



MINUTES OF THE GENERAL MEETING OF THE HINCHINBROOK SHIRE COUNCIL

HELD IN THE COUNCIL CHAMBERS
INGHAM ON TUESDAY
28 MARCH 2017
AT 9.00 AM

ATTENDANCE

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

APOLOGY

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

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

PRAYER

- Councillor Tack opened the meeting with prayer

1. MINUTES

- *Moved Councillor Lancini*
Seconded Councillor Brown

Resolved that the Minutes of the General Meeting held on 28 February 2017 be approved as a correct record of proceedings and be signed by the Mayor.

Carried

2. BUSINESS

Moved Mayor Jayo
Seconded Councillor Milton

That pursuant to Section 276 (2) of the Local Government Regulation 2012 that Council resolve to allow Councillor Maria Bosworth to take part in this meeting regarding the fluoride issue by teