>Director</u>
Contact <u>0448 084 252</u>	Contact <u>0428 180 412</u>
Name <u>Frank Scardamaglia</u>	Name <u>Jonathan Pavetto</u>
Position <u>Company Secretary</u>	Position <u>Director</u>
Contact <u>0475 818 800</u>	Contact <u>0428 664 057</u>

Q11 Is your organisation incorporated?

☒ Yes

If your organisation **is incorporated**, please enclose copy of the following documents:

- ☒ Certificate of incorporation
☐ Insurance

☐ No If your organisation **is not incorporated**, please provide details of your sponsoring organisation:

Sponsoring Organisation's details

Organisation Name(s)	<u>Herbert River Catchment Landcare Group Inc.</u>
Postal Address	<u>PO Box 410, Ingham QLD 4850</u>
Street Address	<u>11 - 13 Lannercost Street Ingham QLD 4850</u>
Phone No	<u>0475 818 800</u>
Contact Person	<u>Frank Scardamaglia</u>
Email Address	<u>frank_scardamaglia@canegrowers.com.au</u>
Australian Business Number (if applicable)	<u>83 213 580 840</u>

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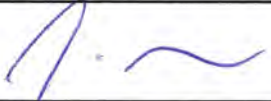
Initial Date of Adoption: 25/07/2017

Current Version Adopted: 25/07/2017

Certification

To be signed by the President/Chair of the applicant organisation or sponsoring organisation.
I certify that to the best of my knowledge the statements made in this application are true and correct.

I understand that if the Hinchinbrook Shire Council approves this application, I will be requested to accept the conditions of the funding in accordance with the Hinchinbrook Shire Council's Community Funding Grants Policy and audit requirements.

Name <u>Frank Scardamaglia</u>	Position <u>Company Secretary</u>
Signature 	Date <u>08/08/2019</u>

Thank you for completing this application.

END OF APPLICATION FOR COMMUNITY ACTIVITY GRANTS LESS THAN \$2,000

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SECTION 3 – Continue application if applying for greater than \$2000

Q1 Will you be applying for/have you received funding from any other businesses/organisations for this event or financial assistance requirement?

☐ No

☐ Yes Please complete the below table and provide

☐ Copies of written confirmation of funding commitment from other partners

Name of Funding Body	Amount Applied For	Amount Received (\$)

Q2 Provide a budget for the event/financial assistance showing expenditure, income, volunteer support and contributions from other sources.

☐ Event or Financial assistance budget attached

Q3 Financial status of the organisation at the date of the last audited financial records or Annual General Meeting:

☐ Latest audited financial statement attached

Certification

To be signed by the President/Chair of the applicant organisation or sponsoring organisation.

I certify that to the best of my knowledge the statements made in this application are true and correct.

I understand that if the Hinchinbrook Shire Council approves this application, I will be requested to accept the conditions of the funding in accordance with the Hinchinbrook Shire Council's Community Funding Grants Policy and audit requirements.

Name _____	Position _____
Signature _____	Date _____

Thank you for completing this application.

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ILLEGAL DUMPING PARTNERSHIPS PROGRAM

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3.2 Responsive and Responsible Local Representation.	Action 3.2 Communication with the community.

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

Council received correspondence from the Department of Environment and Science (DES) dated 7 August 2019 to advise expressions of interest for the Local Government Illegal Dumping Partnerships Program is now open. The program guidelines are available on the Department's website and applications close 6 September 2019. A maximum \$200,000 per Council may be available with this grant funding for eligible activities.

Council Decision – Recommendation

That Council:

- A. Receive and note the information in the Report; and
- B. Authorise the Chief Executive Officer to lodge an expression of interest for the Local Government Illegal Dumping Partnerships Program.

Officers Summary

With the introduction of the waste levy in Queensland on 1 July 2019, the State Government has committed to returning 70% of the levy revenue to the waste industry. The Department of Environment and Science (DES) has written to Council advising Expressions of Interest (EOI) are open for the Local Government Illegal Dumping Partnerships Program. Applications close 6 September 2019. Eligible activities include wages for Compliance Officers and purchase or hire of vehicles/signage/surveillance equipment to manage illegal dumping. Some of the ineligible expenses include behavior change programs, advertising/brochures, clean-up and disposal costs; a full list of ineligible expenses is contained in the EOI guideline.

Funding of up to \$200,000.00 may be available to Council under the program.

On 15 August 2019, the NQROC Waste Officers discussed submitting a joint application however the general consensus was that each individual Councils needs were very different and would not be addressed under a joint application. The recommendation was to seek input from the NQROC Mayor for a final decision. Council will proceed to collate information of an application either individually or jointly with the NQROC Councils pending a formal decision.

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

Local Government Act 2009.

Consultation

Not applicable concerning acceptance of this Report.

Attachments

A. Department of Environment and Science correspondence dated 7 August 2019.



FILE No.	/
Doc No.	/
Prev. Ref.	
Action	



Department of
Environment and Science

Our Ref: CTS 17347/19

Mr Alan Rayment
Chief Executive Officer
Hinchinbrook Shire Council
PO Box 366
INGHAM QLD 4850

Dear Mr Rayment

I write in reference to the Local Government Illegal Dumping Partnerships Program (the Program), which was announced by the Honourable Leeanne Enoch MP, Minister for Environment and the Great Barrier Reef, Minister for Science and Minister for the Arts on 31 July 2019, to address the challenges caused by illegal dumping through a collaborative partnership between the Queensland Government and local authorities.

The Program will enable a greater reach to monitor, act on and prevent illegal dumping activities across Queensland by embedding 'taskforces' in councils across the State. The Program will fund additional on-ground presence to investigate and respond to illegal dumping occurrences, develop local government capabilities through targeted training, and support programs and introduce innovative solutions and new ways of working across Government to prevent and mitigate illegal dumping.

Funding grants of up to \$200 000 are available per council. Councils may submit a joint application and pool the allocated funds.

Expressions of interest are now open and are available to all local governments (individually, or collaboratively with a number of councils) that have demonstrated illegal dumping issues. I would like to encourage your Council's application to the Program. For information on the application process, please visit the Queensland Government website at www.qld.gov.au/litter.

Should your officers require any further information, they may contact the Waste Reform Implementation team, Environmental Services and Regulation, Department of Environment and Science on telephone (07) 3330 5495 or by email at wastepartnerships@des.qld.gov.au.

Yours sincerely

Jamie Merrick
Director-General

01/08/19

1 William Street Brisbane
GPO Box 2454 Brisbane
Queensland 4001 Australia
Telephone + 61 7 3338 9304
Website www.des.qld.gov.au
ABN 46 040 294 485

HINCHINBROOK SHIRE COUNCIL INVASIVE PLANTS and ANIMALS, SURVEILLANCE PROGRAM

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 2. Operational Plan 2019-2020 - Strategic Direction	Action 2.4.2 Review and implement the Hinchinbrook Local Government Area Biosecurity Plan and define reporting metrics for performance to plan targets by 31 December 2019.

Budget, Financial and Resource Implications

Legislative requirement and included in current budget.

Asset Management

Not applicable concerning acceptance of this report.

Executive Summary

Council approval is being sought for the Hinchinbrook Shire Council Invasive Plants and Animals Surveillance Program which applies to all land tenure within the Hinchinbrook Shire Council Local Government area.

Council Decision – Recommendation

That Council approve the Hinchinbrook Shire Council Invasive Plants and Animals Surveillance Program to be conducted for all land tenures within the Hinchinbrook Local Government area from Saturday 31 August 2019 to Monday 31 August 2020.

Officers Summary

The Hinchinbrook Shire Council Invasive Plants and Animals Surveillance Program has been developed as a tool to enable Council to deliver their legislative requirements. It should be noted that Council is continuing to annually review and update all documentation in compliance with all provisions under the new Act in relation to the Hinchinbrook Local Government Area Biosecurity Plan.

Historical Information

The *Biosecurity Act 2014* effectively superseded the *Land Protection (Pests and Stock Route Management) Act 2002* as from 1 July 2016. Despite the broader application of the *Biosecurity Act*, the main functions of Local Government have not changed.

Biosecurity programs are the major legislative and enforcement instrument available to *Local Government under the Biosecurity Act*. Biosecurity programs for surveillance replace pest survey programs under the old *Land Protection Act 2002*.

Surveillance programs are specifically designed for confirming the presence or absence of stated biosecurity matter, monitoring compliance with the Act or the effect of measures taken in response to a biosecurity risk, or levels of biosecurity matter in a carrier within the program area. In essence they allow additional powers of entry to properties for authorised officers for the purposes of the Act.

Biosecurity programs are required to be approved by resolution of Council.

Policy Implications

Not applicable concerning acceptance of this report.

Risk Management Implications

The adoption of the Program is essential in order to allow officers to enter certain lands within the Shire to monitor compliance with the Act, to confirm the presence or absence of a biosecurity matter or to monitor the measures taken in response to a biosecurity risk.

Statutory Environment

Biosecurity Act 2014

Consultation

- Matthew Buckman, Pest Management Officer;
 - Michael Graham, Biosecurity Queensland;
 - Travis Sydes, FNQROC; and
 - Hinchinbrook Local Government Area Biosecurity Plan Working Group.
-

Attachments

Hinchinbrook Shire Council Invasive Plants and Animals Surveillance Program.



**HINCHINBROOK SHIRE COUNCIL, INVASIVE PLANTS AND ANIMALS,
SURVEILLANCE PROGRAM**

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1. Biosecurity program

1.1 PROGRAM NAME

The surveillance program (biosecurity program) for *invasive biosecurity matter* s48(1)(a-d) for the Hinchinbrook Shire Council Local Government Area, will be known as the **Hinchinbrook Shire Council, Invasive Plants and Animals, Surveillance Program**.

48 Main function of local government

- (1) The main function under this Act of each local government is to ensure that the following biosecurity matter (*invasive biosecurity matter* for the local government's area) are managed within the local government's area in compliance with this Act-
- (a) prohibited matter mentioned in schedule 1, parts 3 and 4;
 - (b) prohibited matter taken to be included in schedule 1, parts 3 and 4 under a prohibited matter regulation or emergency prohibited matter declaration;
 - (c) restricted matter mentioned in schedule 2, part 2; and
 - (d) restricted matter taken to be included in schedule 2, part 2 under a restricted matter regulation.

2. Requirement for a surveillance program

2.1 PURPOSE AND RATIONALE

The *Biosecurity Act 2014* (the Act) provides for the establishment of surveillance programs. Surveillance programs are directed at any of the following:

- (a) Monitoring compliance with the Act in relation to a particular matter to which the Act applies;
- (b) Confirming the presence, or finding out the extent of the presence, in the State or the parts of the State to which the program applies, of the biosecurity matter to which the program relates;
- (c) Confirming the absence, in the State or the parts of the State to which the program applies, of the biosecurity matter to which the program relates;
- (d) Monitoring the effects of measures taken in response to a biosecurity risk;
- (e) Monitoring compliance with requirements about prohibited matter or restricted matter; and
- (f) Monitoring levels of biosecurity matter or levels of biosecurity matter in a carrier.

The purpose of the **Hinchinbrook Shire Council, Invasive Plants and Animals Surveillance Program** (the Program) is:

- To confirm the presence, or determine the extent of the presence, of *invasive biosecurity matter* s48(1)(a-d) in the Hinchinbrook Shire Council Local Government Area;
- To confirm the absence of *invasive biosecurity matter* s48(1)(a-d) in the Hinchinbrook Shire Council Local Government Area;
- To monitor compliance with the Act to ensure all people who deal with invasive biosecurity matter or a carrier are meeting their obligations as identified in the Hinchinbrook Shire Council Biosecurity Plan *pest specific strategies*. www.hinchinbrook.qld.gov.au/documents/10232/44205/PestManagementPlan.pdf;
- To monitor the effects of measures taken to control *restricted and prohibited matter* (for the purpose of improving best practice management and/or to determine if the general biosecurity obligation has or will be discharged) as listed (see Tables 1 & 2) in the **Hinchinbrook Local Government Biosecurity Plan**. To monitor compliance with requirements about prohibited matter or restricted matter listed (see Tables one and two) in the Hinchinbrook Shire Council Biosecurity Plan:
 - **Category 2** restricted matter must be reported to an inspector or authorised person within 24 hours;
 - **Category 3** restricted matter must not be distributed or disposed. This means it must not be given as a gift, sold, traded or released into the environment unless the distribution or disposal is authorised in a regulation or under a permit;
 - **Category 4** restricted matter must not be moved. To ensure that it does not spread into other areas of the state;
 - **Category 5** restricted matter must not be possessed or kept under person's control. You may only keep this restricted matter under a permit of the *Biosecurity Act 2014* or another Act; and
 - **Category 6** restricted matter must not be fed unless kept under a permit of the *Biosecurity Act 2014* or another Act. Feeding for the purpose of preparing for or undertaking a control program is exempted.

Table 1. Restricted - Invasive Biosecurity Matter, invasive plants, listed in the *HLGABP*.

#	Plant Species	Common	Categories
1	<i>Chromolaena odorata</i>	Siam weed	3
2	<i>Mikania micrantha</i>	Mikania vine	2,3,4,5
3	<i>Andropogon gayanus</i>	Gamba grass	3
4	<i>Hygrophila costata</i>	Glush weed	3
5	<i>Annona glabra</i>	Pond Apple	3
6	<i>Thunbergia grandiflora</i>	Thunby/Laurel Clock Vine	3
7	<i>Acacia curassavica</i>	Redwood Acacia	2, 3, 4, 5
8	<i>Pistia stratiotes</i>	Water lettuce	3
9	<i>Hymenachne amplexicaulis</i>	Olive Hymenachne	3
10	<i>Salvinia molesta</i>	Salvinia/Water Fern	3
11	<i>Senna obtusifolia</i> , <i>S. hirsuta</i> and <i>S. tora</i>	Sicklepod	3
12	<i>Eichhornia crassipes</i>	Water Hyacinth	3
13	<i>Sphagneticola trilobata</i>	Singapore Daisy	3
14	<i>Mimosa invisa</i>	Giant Sensitive Plant	3
15	<i>Parthenium hysterophorus</i>	Parthenium	3
16	<i>Lantana camara</i>	Lantana	3
17	<i>Opuntia</i> spp.	Prickly Pear	3
18	<i>Spathodea campanulata</i>	African Tulip	3
19	<i>Sporobolus</i> spp.	Rats Tail Grass	3
20	<i>Cardiospermum grandiflorum</i>	Balloon Vine	3
21	<i>Bryophyllum delagoense</i> syn. <i>B. tubiflorum</i> , <i>Kalanchoe delagoensis</i>)	Mother of Millions	3
22	<i>Asparagus aethiopicus</i> , <i>A. africanus</i> and <i>A. plumosus</i>	Asparagus fern	3
23	<i>Aristolochia</i> spp. other than the Australian natives.	Dutchman's pipe	3
24	<i>Pueraria montana</i> , var <i>lobata</i>	Kudzu vine	3

Table 2. Restricted - Invasive Biosecurity Matter, invasive animals, listed in the *HLGABP*

#	Species	Common Name	Categories
1	<i>Sus scrofa</i>	Pig (feral)	3,4,6
2	<i>Canis lupis familiaris</i> / <i>Canis familiaris</i>	Dingo/Wild and feral dogs	3,4,5,6
3	<i>Oryctolagus cuniculus</i>	Rabbit	3,4,5,6
4	<i>Felis catus</i>	Cat (feral)	3,4,6
5	<i>Vulpes vulpes</i>	Fox	3,4,5,6
6	<i>Axis axis</i>	Chital deer	3,4,6
7	<i>Capra hircus</i>	Goat (feral)	3,4,6
8	<i>Anoplolepis gracilipes</i>	Crazy Yellow Ants	3

Under the *Biosecurity Act 2014* local government are responsible for ensuring *invasive biosecurity matters* s48(1)(a-d) for the local government's area are being managed in compliance with the act.

Hinchinbrook Shire Council has a Biosecurity Plan (HSCBP) that was developed in consultation with the *Hinchinbrook Pest Management Working Group* (HPMWG) and provides strategic direction for the management of *invasive biosecurity matter* and other priority pests on all lands tenure within the Hinchinbrook Local Government Area and has been developed by and for the entire community.

Hinchinbrook Shire Council, Invasive Plants and Animals, Surveillance Program, has been developed to ensure Council are meeting their legislative requirements and have the necessary authorisation to ensure the outcomes of the HSCBP are being implemented.

The Hinchinbrook Shire Biosecurity Plan:

- Prioritises invasive biosecurity matter and locally declared pests and prevent and prevent their spread and introduction and spread of invasive biosecurity matter and animals within Hinchinbrook Shire based on best practice pest management principles identified in the Far North Queensland Regional Pest Management Plan;
- Identifies the roles and responsibilities of all stakeholders involved and provide direction on priority pest management activities;
- Outlines everyone's obligations to minimize the impact of biosecurity risks on people, the economy and the environment;
- Clearly identifies resources for effective management of pests and outline the priorities so that resources are managed efficiently protecting the environment and clearly identify resources needed for effective and effective management of pests; and
- Ensures appropriate management of invasive biosecurity matter and improved scope and opportunities for monitoring and valuating the Plan.

2.2 MEASURES THAT ARE REQUIRED TO ACHIEVE THE PURPOSE

The key activities undertaken by the Program include but are not limited to:

Surveillance to monitor presence, absence, control measures and compliance.

- Surveillance to check for the presence, extent or levels of the presence, or absence of *invasive biosecurity matter* s48(1)(a-d) in the Hinchinbrook Shire Council, Local Government Area. This surveillance will be conducted by entry of ground teams onto a place using a variety of vehicles (Vehicles and ATVs) and on foot to conduct visual inspections, however, aerial survey by visual or photographic inspection using satellite imagery, manned helicopters/ fixed wing aircraft or unmanned aerial vehicles (UAVs) may also be utilised. Surveillance in riparian and adjacent areas may also be undertaken utilising watercraft including but not limited to boats and amphibious vehicles;
- During surveillance and monitoring activities officers may take samples for identification, research and education purpose.
 - For weed species this may require taking a whole or part of a plant specimen; and
 - For animal species this may require collecting whole of parts of an animal or collecting, scats, looking for evidence of presence and evidence of damage and may also require laying lures and attractants and/or trapping;

- Surveillance at suspected or existing pest infestation locations using surveillance measures such as, but not limited to, cameras using a variety of imaging techniques in order to determine prevalence and frequency at site of pest animal species or animal species feeding on weedy pests;
- Monitoring of treated areas to determine the effectiveness of control, for invasive plants this is also to ensure no recruitment, through monitoring the seed bank until they it is exhausted, this may take many years depending on the species and may require soil sampling; and
- Surveillance to establish compliance and collection of evidence in cases of suspected non-compliance.

Investigate instances of reported non-compliance (prohibited animals).

2.3 POWERS OF AUTHORISED OFFICERS

Entry of place

The Act provides that authorised officers appointed under the Act may, at reasonable times, enter a place situated in an area to which a biosecurity program applies, to take any action authorised by the biosecurity program¹. These activities must be done in a timely and efficient manner to ensure that the measures are as effective as possible. The Program will authorise entry into places to allow these measures to be undertaken.

In accordance with the Act a reasonable attempt will be made to locate an occupier² and obtain the occupier's consent to the entry prior to an authorised officer entering a place to undertake activities under the Program. Nevertheless, an authorised officer may enter the place if³—

- (a) The authorised officer is unable to locate an occupier after making a reasonable attempt to do so; or
- (b) The occupier refuses to consent to the entry.

If after entering a place an authorised officer finds an occupier present or the occupier refuses to consent to the entry—an authorised officer will make reasonable attempts to produce an identity card for inspection and inform the occupier of the reason for entering and the authorisation under the Act to enter without the permission of the occupier. An authorised officer under the biosecurity program must make a reasonable attempt to inform the occupier of any steps taken, or to be taken, and if steps have been taken or are to be taken, that it is an offence to do anything that interferes with a step taken or to be taken.

An authorised officer must leave a notice in a conspicuous position and in a reasonably secure way. This notice must state the date and time of entry and information addressing the reason for entry, authorisation to enter a place and the steps undertaken by the authorised officer after entry.

¹ See section 261 (Power to enter a place under biosecurity program) of the Act.

² The Act defines an **occupier**, of a place, generally to include the person who apparently occupies the place (or, if more than 1 person apparently occupies the place, any of the persons); any person at the place who is apparently acting with the authority of a person who apparently occupies the place; or if no-one apparently occupies the place, any person who is an owner of the place.

³ See section 270 (Entry of place under sections 261 and 262) of the Act.

Power to carry out aerial controls measures

The power to carry out aerial control measures is authorised by a biosecurity program under the Act⁴.

Obligations

A person within the area of the Program is obliged to allow an authorised officer operating under the Program to enter a place to undertake monitoring or surveillance activities for invasive biosecurity matter.

The following obligations may be imposed on a person who is an occupier of a place to which the program relates, limited to the extent of requirements in this surveillance program.

The HSCBP incorporates obligations in relation to:

- Prohibited and restricted matter categories for all invasive biosecurity matter on all lands tenure within the HSC Local Government Area (Table 1 and Table 2);
- The local specific application GBO associated with invasive biosecurity matter on all lands tenure within the HSC Local Government Area, these can be found in the *HSCBP pest specific strategies*, listed as “*what is my obligation*”; and
- Occupiers are obligated to comply with prohibited and restricted matter categories. Authorised officers may collect evidence and use evidence of non-compliance with restricted and prohibited matter categories to take further legal action against the occupier and/or owner of the matter. Occupiers are to discharge their GBO in relation to invasive biosecurity matter. If the authorised officer forms the belief that the occupier has not or may not discharge their GBO then the authorised officer may issue a biosecurity order.

A person within the area of the Program is obliged to allow an authorised officer operating under the Program to enter a place to undertake monitoring or surveillance activities for invasive biosecurity matter. General powers of authorised officers.

Nothing in the Program or its associated Authorisation limits the powers of authorised officers under Chapter 10 of the Act.

2.4 CONSULTATION

Collaborative consultation was undertaken with DAF and key stakeholders and they have confirmed they will continue to work closely together with Council under this Program.

⁴ See section 294 (Power to carry out aerial control measures under biosecurity program) of the Act. Section 294(6) of the Act defines **aerial control measure**, for biosecurity matter, to mean an activity, done from the air by an airborne machine or a person in an aircraft, to achieve a purpose of a biosecurity program and includes the following—

- surveying and monitoring the biosecurity matter;
- distributing an agricultural chemical to control the biosecurity matter.

3. Authorisation of a surveillance program in the Hinchinbrook Shire Council area

AUTHORISATION STATEMENT

The CEO of Hinchinbrook Shire Council acting pursuant to section 235 of the *Biosecurity Act 2014* (the Act), authorises the Surveillance Program for *invasive biosecurity matter* s48(1)(a-d) (the Program) in Hinchinbrook Shire Council Local Government Area, on the basis that:-

- I am satisfied that the invasive biosecurity matter listed in the program poses a significant risk to biosecurity in the Hinchinbrook Shire Council Local Government Area;
- I am satisfied that surveillance activities are required to determine the presence or absence of these invasive biosecurity matter;
- I am satisfied that checking compliance with the Act and enforcement are required for the restriction category requirements; and
- I am satisfied that activities are required to monitor the effects of the measures taken in response to the biosecurity risk of the invasive biosecurity matter listed in the Program.

Resolution Number – Hinchinbrook Shire Council, Invasive Plants and Animals, Surveillance Program
That Council approve the Hinchinbrook Shire Council, Invasive Plants and Animals, Surveillance Program to be conducted for all land tenures within the Hinchinbrook Local Government Area, commencing on Sunday 31 August 2019.

Status:

To be Adopted by Council

3.1 BIOSECURITY MATTER

The biosecurity matter to which the Program relates is *invasive biosecurity matter* s48(1)(a-d).

3.2 PURPOSE OF THE PROGRAM

The purpose of the **Hinchinbrook Shire Council, Invasive Plants and Animals, Surveillance Program** (the Program) are:

- To confirm the presence, or determine the extent of the presence, of *invasive biosecurity matter* s48(1)(a-d) in the Hinchinbrook Shire Council Local Government Area;
- To confirm the absence of *invasive biosecurity matter* s48(1)(a-d) in the Hinchinbrook Shire Council Local Government Area;
- To monitor the effects of measures taken to control *restricted and prohibited matter* (for the purpose of improving best practice management and/or to determine if the general biosecurity obligation has or will be discharged) as listed (see Tables one and two) in the Hinchinbrook Shire Council Biosecurity Plan To monitor compliance with the Act to ensure all people who deal with invasive biosecurity matter or a carrier are meeting their obligations as identified in the Hinchinbrook Shire Council Biosecurity Plan *pest specific strategies*; and www.hinchinbrook.qld.gov.au/documents/10232/44205/Pest Management Plan.pdf;

- To monitor compliance with requirements about prohibited matter or restricted matter listed (see Tables one and two) in the Hinchinbrook Shire Council Biosecurity Plan:
 - **Category 2** restricted matter must be reported to an inspector or authorised person within 24 hours;
 - **Category 3** restricted matter must not be distributed or disposed. This means it must not be given as a gift, sold, traded or released into the environment unless the distribution or disposal is authorised in a regulation or under a permit;
 - **Category 4** restricted matter must not be moved. To ensure that it does not spread into other areas of the state;
 - **Category 5** restricted matter must not be possessed or kept under person's control. You may only keep this restricted matter under a permit of the Biosecurity Act 2014 or another Act; and
 - **Category 6** restricted matter must not be fed unless kept under a permit of the Biosecurity Act 2014 or another Act. Feeding for the purpose of preparing for or undertaking a control program is exempted.

3.3 AREA AFFECTED BY THE PROGRAM

The Program will apply to on all lands tenure within the HSC Local Government Area.

The HSCBP identifies priority pests, management zones and relevant obligations and was developed in consultation with the HPMWG and provides strategic direction for the management of *invasive biosecurity matter* and other priority pests on all lands tenure within the HSC LGA and has been developed by and for the entire community.

Public reporting of biosecurity risks is an important source of information and Hinchinbrook Shire Council will respond to these in line with council policies and procedures.

3.4 POWERS OF AUTHORISED OFFICERS

An authorised officer of the Program appointed under the *Biosecurity Act 2014*, may enter a place—other than a residence⁵—without a warrant and without the occupier's consent within the State of Queensland under the Program^{6 7}. An authorised officer can exercise the powers of an authorised officer under the Act in relation to the Program, if the authorised officer is appointed by the chief executive⁸.

An authorised officer may make a requirement (a *help requirement*) of an occupier of the place or a person at the place to give the authorised officer reasonable help to exercise a general power⁹.

An authorised officer may carry out, or direct another person to carry out, aerial control measures for invasive biosecurity matter in HSC LGA. Under the Program these measures include carrying out surveillance using an airborne machine (i.e. unmanned aerial vehicles UAV or satellite) or a person in an aircraft vehicle (i.e. plane, helicopter).

⁵ The Act defines a *residence* to mean a premises or a part of a premises that is a residence with the meaning of section 259(2) and 259(3).

⁶ See section 259 (General powers to enter places) of the Act.

⁷ See section 261 (Power to enter a place under biosecurity program) of the Act.

⁸ See section 255 (3) (Powers of particular authorised officers limited) of the Act.

⁹ See section 297 (Power to require reasonable help) of the Act.

An authorised officer has general powers after entering a place to do any of the following¹⁰:

General powers in the Act	Measures an authorised officer may take under the Program
Search any part of the place.	<i>Destroy biosecurity matter or a carrier if the authorised officer believes on reasonable grounds the biosecurity matter or carrier poses a significant biosecurity risk AND the owner of the biosecurity matter or carrier consents to its destruction</i>
Inspect ¹¹ , examine ¹² or film ¹³ any part of the place or anything at the place.	
Take for examination a thing, or a sample of or from a thing, at the place.	
Place an identifying mark in or on anything at the place.	
Place a sign or notice at the place.	
Produce an image or writing at the place from an electronic document or, to the extent it is not practicable, take a thing containing an electronic document to another place to produce an image or writing.	<i>Searching a place to check for the presence or absence of invasive biosecurity matter</i>
Take to, into or onto the place and use any person, detection animal, equipment and materials the authorised officer reasonably requires for exercising the authorised officer's powers under this division.	<i>Inspect, examine and film to assist with tracing of carriers to and from a place.</i>
Destroy biosecurity matter or a carrier if: <ul style="list-style-type: none"> the authorised officer believes on reasonable grounds the biosecurity matter or carrier presents a significant biosecurity risk; and the owner of the biosecurity matter or carrier consents to its destruction. 	<i>Take samples for the purposes of diagnostic analysis, to ascertain the presence or absence of invasive biosecurity matter</i>
Remain at the place for the time necessary to achieve the purpose of the entry.	<i>Identify carriers such as <insert example> with tags, notices, flags or signs for any purpose consistent with the Program.</i>
The authorised officer may take a necessary step to allow the exercise of a general power.	<i>Producing a written and/or electronic note(s) to support Program activities.</i>
If the authorised officer takes a document from the place to copy it, the authorised officer must copy and return the document to the place as soon as practicable.	<i>Taking GPS coordinates to ensure accuracy of location details of carriers or invasive biosecurity matter</i>
If the authorised officer takes from the place an article or device reasonably capable of producing a document from an electronic document to produce the document, the authorised officer must produce the document and return the article or device to the place as soon as practicable.	<i>Take a document such as sale/movement record that is relevant to the objectives of the Program.</i>

¹⁰ See section 296 (General powers) of the Act.

¹¹ Section 296(5) defines **inspect**, a thing, to include open the thing and examine its contents;

¹² Section 296(5) defines **examine** to include analyse, test, account, measure, weigh, grade, gauge and identify; and

¹³ Section 296(5) defines **film** to include photograph, videotape and record an image in another way;

3.5 OBLIGATIONS IMPOSED ON A PERSON UNDER THE PROGRAM

The following obligations may be imposed on a person who is an occupier of a place to which the Program relates:

A person within the area of the Program is obliged to allow an authorised officer operating under the Program to enter a place to undertake monitoring or surveillance activities for invasive biosecurity matter.

The following obligations may be imposed on a person who is an occupier of a place to which the program relates, limited to the extent of requirements in this surveillance program.

The HSCBP incorporates obligations in relation to:

- prohibited and restricted matter categories for all invasive biosecurity matter on all lands tenure within the HSC Local Government Area (Table one and two);
- the local specific application GBO associated with invasive biosecurity matter on all lands tenure within the HSC Local Government Area, these can be found in the *HLGABP pest specific strategies*, listed as “*what is my obligation*”; and
- Occupies are obligated to comply with prohibited and restricted matter categories. Authorised officers may collect evidence and use evidence of non-compliance with restricted and prohibited matter categories to take further legal action against the occupier and/or owner of the matter. Occupiers are to discharge their GBO in relation to invasive biosecurity matter. If the authorised officer forms the belief that the occupier has not or may not discharge their GBO then the authorised officer may issue a biosecurity order.

3.6 COMMENCEMENT AND DURATION OF THE PROGRAM

The Program will begin on 31 August 2019 and will continue until 31 August 2020. The duration of the program is considered to be reasonably necessary to achieve the Program’s purpose (s 236(2)).

3.7 CONSULTATION WITH RELEVANT PARTIES

As required by the Act¹⁴, the chief executive officer of Hinchinbrook Shire Council has consulted, prior to the authorisation of the Program, with the chief executive, Department of Agriculture and Fisheries.

3.8 NOTIFICATION OF RELEVANT PARTIES OF REQUIREMENTS

As required by the Act¹⁵, the chief executive officer of Hinchinbrook Shire Council will give public notice of the Program 14 days before the Program starts by:

- Giving the notice to each government department or government owned corporation responsible for land in the area to which the Program relates; and
- Publishing the notice on the website. www.hinchinbrook.qld.gov.au.

From the start of the Program, the Authorisation for the Program **Hinchinbrook Shire Council, Invasive Plants and Animals, Surveillance Program** will be available for inspection or purchase ¹⁶ at the Hinchinbrook Shire Council public office at: 25 Lannercost Street Ingham, 4850.

¹⁴ See section 239 (Consultation about proposed biosecurity program) of the Act.

¹⁵ See section 240 (Notice of proposed biosecurity program) of the Act.

¹⁶ See section 241 (Access to authorisation) of the Act.

COUNCILLOR ATTENDANCE at AUSTRALASIAN WASTE and RECYCLING EXPO

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction Responsive and responsible local representation. 3.3 Influencing other levels of Government.	Action 3.3.6 Participate in State Government forums to influence the regional agenda.

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

The Australasian Waste and Recycling Expo (AWRE) is the premier business event for the Waste, Recycling and Resource Recovery Sector. AWRE is the best come together to join forces for a world of solutions towards a cleaner, more sustainable future providing an opportunity to discover and learn about solutions for Waste Management locally and connect with influential members of the Waste and Recycling professions.

Council Decision – Recommendation

That Council approve a Councillor to represent Council at the 2019 Australasian Waste and Recycling Expo in Sydney on 30 and 31 October 2019.

Officers Summary

The Development, Planning and Environmental Services Portfolio Councilors play an active role within the community and are intended to have a strong presence in Regional Waste Management Forums.

The Australasian Waste and Recycling Expo is a two-day live experience promoting ideas and opportunities for Australia's Waste and Recycling community. At a vital time in the industry, AWRE 2019 offers new connections, solutions and strategies to build a more stable, sustainable and profitable economy.

There is no admission fee to participate in the Expo.

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

A resolution is required for Councillor attendance at conferences.

The Councillors Expenses Reimbursement Policy notes in the Expense Categories section that Council will reimburse those expenses incurred for a Councillors attendance at Regional, State or National Local Government associated conferences, subject to that attendance being approved by Council.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

- Local Government Regulation 2012; and
 - Councillors Remuneration, Expenses Reimbursement and Provision of Facilities Policy.
-

Consultation

Nil

Attachments

Nil

COUNCILLOR ATTENDANCE at LGAQ WASTE FORUM

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction Responsive and responsible local representation. 3.3 Influencing other levels of Government.	Action 3.3.6 Participate in State Government forums to influence the regional agenda.

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

The Local Government Association of Queensland is hosting a Waste Forum – ‘Making Waste Work’ in Brisbane on 29 and 30 August 2019. The Forum is provided free of charge to Council attendees. The program is topical around the challenges of the current waste reform taking place in Queensland.

Council Decision – Recommendation

That Council approve a Councillor to represent Council at the LGAQ Waste Forum on 29 and 30 August 2019 in Brisbane.

Officers Summary

The Development, Planning and Environmental Services Portfolio Councillors play an active role within the community and are intended to have a strong presence in Regional Waste Management forums.

With significant waste reform taking place in 2019, the LGAQ are taking a lead to facilitate a waste forum for Councils to participate in and address key challenges being faced across the state. The program agenda covers a wide variety of presenters from State Government Departments, other Council's, and consultants who are working closely with stakeholders.

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

A resolution is required for Councillor attendance at conferences.

The Councillors Expenses Reimbursement Policy notes in the Expense Categories section that Council will reimburse those expenses incurred for a Councillor's attendance at Regional, State or National Local Government associated conferences, subject to that attendance being approved by Council.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

- Local Government Regulation 2012; and
 - Councillors Remuneration, Expenses Reimbursement and Provision of Facilities Policy.
-

Consultation

Nil

Attachments

LGAQ Waste Forum Program Agenda

Waste and Environmental Health Advisory Group

Boardroom – LGAQ House,
25 Evelyn Street, Newstead

8 - August 2019

AGENDA

TIME	TOPIC	SPEAKER
9:45am	Arrive (morning tea)	
10.00am	Welcome, introductions and formalities	Cr Nancy Sommerfield
10:05am	Previous minutes and actions	Cr Nancy Sommerfield Robert Ferguson
10.15am	<u>LGAQ waste and recycling update</u> <ul style="list-style-type: none"> Recent submissions Key policy updates (including waste levy, section 7 and chapter 5A, CRS (revenue sharing arrangements), RRIDP, QIWMS) Waste Forum (29/30 Aug) 	Luke Hannan Robert Ferguson
11.00am	Energy from Waste (EfW) discussion paper – developing a local government submission	Robert Ferguson
11.30am	<u>QLD Government's waste and environment update</u> <ul style="list-style-type: none"> Waste Levy Illegal dumping partnerships program Advertising campaign CRS (MRF – revenue sharing arrangements) Section 7 and Chapter 5A 	Chris Hill Kylie Hughes
12.30pm	Lunch	All
1.15pm	<u>LGAQ public health update</u>	Robert Ferguson
1.30pm	<u>Government's public health agenda</u> <ul style="list-style-type: none"> Food safety - QAO National food policy Mosquito spatial database 	Tenille Fort
2.30pm	Council updates and general business	All
3.00pm	Close	Cr Nancy Sommerfield

COUNCILLOR ATTENDANCE at WASTE Q CONFERENCE

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction Responsive and responsible local representation. 3.3 Influencing other levels of Government.	Action 3.3.6 Participate in State Government forums to influence the regional agenda.

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

The Waste Q Conference is a bi-annual conference held in Queensland hosted by the Waste Management and Resource Recovery Association Australia (WMRR), of which Council is a member.

The next Waste Q Conference is to be held from 15 to 17 October 2019 in Toowoomba.

Council Decision – Recommendation

That Council approve a Councillor to represent Council at the 2019 Waste Management and Resource Recovery Association Australia Waste Q Conference to be held in Toowoomba from 15 to 17 October 2019.

Officers Summary

The Development, Planning and Environmental Services Portfolio Councillors play an active role within the community and are intended to have a strong presence in Regional Waste Management forums.

The Waste Management and Resource Recovery Association of Australia (WMRR) is the only national peak body for the \$14bn Waste and Resource Recovery Industry. Council's membership enables access to resources that covers the entire spectrum of the industry including landfill, recycling and resource recovery, energy from waste, e-waste, organics, construction and demolition, commercial and industrial, hazardous and biohazardous waste sectors. WMRR are committed to delivering high quality learning events and conferences for its members. The bi-annual Waste Q Conference enables Council to keep abreast of the current waste reforms.

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

A resolution is required for Councillor attendance at conferences.

The Councillors Expenses Reimbursement Policy notes in the Expense Categories section that Council will reimburse those expenses incurred for a Councillor's attendance at Regional, State or National Local Government associated conferences, subject to that attendance being approved by Council.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

- Local Government Regulation 2012; and
 - Councillors Remuneration, Expenses Reimbursement and Provision of Facilities Policy.
-

Consultation

Nil

Attachments

Nil

OFFICE of the MAYOR and CHIEF EXECUTIVE OFFICER ACTIVITY REPORT – 31 JULY 2019

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3 Responsive and responsible local representation	Action 3.2 Communication with the community

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

This Report is presented for the information of Council and includes an activity update for the month ending 31 July 2019.

Council Decision – Recommendation

That Council receive and note the information in the Report.

Officers Summary

This Report details and indicates a summary of activities which have been undertaken during the month of 31 July 2019.

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

- *Local Government Act 2009*
 - Local Government Regulation 2012
-

Consultation

Nil

Attachments

Safety Report.

Media Engagement

- News Items Published by Council: 70;
- Social Media Engagement:
 - Hinchinbrook Shire Council Facebook page: Likes – 2,746; People Reached – 12,935;
 - Hinchinbrook Disaster Information Facebook page: Likes – 3,395; People Reached – 141; and
- Media Coverage Published (Newspaper/Web/TV/Radio): 67.

Media and Communications for the month of July focused on the Budget News, Rates Incentives, Business Resilience, NAIDOC Week and Capital Works Projects. Media continues to publish information about the introduction of the Queensland Government Waste Levy and local and community events.

Human Resource Services

Human Resource Services activities also include addressing all other Human Resource matters of an operational matter.

Recruitment - Advertised Vacancies:

- Nil advertisements for July.

Recruitment:

- Nil recruitment for July.

Resignations:

- Nil resignations for July.

Training:

- First group – all completed and signed off with RTO.
- 9 Works employees attend monthly training with RTO for Cert III in Civil Construction Plant Operations and Civil Road Construction and Maintenance; and
- Matrix identifying Training and Skills Gap linked to Position Descriptions ongoing and forming part of Business Operations Review.

Business Operations Review:

- Work has continued with adviser locating to Works Depot. Consultation has been extensive with staff taking their opportunity to have input into our organisation and its activities.
-

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.
- Workplace Health and Safety Training
 - Continuation of internal training and communication in relation to Injury Management and Reporting;
 - Safety staff attended Guidelines for Keeping Council Records Webinar session;
 - Electrical Spotters training booked and scheduled for September; and
 - White Card training for three (3) staff booked and scheduled for August.

- Other Ongoing Activities
 - Annual skin check quotes sourced and expressions of interest distributed for appointments in late August/September;
 - JSEA/SWMS draft issued to Senior Leadership Group Meeting for review;
 - Strategic Safety Plan approved by Management and Council;
 - Attended three (3) Contractor prestart meetings;
 - Contractor Management Policy and Procedure submitted to Senior Leadership Group Meeting for consultation;
 - Contractor management system update has commenced with a centralised file accessible to Council staff. 72 contractor employees have been inducted and issued an induction card which is valid for two (2) years. The cards will allow Council staff to carry out onsite checks of personnel to ensure they are inducted;
 - Consultation and Communication Procedure and related flowchart - consultation process and approval complete for release upon confirmation of Council Identity Manual requirements for footer and document control;
 - Workshop Chemical Register - SDS and chemical risk assessments commenced;
 - Attended pest shed for assessment on trailer ramp manual handling concern - with workshop for modifications;
 - Update and review of various safety documents; and
 - Site inductions drafted for Depot, Lannercost Street and TYTO sites - nil site specific inductions currently in place.
-

Partnership, Regional and State Activities

- North Queensland Regional Organisation of Councils - NQROC
 - 5 July – Mayor attended NQROC in Townsville
 - Far North Queensland Regional Organisation of Councils – FNQROC
 - Nil
 - Regional Economic Development Regional Organisation of Councils – REDROC
 - Nil
 - LGAQ
 - Nil
-

Emergency Disaster Management

- Activities
 - 25 July - DDMG Meeting in Townsville
- Training
 - NIL
- Other
 - Continuation of Local Disaster Management Plan and Annexures Review and converting to Council's new branding; and
 - Continuation of Hinchinbrook Business Community Resilience Project.

Projects

- CSI Project
CRM training continues and development and fine-tuning of the back end system continues to be implemented.
- Customer Service Charter
Continue to review and focus on various gateways impacting meeting targets such as CRM system, timely feedback on queries / complaints. Generally there has been a vast improvement across the organisation.

Management Activity

- Conference Attendance
 - Nil
- Training Attendance
 - Nil
- Meeting Attendance
In addition to the meetings already documented, the CEO attended the following meetings:
 - 8 July – Executive Management Team meeting;
 - 8 July – Internal staff meetings;
 - 8 July – Meeting with Business Operations Review Consultant;
 - 9 July – Operational Plan Quarterly Update;
 - 9 July – Discussions with Hidden Valley Cabins Operations Manager;
 - 9 July – Meeting with Business Operations Review Consultant;
 - 9 July – Internal staff meetings;
 - 10 July – Internal staff meetings;
 - 10 July – Meeting with Salary Packaging Australia representative;
 - 11 July – Discussions with Mayor and Autofest representative;
 - 11 July – Discussions with Town Planner and residents;
 - 11 July – Discussions with Councillor, EMDPES and Town Planner regarding CMCA;
 - 12 July – Internal staff meetings;
 - 12 July – Discussions with A/MCED and residents;
 - 12 July – Meeting with Business Operations Review Consultant;
 - 12 July – Meeting with Business Operations Review Consultant and MCEW;
 - 15 July – Meeting with Mayor;
 - 15 July – Executive Management Team meeting;
 - 15 July – Onsite inspection with Mayor, Councillor, EMISD and Autofest representative;
 - 15 July – Discussions regarding TechOne upgrade;
 - 16 July – Councillor Connect/Briefing Sessions;
 - 17 July – Onsite inspection with Deputy Mayor, EMISD and Autofest representative;
 - 17 July – Internal staff meetings;
 - 17 July – Onsite inspections with EMISD;
 - 18 July – Internal staff meetings;
 - 18 July – Discussions with NDDRA Officer and QRA representative;
 - 18 July – Meeting with Business Operations Review Consultant;
 - 18 July – Discussions with QFES representative;

-
- 18 July – Monthly Leadership Meeting;
 - 19 July – Discussions with Business Operations Review Consultant, CFO, EMISD and HR Coordinator;
 - 19 July – Internal staff meetings;
 - 19 July – Discussions with Business Operations Review Consultant and CFO;
 - 19 July – Discussions with A/MCED and Chinese Exhibition Members;
 - 22 July – Discussions with Mayor;
 - 22 July – Executive Management Team meeting;
 - 22 July – Discussions with A/MCED and residents;
 - 22 July – Internal staff meetings;
 - 22 July – Discussions with Councillors;
 - 22 July – Discussions with A/MCED and resident;
 - 23 July – Discussions with Business Operations Review Consultant;
 - 23 July – Internal staff meeting;
 - 24 July – TYTO team meeting;
 - 24 July – Discussions with Mayor, EMISD and Town Planner;
 - 24 July – Internal staff meeting;
 - 25 July – Discussions with Business Operations Review Consultant;
 - 25 July – Discussions with Senior Leadership Group;
 - 26 July – Discussions with Mayor, Councillor, CFO and Sugar City Rodeo representative;
 - 26 July – Internal staff meetings;
 - 26 July – Discussions with Business Operations Review Consultant;
 - 29 July – Discussions with Business Operations Review Consultant;
 - 29 July – Executive Management Team Meeting;
 - 29 July – Internal staff meetings;
 - 30 July – General Meeting;
 - 30 July – Discussions with Business Operations Review Consultant and Payroll Services;
 - 31 July - General Meeting update to Lannercost Street staff;
 - 31 July – Discussions with Business Operations Review Consultant; and
 - 31 July – Internal staff meetings.

- Events

- 25 July – Hinchinbrook Business Awards 2019.

Workers Comp and Rehabilitation 2017/2018

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Totals
New Claims (accepted)		2	2	1	2	4	2	3	2	1	1	0	20
Lost Time Injuries		1	2	1	1	1	2	1	0	1	1	0	11
Medical Treatment Only		2	2	1	2	4	2	3	2	1	1	0	20
Time Lost (hours) Workers Comp		228	121.6	0	22.8	15.2	912	68.4	0	7.6	45.6	0	1421.2
Suitable duties (hours) Rehab		0	0	34	221	238	0	0	0	0	0	0	255

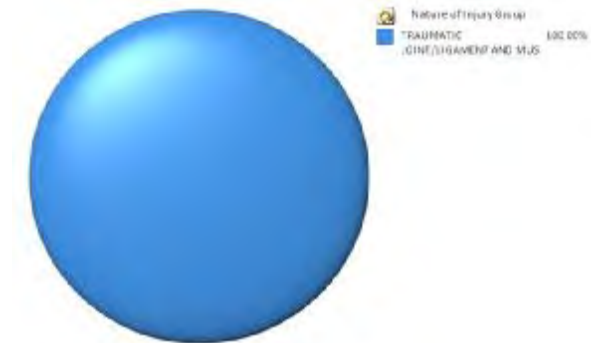
Workers Comp and Rehabilitation 2018/2019

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Totals
New Claims (accepted)	1	1	1				0	0	1	0	0	0	3
Lost Time Injuries	1	1	1				0	0	1	0	0	0	3
Medical Treatment Only	1	0	0				0	0	0	0	0	0	0
Time Lost (days) Workers Comp	2	8	0				0	0	2	0	0	0	10
Suitable duties (hours) Rehab	0	0	0										0

OPEN CLAIMS INFORMATION

Year Injury Date Lost time days

2019	03/04/2019	1	239 - Soft tissue injuries due to trauma: Employee slip on Lucinda Groyne - Shoulder injury. Scans show scar tissue (historical injury)	Employee remains on Suitable Duties
2019 (2020)	03/07/2019	2	239 - Soft tissue injuries due to trauma: Employee strained abdominal muscle while shovelling/concreting.	Employee returned to full duties; claim to be finalised



OFFICE of the MAYOR and CHIEF EXECUTIVE OFFICER STATUS REPORT – 31 JULY 2019

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3 Responsive and responsible local representation	Action Council will create an organisation that is empowered to act and develops an internal capacity to respond and to change. Council will seek to be aware of external factors that impact on Local Government as a whole and on Hinchinbrook specifically.

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

Report on the actions taken to complete Council resolutions relating to the Office of the Mayor and CEO.

Council Decision – Recommendation

That Council receive and note the information in the Report.

Officers Summary

Not applicable concerning acceptance of this Report.

Historical Information

Report on the actions taken to complete Council resolutions relating to the Office of the Mayor and CEO.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

Local Government Act 2009

Consultation

Chief Executive Officer

Attachments

Status of Actions

Resolution Number – 300719-51 – NQROC Smart Precinct NQ Limited (SPNQ) Membership

That Council:

- A. Resolve to accept to become a member of the Smart Precinct NQ Limited (SPNQ) – a Company limited by guarantee incorporated in Queensland; and
- B. Delegate authority to Mayor Ramon Jayo to sign on behalf of Council to become a member of SPNQ and to represent Council on the respective Board.

*Status:**August 2019 Update – Correspondence dated 2 August 2019 regarding membership forwarded to NQROC.**Matter Closed**Resolution Number – 300719-48 – Strategic Safety Plan 2019-2021*

That Council:

- A. Adopt the Strategic Safety Plan as presented; and
- B. Authorise Chief Executive Officer via all respective staff to implement relevant systems and actions in accordance with the Plan.

*Status:**August 2019 Update – Strategic Safety Plan signed. Workplace Health and Safety Coordinator actioning.**Matter Closed**Resolution Number – 300719-47 – 2018-19 Queensland Disaster Resilience Fund and Prepared Communities Fund*

That Council:

- A. Receive and note the following endorsed projects totalling the sum of \$481,989 as advised by Queensland Reconstruction Authority under the 2018-19 Queensland Disaster Resilience Fund and Prepared Communities Fund:

Project Name	Funding Source	Total Approved Funding
Seymour Road Upgrade	QDRF	\$ 326,000
Atkinson Pocket Road Upgrade	QDRF	\$ 80,986
Orient Road Upgrade	QDRF	\$ 75,003
	Total	\$481,989

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

*Status:**August 2019 Update – Funding agreements have been executed and survey works have commenced for construction drawings to be completed.**Matter Closed**Resolution Number – 300719-46 – Salary Packaging – Proposal to include Salary Packaging Australia (SPA)*

That Council:

- A. Continue to honour the agreement with RemServ (Qld) dated 15 May 2015;
- B. Approve Salary Packaging Australia as an additional Salary Packaging provider for Council employees, subject to continued compliance with Local Buy legislation and additional no cost implications for Council; and
- C. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into finalising and executing any and all matters associated with or in relation to the agreement.

*Status:**August 2019 Update – Correspondence dated 2 August 2019 advising of Council's approval. Deed of Agreement executed.**Matter Closed*

Resolution Number – 300719-45 – LGAQ Annual Conference – Motion Request

That Council at this stage do not have any motions for consideration at the Local Government Association of Queensland 2019 Annual Conference.

Status:

August 2019 Update – No motions to submit.

Matter Closed

Resolution Number – 300719-44 – 2020 Quadrennial Local Government Elections

That Council offer the following information to the Electoral Commission of Queensland as requested:

- A. That the suggested eleven Polling Booths be reduced to the following six locations as per By-Election held in October 2018:
- Forrest Beach State School;
 - Halifax State School;
 - Ingham State School;
 - Long Pocket CWA Hall;
 - Toobanna State School; and
 - Trebonne State School.
- B. Offer no objection to the proposed dates suggested by the Electoral Commission Queensland;
- C. Pre-Polling be conducted at the TYTO Complex in McIlwraith Street, Ingham for a one (1) week period Monday to Friday prior to the Election;
- D. Offer a room at TYTO for the Returning Officer's office space; and
- E. That the Chief Executive Officer or his delegate be Council's nominated contact person.

Status:

August 2019 Update – Correspondence dated 6 August 2019 regarding Polling Booths, Pre-Polling, Returning Officer's office space, proposed dates and nominated contact forwarded to ECQ. CEO continuing to liaise with ECQ regarding Elections.

Matter Closed

Resolution Number – 260319-47 – Hinchinbrook Investment Expo

That Council investigate the potential to develop and host a 'Hinchinbrook Investment Forum'.

Status:

August 2019 Update – Meeting with Chief Executive Officer, Acting Manager Community and Economic Development and Councillor organised to continue to progress this matter.

July 2019 Update – Careers/Investment Forum undertaken. Additional work to be undertaken as part of 2021-24 Economic Development Strategy.

June 2019 Update – Further consideration to occur in the new financial year.

May 2019 Update – The Expo concept will be further considered in the new financial year.

April 2019 Update – Aspects being considered.

Resolution Number – 290119-29 – Establishment of "Hinchinbrook Enterprise"

That Council investigate the establishment of an investment vehicle (Beneficial Enterprise) under Part 2, Division 1, Clauses 39 – 41 of the *Queensland Local Government Act 2009*, with a view to assessing:

- A. The opportunities to promote and support economic development;
- B. The feasibility of creating the associated structure and allocating the necessary resources; and
- C. The intentions of the State Government with respect to future governance arrangements.

Status:

August 2019 Update – Information being assessed for compilation of report.

July 2019 Update – Investigations with LGAQ, Qld Audit Office and King and Company continue with a number of responses received for consideration.

June 2019 Update – Continuing to compile draft report for consideration in new financial year.

May 2019 Update – Draft report being compiled. Will continue further in new financial year.

April 2019 Update - Information being sought for respective agencies.

March 2019 Update – Information being sought for respective agencies.

February 2019 Update – No action to date. Letter to be forwarded to State Government.

2019 CHRISTMAS CLOSE DOWN – WARRENS HILL WASTE MANAGEMENT FACILITY

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3.5 Organisational Capacity – Development of our human resources.	Action Nil

Budget, Financial and Resource Implications

Closure times will assist with reducing employee annual leave allocations.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

Council's resolution of 25 June 2019 included the Warrens Hill Waste Management Facility closing on Christmas Day and Boxing Day.

Contract arrangements are made for staff to work on Boxing Day to ensure the Facility is open and therefore a resolution is required to be adopted for the closure of the Warrens Hill Waste Management Facility to be closed on Christmas Day only.

Council Decision – Recommendation

That Council close the Warrens Hill Waste Management Facility on Christmas Day Wednesday 25 December 2019 only.

Officers Summary

Council's resolution of 25 June 2019 included the Warrens Hill Waste Management Facility closing on Christmas Day and Boxing Day.

Contract arrangements are made for staff to work on Boxing Day to ensure the Facility is open and therefore a resolution is required to be adopted for the closure of the Warrens Hill Waste Management Facility to be closed on Christmas Day only.

Historical Information

The Transfer Station staff are on an annualized salary and this includes working Boxing Day.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

Local Government Regulation 2012

Consultation

Nil

Attachments

Nil

**COUNCILLOR OPPORTUNITIES -
ATTENDANCE at 2019 LGAQ ANNUAL CONFERENCE**

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3.3 Influencing other Levels of Government	Action 3.3.9 State and regional LGAQ conference and meeting attendance.

Budget, Financial and Resource Implications

The 2019/2020 Budget for Councillors individual conference attendance and training will accommodate Councillors attendance at this Conference.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

The LGAQ are now accepting registrations for the LGAQ's 123rd Annual Conference to be held in Cairns from the evening of Monday 14 to Wednesday 16 October 2019.

It is considered usual for the Mayor, available Councillors and the Chief Executive Officer (CEO) to attend this Conference which is an opportunity to network with other Councillors and Local Government stakeholders. Early bird registration closes 13 September 2019.

There is also opportunity for Councillors to participate in Professional Development Streams on Monday 14 October 2019.

Council Decision – Recommendation

That the Mayor, Chief Executive Officer and interested Councillors attend the LGAQ Conference in Cairns from Monday 14 to Wednesday 16 October 2019.

Officers Summary**Professional Development Stream**

LGAQ is once again offering Councillors the opportunity to use this conference attendance to obtain a formal qualification with the Professional Development Streams being held on Monday 14 October. For those Councillors who choose one of the accredited units offered such as Change Management, Effective Decision Making, and Financial Reports and Budgets, and successfully complete the post-conference assessment, a credit will be earned towards a *Diploma in Local Government – Elected Member*.

Please see the Program for further information regarding the courses available.

Conference

The 2019 LGAQ Conference is themed “Taking it to the Streets” which in one way or another much of what Councils do is linked to a street or road, sealed or otherwise. It also demonstrates the importance of taking messages to the community – reinforcing the importance of their council to community liveability and prosperity.

There will be opportunity to hear from one of the most sought after speakers in the world today, keynote speaker Professor Bela Stantic, the “Nostradamus of the 21st Century”, the CEO of the Australian Road Research Board will speak on what the streets and roads of the future will look like, there will be a panel session on life after Belcarra, as well as the popular council showcase session, council segment breakout sessions, and motivational speakers.

Historical Information

The Mayor, a number of Councillors and the Chief Executive Officer have attended LGAQ Conferences in the past.

Policy Implications

There is no Councillor Conference Attendance Policy as such, only that a resolution is required for attendance at conferences.

The Councillors Expenses Reimbursement and Facilities Policy notes in the Expense Categories section that Council will reimburse those expenses incurred for a Councillors attendance at Regional, State or National Local Government associated conferences, subject to that attendance being approved by Council.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

- Local Government Regulation 2012; and
- Councillors Expenses Reimbursement Policy.

Consultation

Nil

Attachments

123rd Annual LGAQ Conference Program.

SUNDAY 13 OCTOBER

TIME	TOPIC
10:00am	Church Service St Monica's Cathedral, 181 Abbot Street, Cairns
12:00pm – 4:30pm	Policy Executive Meeting
2:00pm – 5:00pm	Registration Delegates, observers, trade, corporate and accompanying persons
4:00pm – 4:30pm	Trade and Sponsor Briefing



MONDAY 14 OCTOBER

TIME	TOPIC
8:00am – 5:00pm	Registration Delegates, observers, trade, corporate and accompanying persons
9:00am – 4:00pm	Peak Services Professional Development Streams <ul style="list-style-type: none">• Peak Training: Change Management - Elected Members• Peak Training: Effective Decision Making - Elected Members• Peak Training: Financial Reports and Budgets - Elected Members Attendees must register with Peak Training prior to arriving at conference
9:00am – 12:30pm	Q Sport Workshop
9:00am – 12:30pm	Sherlock Living Lab
10:15am – 11:00am	Morning Tea
10:30am – 5:00pm	Indigenous Leaders Forum
12:30pm – 2:00pm	Ocean Protect - Plastic Free Waterways and Beaches Workshop and Lunch
12:30pm – 2:00pm	Trade and Investment Queensland Workshop and Lunch
12:30pm – 2:00pm	Lunch
2:00pm – 4:00pm	Regional Roads and Transport Group Assembly
4:30pm – 5:00pm	First Time Delegate Briefing





TIME	TOPIC
5:30pm – 6:10pm	Welcoming Ceremony
5:30pm	Opening Act
5:40pm	Welcome to Country Ms Henrietta Marrie Gimuy Walubara Yidinji and the Yirrganydji People
5:45pm	Welcome to Cairns Mayor Bob Manning OAM Cairns Regional Council
5:50pm	Response Mayor Mark Jamieson President, LGAQ
5:55pm	Sponsor Address
6:00pm	2019 LGAQ Journalism Award Now in its eighth year of inception the LGAQ Regional Journalism Award is dedicated to showcasing excellence in reporting in regional Queensland. Aimed at highlighting the importance of rigorous reporting and analysis of government business decisions affecting Queensland communities, the awards honour the memory of ABC journalists John Bean, Paul Lockyer and Gary Ticehurst. Be present for the official announcement of the 2019 winner, who will receive a \$15,000 prize.
6:10pm – 7:30pm	Networking Drinks Trade Exhibition



TUESDAY 15 OCTOBER

TIME	TOPIC
8:00am – 5:00pm	Registration Delegates, observers, trade, corporate and accompanying persons
8:30am	Security Briefing Master of Ceremonies – Mr Tim Cox, Communications Advisor, LGAQ
8:31am	Call to Order by the President
8:33am	Presentation of Policy Executive
8:45am	Official Opening Hon Stirling Hinchliffe MP Minister for Local Government, Minister for Racing and Minister for Multicultural Affairs
8:55am	Presidential Address Mayor Mark Jamieson President, LGAQ
9:15am	Keynote Address: Taking it to the Streets – a new way of tapping community sentiment Professor Bela Stantic, 'Nostradamus of the 21st Century' Head of School, Administration, School of Information and Communication Technology, Griffith University
9:50am	Launch of LGAQ Big Data Community Engagement Tool
10:00am	Morning Tea
10:30am	Sponsor Address - LGIAsuper





TIME	TOPIC
10:35am	<p>Panel Session: Council Showcases Chaired by Sarah Buckler PSM, General Manager, Advocacy LGAQ</p> <p>Whitsunday Regional Council: Councils Leading Recovery: After the Disaster – Whitsunday engaging local communities and untangling funding opportunities</p> <p>Bundaberg Regional Council: Councils on the Cutting Edge: How Bundaberg council is setting itself up as a platform for regional innovation</p> <p>North Burnett Regional Council: Picture This: The North Burnett driving use of visual data for better decision-making</p> <p>Brisbane City Council: Council Community Leadership: Benching Domestic Violence – RedBench project – Small acts of leadership making big impacts</p> <p>Barcoo and Diamantina Shire Council: Councils at the Cutting Edge: When the market doesn't deliver – Barcoo and Diamantina's DIY digital revolution</p> <p>Kowanyama Aboriginal Shire Council: Youth Police: Kowanyama's partnership with QPoI that's empowering the community's young men and saving council money (TBC)</p>
11:55am	Sponsor Address - Telstra
12:00pm	<p>Keynote Address: Roads and Streets of the Future Michael Caltabiano Chief Executive Officer, The Australian Road Research Board (ARRB)</p>
12:30pm	Lunch
1:30pm	<p>Life Post Belcarra Chaired by Greg Hallam AM, Chief Executive Officer, LGAQ</p> <p>Pat Vidgen PSM, Electoral Commissioner Dr Nikola Stepanov, Queensland Integrity Commissioner Kathleen Florian, Independent Assessor, Office of the Independent Assessor</p>





TIME	TOPIC
2:30pm	Council Forums Indigenous Councils Rural and Remote Councils Resources and Regional Councils SEQ Councils Coastal Councils
4:00pm	Sponsor Address – Powerlink
4:05pm	LGMS Member Update and Risk Management Awards Ian Leckenby, Chair, LGMS
4:20pm	Councillor Conduct Tribunal Update John Boyd, President, Councillor Conduct Tribunal
4:35pm	Keynote Address: Motivational Speaker, Dr Stanley Rodski Courtesy of Great Expectation Speakers and Trainers
5:05pm	Program Concludes
6:30pm arrival for 7:00pm start	Gala Dinner The Australian Armour and Artillery Museum, 2 Skyrail Drive, Smithfield Will include Long Service Certificate presentations and the Butch Lenton Memorial Bush Council Innovation Award presentation
11:30pm	Dinner Concludes



WEDNESDAY 16 OCTOBER

TIME	TOPIC
8:30am	Conference Resumes - Housekeeping
8:35am	Australian Local Government Association Update Mayor David O'Loughlin, President
8:55am	AGM/Motions (Debate)
10:15am	Sponsor Address
10:20am	Morning Tea
10:40am	Peak Services Update Ms Leanne Muller, Non-Executive Director Mr Brent Reeman, Managing Director
11:00am	Sponsor Address - Hastings Deering
11:05am	Debate
12:00pm	Local Government Independent Electoral Monitor
12:30pm	Lunch
1:30pm	Sponsor Address
1:35pm	Opposition Update Ms Ann Leahy MP Shadow Minister for Local Government (Invited)
1:55pm	Debate
3:45pm	Keynote Address: Motivational Speaker, Margie Worrell Courtesy of Great Expectation Speakers and Trainers
4:30pm	Plenary Concludes



COUNCIL CORRESPONDENCE
INQUIRY into JOBS for the FUTURE in REGIONAL AREAS

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3. Responsive and Responsible Local Representation	Action 3.2 Communication with the community.

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

On 31 July 2019, the Senate established the Select Committee on Jobs for the Future in Regional Areas to inquire and report on new industries and employment opportunities that can be created in the regions.

The Committee invites Council to provide a written submission addressing issues that may be of relevance by 6 September 2019. The Committee is to report by 4 December 2019.

Council Decision – Recommendation

That Council:

- A. Receive and note the information in the Report; and
- B. Authorise the Chief Executive Officer to provide a written submission to the Committee should Council wish to lodge a submission.

Officers Summary

Terms of Reference for the Inquiry into Jobs for the Future in Regional Areas are:

The Committee will inquire and report on the following matters:

- a. new industries and employment opportunities that can be created in the regions;
- b. the number of existing jobs in regional areas in clean energy technology and ecological services and their future significance;
- c. lessons learned from structural adjustments in the automotive, manufacturing and forestry industries and energy privatisation and their impact on labour markets and local economies;
- d. the importance of long-term planning to support the diversification of supply chain industries and local economies;
- e. measures to guide the transition into new industries and employment, including:
 - i. community infrastructure to attract investment and job creation;
 - ii. the need for a public authority to manage the transition;
 - iii. meaningful community consultation to guide the transition; and
 - iv. the role of vocational education providers, including TAFE, in enabling reskilling and retraining;
- f. the use of renewable resources in Northern Australia to build a clean energy export industry to export into Asia; and
- g. any related matters.

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

Local Government Act 2009

Consultation

Not applicable concerning acceptance of this Report.

Attachments

Nil

BUILT/INFRASTRUCTURE FUND
RECONSTRUCTION of ESSENTIAL PUBLIC ASSETS FOLLOWING the NORTH and FAR NORTH QUEENSLAND MONSOON TROUGH - 25 JANUARY – 14 FEBRUARY 2019
Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction	Action
3.2 Responsive and Responsible Local Representation.	3.2 Communication with the community.

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

Queensland Reconstruction Authority (QRA) by letter dated 12 August 2019 thanked Council for its Expression of Interest (EOI) lodged under the \$134.5 million Built/Infrastructure Fund as part of the \$242 million DRFA Category C and D package. The funding is available to councils and state agencies activated for Reconstruction of Essential Public Assets following the North and Far North Queensland Monsoon Trough between 25 January to 14 February 2019.

Advising QRA reviewed Council's EOI against the relevant Program Guidelines and outlining the projects shortlisted for submission development. Detailed submissions and supporting documentation are to be lodged by 30 November 2019.

Council Decision – Recommendation

That Council:

- A. Receive and note the following shortlisted projects for submission development as advised by Queensland Reconstruction Authority under the \$134.5 million Built/Infrastructure Fund as part of the \$242 million DRFA Category C and D package:

Proposed Works	Package Category	Category D Total
Barbagallos Road (Chainage 0 – 370)	Betterment	\$ 76,000
Yuruga Culvert, Waterview Creek, Yuruga Road (Chainage 4180 – 4225)	Betterment	\$ 159,999.60
Abergowrie Road (Chainage 11345 – 11365, 11945 – 11975, 13273 – 13293, 13615 – 13635, 14297 – 14388)	Betterment	\$ 32,000
Atkinson Pocket Road (Chainage 1660 - 1720, 1830 – 1870, 2980 – 3030, 3150 – 3200)	Betterment	\$ 24,000
Covells Road (Estimated Chainage 10 – 300)	Betterment	\$ 48,000
Baillies Road (Estimated Chainage 170 – 250)	Betterment	\$ 88,000
Gangemis Road (Estimated Chainage 3170 – 5000)	Betterment	\$280,000
Dungeness Revetment Wall, Bursill Park, Dungeness Road, Lucinda	Recreational	\$ 60,000

- B. Authorise the Chief Executive Officer via relevant staff to lodge detailed submissions, further defining the scope and associated costs for each of the identified projects.

Author: Alan Rayment
Position: Chief Executive Officer
Date: 15 August 2019

Officers Summary

The Fund was heavily oversubscribed, with over 700 potential projects seeking in excess of \$330 million to repair disaster related damage to recreational assets, water and sewerage infrastructure and betterment to reduce the impact of future events on essential infrastructure and the community.

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

Local Government Act 2009

Consultation

Not applicable concerning acceptance of this Report.

Attachments

Queensland Reconstruction Authority correspondence dated 12 August 2019.

Queensland Reconstruction Authority

For reply please quote: QRATF19/3181

12/08/2019

Mr Alan Rayment
Chief Executive Officer
Hinchinbrook Shire Council
PO Box 366
INGHAM QLD 4850



FILE No	_____
Doc No	_____
Pr / Re	_____
Action	_____

Dear Mr Rayment

I write in relation to the \$134.5 million Built/Infrastructure Fund as part of the \$242 million DRFA Category C and D package, available to councils and state agencies activated for Reconstruction of Essential Public Assets following the *North and Far North Queensland Monsoon Trough: 25 January - 14 February 2019*.

Thank you for submitting your Expressions of Interest (Eoi). As anticipated, the Built/Infrastructure Fund was heavily oversubscribed, with over 700 potential projects seeking in excess of \$330 million to repair disaster related damage to recreational assets, water and sewerage infrastructure and betterment to reduce the impact of future events on essential infrastructure and the community.

The Queensland Reconstruction Authority (QRA) has reviewed your organisation's Eols against the relevant Program Guidelines. Attachment 1 outlines Eols shortlisted for submission development. Noting the capped funding of the Category C and D packages, the subsequent approval of shortlisted projects will be subject to available budget.

QRA now requests that you please review the list and lodge detailed submissions, further defining the scope and associated costs for each of the identified projects. Application forms and supporting information can be found by visiting <https://www.qra.qld.gov.au/monsoon-trough-built-infrastructure-fund>.

In developing your submissions, please work with your Regional Liaison Officer Jade Christensen, who can be contacted by telephone 0467 717 679 or via email Jade.Christensen@qra.qld.gov.au.

Please lodge your detailed submissions and supporting documentation via email to submissions@qra.qld.gov.au to QRA by 30 November 2019.

Thank you for your ongoing commitment to building your community's resilience. Should you have any questions about the Built/Infrastructure Fund or developing submissions please contact your Regional Liaison Officer.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Brendan Moon'.

Brendan Moon
Chief Executive Officer
Encl.

Level 11, 400 George Street Brisbane
PO Box 15428 City East
Queensland 4002 Australia
Telephone +61 7 3008 7200
Facsimile +61 7 3008 7299
www.qra.qld.gov.au

Name	Organisation	Package Category	Address of proposed works	Brief description of proposed works	Est.D Total
HSC-EOI-0428	Hinchinbrook Shire Council	Betterment	Chainage 0 - 370 Barbagallos Road	Barbagallos Road - 250 mm 5% Cement Treated Base (CTB) Pavement and 2-coat Polymer Modified Binder (PMB) (Rubber) Seal	\$ 75,000.00
HSC-EOI-0429	Hinchinbrook Shire Council	Betterment	Waterlview Creek, Yuruga Road Chainage 4180 - 4225	Yuruga Culvert - Installation of concrete relieving slab on both approaches including concrete aprons to toe of batter. The bridge is prone to washouts on approaches. Options analysis subject to detail design. Estimate based on advice provided by local contractor.	\$ 159,999.60
HSC-EOI-0431	Hinchinbrook Shire Council	Betterment	Chainage 11345 - 11365 (50130 - 50150) Chainage 11945 - 11975 (50730 - 50760) Chainage 13273 - 13293 (52058 - 52078) Chainage 13615 - 13635 (52400 - 52420) Chainage 14297 - 14388 (53082 - 53173)	Abergowrie Road - CTB Floodway plus 2-coat PMB Seal	\$ 32,000.00
HSC-EOI-0433	Hinchinbrook Shire Council	Betterment	Atkinson Pocket Road Chainage 1660 - 1720 Chainage 1830 - 1870 Chainage 2980 - 3030 Chainage 3150 - 3200	Atkinson Pocket Road - CTB Floodway plus 2-coat PMB Seal	\$ 24,000.00
HSC-EOI-0435	Hinchinbrook Shire Council	Betterment	Estimated Chainage 10 - 300 Covells Road	Covells Road - Reconstruct road with sealed CTB pavement, 250m x 4.5m. Options analysis subject to detail design.	\$ 48,000.00
HSC-EOI-0439	Hinchinbrook Shire Council	Betterment	Estimated Chainage 170 - 250 Baillies Road	Baillies Road - Install culverts and/or floodway to improve cross drainage. Options analysis subject to detail design.	\$ 88,000.00
HSC-EOI-0438	Hinchinbrook Shire Council	Betterment	Estimated Chainage 3170 - 5000 Gangemis Road	Gangemis Road - Reconstruct road with sealed CTB pavement, 1830m x 6m	\$ 280,000.00
HSC-EOI-0427	Hinchinbrook Shire Council	Recreational	Bursill Park Dungeness Road, Lucinda	Dungeness Revetment Wall - Reinstatement of revetment wall at Bursill Park, Dungeness that has subsided as a result of the Monsoon Trough. It will be a like for like replacement reinstating the wall with approximately 100 tonnes of rock and 40x of road base to restore the top of the batter for the path and fence. Rock wall is protecting park assets.	\$ 60,000.00

COUNCIL CORRESPONDENCE

PREPARATION for COMMENCEMENT of *HUMAN RIGHTS ACT 2019*

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3. Responsive and Responsible Local Representation	Action 3.2 Communication with the community.

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

The *Human Rights Act 2019* (HRA) commences for the majority of Queensland public entities, including local councils on 1 January 2020.

The Queensland Human Rights Commission (QHRC) offers a range of face-to-face training and as from 1 July 2019 has made available a basic online training module suitable for raising general awareness of the HRA. The QHRC is also able to assist with education activities tailored to suit a particular workforce and the QHRC website includes a range of information resources and a toolkit for public entities.

Council Decision – Recommendation

That Council receive and note the information in the Report.

Officers Summary

QHRC recommend that Council should have carried out the following:

- Taken initial steps in communication and education activities;
- Commenced the development and delivery of departmental training for staff;
- Become aware of the importance of undertaking further communication and education initiatives;
- Identified related agencies with obligations under the HRA, and begun assessing how it will help these agencies to comply with their obligations.

QHRC also recommend that Council give consideration to:

- Modifying induction/orientation processes, professional development/training programs and performance management systems to include HRA compliance;
- Using department intranets to inform staff of HRA responsibilities; and
- Developing online training for staff.

The Local Government Association of Queensland is assisting QHRC with dissemination of information to local government and QHRC plan to work on local government specific resources and welcomes input from Councils in the development of these products.

Human Rights Month is from 10 November to 10 December 2019 and Council may also consider becoming involved in the planned activities.

As from 1 January 2020, each public entities agency's complaint handling policy and processes will need to recognise and deal with human rights complaints. Council should begin assessing the implications of the HRA for current policies and service delivery practices and in particular Council's complaint handling policy and processes.

Further information will be provided to Council prior to January 2020 about the new complaint process under the HRA.

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

Local Government Act 2009

Consultation

Not applicable concerning acceptance of this Report.

Attachments

Queensland Human Rights Commission correspondence dated 18 July 2019.

R to C



18 July 2019

Alan Rayment
Chief Executive Officer
Hinchinbrook Shire Council
PO Box 366
INGHAM Q 4850

Dear Alan Rayment

Preparation for commencement of *Human Rights Act 2019*.

The *Human Rights Act 2019* (HRA) commences for the majority of Queensland public entities, including local councils on 1 January 2020. I am writing to provide information to your council as it is preparing for 1 January 2020, and to inform you how the Queensland Human Rights Commission (QHRC) may be able to assist with preparations.

Communication Education and Support

In the lead up to January 2020, your council is likely to have:

- taken initial steps in communication and education activities
- commenced the development and delivery of departmental training for staff
- become aware of the importance of undertaking further communication and education initiatives
- identified related agencies with obligations under the HRA, and begun assessing how you will help these agencies to comply with their obligations.

You may also have given consideration to:

- modifying induction/orientation processes, professional development/training programs and performance management systems to include HRA compliance
- using department intranets to inform staff of HRA responsibilities
- developing online training for staff.

The QHRC is available to assist with education activities. As from 1 July 2019 the QHRC has made available a basic online training module available which is suitable for raising general awareness of the HRA. Face-to-face training can also be delivered on a

STATEWIDE
tollfree
1300 130 670
info@qhrc.qld.gov.au
qhrc.qld.gov.au
fax 07 3193 9979

Brisbane
Level 20
53 Albert Street
Brisbane Q 4000
PO Box 15555
City East Q 4002

Cairns
Ground Floor
10 Grove Street
PO Box 4699
Cairns Q 4870

Townsville
Ground Floor
167-209 Stanley Street
PO Box 1566
Townsville Q 4810

Rockhampton
Level 1
209 Bolsover Street
PO Box 1390
Rockhampton Q 4700



fee for service basis, and can be tailored to suit the particular needs of a particular work area, or organisation. Our education team is available to assist organisations to determine the best education solution for their workforce.

A range of information resources is now available on the QHRC website including a toolkit for public entities. For your information, I have attached to this letter a list of the training and information products the QHRC has available about the *Human Rights Act*.

The QHRC has also met with the Local Government Association Queensland, who will assist with dissemination of information to local governments. We plan to work on local government specific resources and would welcome input from Councils in the development of these products.

The QHRC is also working with community sector peaks to develop a coordinated approach to communication and education across the sector.

Human Rights Month- 10 November 10 December 2019

Your council may also consider becoming involved in Human Rights Month activities. This campaign will be an important tool for disseminating information updates and promotional materials in support of the Human Rights Act. To participate in Human Rights Month email HRM@qhrc.qld.gov.au and your council will be added to the communications list.

Human Rights Complaints

Your council may have begun assessing the implications of the HRA for current policies and service delivery practices, and in particular your council's complaint handling policy and processes. As from 1 January 2020, each public entities agency's complaint handling policy and processes will need to recognise and deal with human rights complaints.

Complaints under the *Human Rights Act 2019* may be lodged with the QHRC after 1 January 2020 about alleged breaches of the HRA which occur after that date. Importantly, a person may make a human rights complaint to the commissioner only if—

- (a) the commissioner is satisfied the person has made a complaint to the public entity about the alleged contravention the subject of the complaint; and
- (b) at least 45 business days have elapsed since the complaint mentioned in paragraph (a) was made; and
- (c) the person has not received a response to the complaint or has received a response the person considers to be an inadequate response.

It is anticipated that many complaints may be resolved in a timely manner by your council through this initial internal complaints process.

We will be communicating with you prior to January 2020, to provide more information about the new complaint process under the HRA. Information about the HRA complaint process will also be on our website in January 2020.



Human rights cultural change will be gradual, but the HRA offers exciting new opportunities for debate, discussion and analysis of human rights across State and local government, the Parliament, courts and tribunals, and the broader Queensland community.

Please contact the QHRC if you require further information about our implementation activities.

Yours sincerely

Scott McDougall
Queensland Human Rights Commissioner

cc Mr Warwick Agnew, DG, Department of Local Government
Mr Greg Hallam, CEO, Local Government Association Queensland

QHRC Human Rights Act Training

Product	Duration	Method of delivery	Cost (Fee for service costs 2019-20)	Description
Introduction to the Human Rights Act	2 hours	Face-to-face	\$258 per hour	General overview of the Act, suitable for everyone
Tailored training	Depends on request	Face-to-face	\$258 per hour	QHRC can work with clients to develop a training product that suits the specific needs of the work area/organisation
Introduction to the Qld Human Rights Act 2019	25 minutes	Online	Free	Very basic information about the Act intended to raise awareness only. Suitable for everyone.
Public entities and the Qld Human Rights Act 2019	60 minutes	Online	\$5 per subscription*	Specifically for service delivery staff in Qld public entities. Overview of the Act with more detail about public entity responsibilities. *Annual subscription price for organisations is offered and package can be provided for organisations with their own LMS. Contact training team for details.
** Other training products will be developed upon demand **				



QHRC Human Rights Act information products (downloadable from QHRC website)

Product	Description
Public entity tool kit	Designed to assist staff of public entities to understand how the Act relates to what they do and how they do it.
Factsheets	A range of factsheets about the Human Rights Act, each of the individual rights, the role of Parliament, courts and tribunals and public entities.
Know your rights – pocket guide to Qld anti-discrimination and human rights law	A pocket sized guide to the Anti-Discrimination Act and Human Rights Act. Available in hard copy from QHRC
Additional information products will be developed as needed, including workplace posters	

Anyone who wants information about products and services QHRC offers, would like to co-design products or have input into product development suitable for their particular area of work should email training@qhrc.qld.gov.au or call our engagement team on 1300 130 670. People can also subscribe to our email newsletter by clicking on “subscribe to update” under “I want to” on our website homepage.

COUNCILLOR ACTIVITY REPORT as at 31 JULY 2019

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3. Responsive and responsible Local Representation	Action 3.2 Communication with the community

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

This report is a record of meetings and other activities undertaken by Councillors for the month ending 31 July 2019.

Council Decision – Recommendation

That Council receive and note the information in the Report.

Officers Summary

This report is a record of meetings and other activities undertaken by Councillors for the month ending 31 July 2019.

Historical Information

Councillors as part of public office representing the Hinchinbrook community undertake a wide variety of duties throughout the month. The attached reports provide details of same.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

Local Government Act 2009

Consultation

Not applicable concerning acceptance of this Report.

Attachments

Councillor Activity Reports

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
01/07/2019					On site inspection with resident	10.00am - 11.00am
01/07/2019		Lucinda Progress Association Meeting				7.00pm - 8.00pm
03/07/2019			Aquaculture Workshop and Focus Group			8.30am - 5.30pm
04/07/2019			Aquaculture Workshop and Focus Group			8.45am - 2.30pm
05/07/2019		NQROC Meeting				9.30am - 11.30am
09/07/2019	Operational Plan Quarterly Update and Inspections					8.30am - 2.00pm
10/07/2019					Discussions with Business Operations Review Consultant	8.45am - 9.45am
10/07/2019					Meeting with residents	2.00pm - 2.30pm
11/07/2019					Meeting with CEO and Autofest Representative	9.00am - 10.00am
11/07/2019				Qld Police Townsville District Awards Preesntation Ceremony		2.00pm - 3.00pm
15/07/2019					Discussions with CEO	8.30am - 9.30am
15/07/2019					On site meeting with resident	11.00am - 11.30am
20/07/2019				Blackhawks and Burleigh Bears Meet and Greet		6.30pm - 8.30pm
21/07/2019				Intrust Super Cup - Welcome		9.00am - 9.30am
22/07/2019					Discussions with CEO	8.30am - 9.30am
22/07/2019					On site meeting with resident	12.30pm - 1.30pm
22/07/2019					On site meeting with resident	2.00pm - 3.00pm
22/07/2019					On site meeting with resident	3.00pm - 4.00pm
22/07/2019	Councillor discussions with CEO					4.00pm - 5.00pm
23/07/2019				Meet and Greet with Spanish Delegates		11.00am - 1.00pm
23/07/2019		TEL teleconference				3.00pm - 4.00pm
24/07/2019					On site inspection with EMISD	8.30am - 11.00am
24/07/2019					Discussions with CEO, EMISD and Milford Planning	11.00am - 12.00pm
24/07/2019					Meeting with resident	12.00pm - 1.00pm
24/07/2019				Halifax Bay Hut Owners Meeting		6.00pm - 7.00pm
25/07/2019				Hinchinbrook Business Awards		6.30pm - 8.30pm
26/07/2019					Discussions with Cr Cripps and resident	8.30am - 9.00am
26/07/2019				Tree Planting Day - Mary MacKillop		9.00am - 9.30am
27/07/2019				QCWA Combined AGM		9.00am - 10.00am
29/07/2019		TEL Delegation of northern Mayors				8.00am - 5.00pm
30/07/2019		TEL Delegation of northern Mayors				all day
31/07/2019		TEL Delegation of northern Mayors				all day

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
01/07/2019				Dam Fine Rally		12.00pm-02.00pm
02/07/2019		ED Portfolio Meeting				08.30am-10.30am
03/07/2019		Tourism Working Group				10.00am-12.00pm
03/07/2019		Hinchinbrook Chamber Meeting				05.30pm-07.30pm
04/07/2019		Industry Breakfast Meeting				10.00am-11.00am
08/07/2019				NAIDOC Flag Raising		10.00am-11.30am
08/07/2019		RADF Meeting				04.00pm-05.00pm
09/07/2019	Operational Plan Meeting					08.30am-02.00pm
11/07/2019		CMCA Update				11.00am-12.00pm
15/07/2019					Ingham Auto Fest	11.00am-12.00pm
16/07/2019	Councillor Connect					08.30am-05.00pm
17/07/2019					Ingham Auto Fest	09.30am-10.30am
17/07/2019		Innovation House Meeting				01.15pm-02.15pm
22/07/2019					Councillor Catchup	04.00pm-05.00pm
25/07/2019			DDMG Charters Towers			All Day
26/07/2019			DDMG Charters Towers			All Day
30/07/2019	Monthly Meeting					08.30am-05.00pm
31/07/2019		Interagency Teleconference				08.45am-09.30am
31/07/2019				Combined School Mass		09.30am-10.30am

COUNCILLOR ANDREW CRIPPS
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
4.6.19		Community Services Portfolio Meeting				1pm to 3pm
6.6.19		Corporate Services Portfolio Meeting				3pm to 5pm
1.7.19		Portfolio meeting Tully Gym and Tramp Club				1pm to 2pm
2.7.19		Community Services Portfolio Meeting				1pm to 3pm
3.7.19		LHWMA Meeting				9am to 12 noon
5.7.19					Judge Whip Cracking	12 noon to 2pm
8.7.19	Operational Plan Quarterly Update					8.30am to 5pm
8.7.19		Corporate Services Portfolio Meeting				2 pm to 4pm
8.7.19		Forrest Beach Progress Association Meeting				6.30pm to 7.30pm
9.7.19		LHWMA Meeting				9am to 11am
16.7.19		Council Connect Session				8.30am to 5pm
18.7.19		Portfolio meeting boxing club				11am to 12 noon
22.7.19					Meeting with CEO	4pm to 5pm
25.7.19		NQSF - FORUM Advisory Meeting, teleconference				3.30pm to 4.30pm
26.7.19		portfolio meeting Sugar City Rodeo				8.30am to 9.30am
30.7.19	General Meeting					8.30am to 5pm

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
02/07/2019		Councillor Economic Development Portfolio Meeting				8.30am - 10.30am
02/07/2019		Councillor Environmental Services Portfolio Meeting				10.30am - 12.30pm
02/07/2019		Halifax Progress and Tourism Association Meeting				7.00pm - 8.45pm
04/07/2019		HRIT Meeting				9.00am - 1.00pm
09/07/2019	Operation Plan Quarterly Update and Inspections					8.30am - 2.00pm
15/07/2019		Australian-Italian Festival Meeting				6.00pm - 7.00pm
16/07/2019	Councillor Connect / Briefing					8.30am - 5.30pm
22/07/2019					Councillor discussions with CEO	4.00pm - 5.00pm
30/07/2019	General Meeting					8.30am - 5.00pm
31/07/2019		CAG 2019/2020 Panel Meeting				2.00pm - 3.30pm

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
02/07/2019		ES Portfolio Meeting				10.30am-12.30pm
06/07/2019					Bolshoi Ballet	6.30pm-10pm
09/07/2019	Operational Plan Quarterly Update					8.30am-2pm
09/07/2019		ISD Portfolio Meeting				2pm-4pm
16/07/2019	Councillor Connect/Briefing					8.30am-6pm
19/07/2019				Palm Creek Stakeholders Meeting		9am-11am
19/07/2019				Hinchinbrook Art Awards		6.30pm-8pm
22/07/2019	Briefing with CEO					4pm-5pm
26/07/2019				Catchment/Landcare Hinchinbrook Island clean up		10am-11.30am
30/07/2019	General Meeting					8.30am-4.30pm

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
02-Jul		On-site meeting Taylors Beach to discuss stinger net access issues				1400-1600
03-Jul				Guest speaker at Probus Club meeting		0930-1100
04-Jul		HRIT Meeting				0830-1330
16-Jul	Councillor Connect					0830-1430
22-Jul	Councillor discussions with CEO					1600-1700
30-Jul	Council General Meeting					0830-1700

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 07 2019					Meeting wih Tully Gym	1.00pm - 3.00pm
02 07 2019		Portfolio Meeting				1.00pm - 2.00pm
06 07 2019		RADF meeting				4.00pm - 5.00pm
22 07 2019					Catch up with CEO	4.00pm - 5.00pm
30 07 2019	General Meeting					8.30am - 5.00pm
31 07 2019				Health Group Meeting		9.00am - 10.30am
31 07 2019				Ingham State High Year 9 ATODS		6.30pm - 9.30pm

COUNCIL CORRESPONDENCE
INQUIRY into MIGRATION in REGIONAL AUSTRALIA

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3. Responsive and Responsible Local Representation	Action 3.2 Communication with the community.

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

The Joint Standing Committee on Migration has commenced a new inquiry into migration in regional Australia which examines the breadth of migrant settlement strategies and migration settings in regional Australia.

The Committee invites Council to provide a written submission addressing issues that may be of relevance by 20 September 2019.

Council Decision – Recommendation

That Council:

- A. Receive and note the information in the Report; and
- B. Authorise the Chief Executive Officer to provide a written submission to the Committee should Council wish to lodge a submission.

Officers Summary

The Inquiry has been prompted by recent trends indicating declining population growth in some regional areas of Australia.

Some areas of Australia are having success attracting new migrants, while other areas are struggling to both attract and retain migrants and address skill shortages. The Committee will travel to areas where migration settlement is and isn't working, and talk to the people best placed to know why and why not.

Submissions to the inquiry will be accepted until 20 September 2019 and the Committee intends to hold public hearings at various locations.

The Terms of Reference for the inquiry are as follows:

The Joint Standing Committee on Migration shall inquire into and report on the breadth of migrant settlement strategies and migration settings – including for skilled and humanitarian migrants – in regional Australia, with reference to:

- National and international best practice strategies to encourage people to settle and stay in regional areas;
- Strategies to develop regional skilled migration Strategies to develop regional humanitarian migration;
- Key local, state and federal initiatives for successful regional settlement outcomes;
- Local volunteers, employers and community organisations and their role in facilitating regional settlement;
- Relevant migration policy, including administration and state specific migration mechanisms;
- Related infrastructure matters; and
- Any other related matter.

The Committee shall give particular consideration to how communities and settlement services can best assist migrants to gain successful employment outcomes in regional Australia, including local work experience opportunities, skills certification and training, knowledge of Australian workforce regulations, accommodation and travel to and from the workplace.

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

Local Government Act 2009

Consultation

Not applicable concerning acceptance of this Report.

Attachments

Nil

COUNCIL CORRESPONDENCE
HINCHINBROOK CHAMBER of COMMERCE, INDUSTRY & TOURISM INC.
2018-2019 FUNDING

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3. Responsive and Responsible Local Representation	Action 3.2 Communication with the community.

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

Hinchinbrook Chamber of Commerce, Industry & Tourism Inc. (Chamber) request Council to reflect on its recent decision regarding 2018-2019 financial support and resolve to grant the remaining \$10,000 to Chamber.

Council Decision – Recommendation

That Council:

- A. Receive and note the information in the Report; and
- B. Defer acceptance of the Service Level Agreement in order to assess the matter further, including information recently submitted.

Officers Summary

Council resolved at its 25 June 2019 General Meeting to not provide financial support in the sum of \$15,000 as requested due to the Service Level Agreement (SLA) not being finalised.

Council resolved to provide financial support to the Chamber in the sum of \$5,000 (incl. GST) for activities undertaken in the 2018-2019 financial year and retain the balance of funds (\$10,000) for disbursement on economic development projects as may be approved by Council.

Chamber request Council to reflect on its decision regarding 2018-2019 financial support and resolve to grant the remaining \$10,000. Chamber believes that the range of activities undertaken during the financial year align to the objectives of the SLA and Council's economic development strategy. A list of activities are provided as attached.

Chamber also advise that this decision will impact on them as a not-for-profit membership based organisation as they survive on the generous support of the local business community and with just over \$10,000 in reserves, the change in budget impacts on how they can operate into the future.

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

Local Government Act 2009

Consultation

Not applicable concerning acceptance of this Report.

Attachments

Hinchinbrook Chamber of Commerce, Industry & Tourism Inc. correspondence dated 9 August 2019.



Alan Rayment
Chief Executive Officer
Hinchinbrook Shire Council

09/08/2019

Sent via email: arayment@hinchinbrook.qld.gov.au
cc: Rosemary Pennisi, Mayor Ramon Jayo, Cr Mary Brown, Cr Andrew Lancini, Cr Wally Skinner, Cr Kate Milton, Cr Mark Tack, Cr Andrew Cripps

Dear Alan,

Council Decision on 2018-19 Chamber Funding

I write in response to your letter to the Hinchinbrook Chamber of Commerce (the Chamber) on 26 June 19, advising the level of financial support to be provided by Hinchinbrook Shire Council (the Council) to the Chamber for the 2018-2019 financial year.

In your letter, you detail the rationale for the decision by Councillors to reduce funding from \$15,000 to \$5,000 due to delays in finalisation of the Service Level Agreement (SLA) between the Council and the Chamber.

This came as a surprise to the Chamber's Management Committee and its members, as the Chamber was not presented with a first copy of the SLA until March this year, 273 days into FY18-19.

It is important to note that Councillors did resolve to approve funding of \$5,000, which was above the recommended amount by the Manager of Economic and Community Development (MCED), in recognition of two items of Chamber activity that aligns to the SLA. The Chamber appreciates this action.

However, we would like to take this opportunity to bring to your attention the range of activities undertaken by Chamber, which align to the objectives of the SLA and Council's economic development strategy.

A full list of these activities have been attached to this letter for your review.

I would also like to bring to your attention the impact this decision will have on the Chamber. As a not-for-profit, membership based organisation, we survive on the generous support of the local business community.

The voice of business in the Hinchinbrook Shire

Successive committees have worked hard to protect and strengthen the financial position of the Chamber, yet we only have just over \$10,000 in reserves. Any change in our agreed budget does have a real impact on the Chamber and this decision will impact how effectively we can operate into the future.

With all of the information at hand, we respectfully request that Council reflect on its recent decision on FY18-19 funding and resolve to grant the remaining \$10,000 to the Chamber.

This issue is of utmost priority to the Chamber and The Chamber's Management Committee would be willing to meet with you and/or with Council to further discuss the issue. We would appreciate it if you could advise us further on this prior to our next meeting on 4th September.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan Pavetto', is written over the typed name and title. The signature is fluid and cursive, with a large loop at the end.

Jonathan Pavetto
President

Chamber Activities – July 2018 to June 2019

Aligning with SLA:

1. Promoted the Think Business series and other relevant forums (noted in report)
2. Hosted a stall at the Career's Expo (noted in report)
3. Encouraged other businesses to participate at Career's Expo
4. Delivered Tote Bags to SIX new, local business owners
5. Shared Council posts on Facebook
6. Encouraged participation in the Hinchinbrook Way Welcomer Program (leads provided to Stacey, feedback (more uptake would be experienced if training was shorter or online) provided to Donna Prentice)
7. Attended Council Connect session
8. Encouraged business owners to list their businesses on the Business Directory and explained the process of initiating and maintaining a page

At Council's Request or In Collaboration with Council:

9. Performed Hinchinbrook Way Reusable Bag Survey and supplied results to Council
10. Took bookings for the Christmas Lights Tour
11. Participated in the Flood Recovery Process – sat on the committee and disseminated TEL's Flood Impact Survey
12. Delivered the Holiday the Hinchinbrook Way Easter Promotion (Mayor inspired this project when he inquired what Chamber was doing for Easter School Holidays – Chamber included TYTO activities on its "To-Do List")
13. Ran a poll for the RV Park

Aligning with Council's Economic Development Strategy and/or Chamber's Strategic Plan:

- increase business confidence and/or capacity
 - promote the Hinchinbrook Shire and/or Hinchinbrook Businesses
 - promote "Shop Local" ideology
 - encourage networking and/or collaboration and/or participation
 - elevate Chamber's profile
14. Presence in North Queensland Chamber Yearbook
 15. Postcode Collection Survey
 16. Young Entrepreneurs Program – funded through Advance Queensland – Council provided in-kind support
 17. Ran three-month trial hosting monthly General Meetings at local restaurants – business supporting business
 18. Orchestrated the "12 Days of Christmas in Hinchinbrook" initiative on Facebook - THW brand integration and awareness
 19. Decorating vacant shop fronts leading up to Australian-Italian Festival and over Christmas/New Year, installing historical photo displays and encouraging local businesses to use vacant shop fronts as marketing / advertising space (also had local artists install artworks on unused blackboards in CBD in the leadup to Australian-Italian Festival)

20. Coordinated “Dress Up Your Shops” competition and supplied decorations to local businesses in the leadup to the Australian-Italian Festival 2018
21. Supported “On Country Festival 2018” at Mungalla Station
22. Participated in consultation phase of Business Resilience planning and have since disseminated information
23. Luncheon for Minister for Agriculture
24. Federal Election Forum
25. Single Touch Payroll workshops
26. Networking events – Business Brainstorming Session, BBQ at Mungalla Station, Victoria Mill Tour, Showcase your Business events
27. Business Confidence Surveys
28. Hinchinbrook Business Awards (actual event was in July 2019 however planning, nominations and media exposure began in April 2019)
29. *Still In-Progress*: Virtual Reality project with local and regional tourism operators to increase collaboration, strengthen and develop edu-tourism and eco-tourism products, appeal to new audiences and inspire businesses to have a presence on platforms such as Google Maps – engaged with Townsville Enterprise Limited and to date have been included in appendix of the Experience and Product Development Plan (requires further development)
30. *Still in progress*: Shop local campaign for Christmas

Parts of SLA requiring Council information before Chamber can act:

- Think Business Survey
- Tourism Partner Programme
- Hinchinbrook Way Marketing Tools
- Landlords on Lannercost Street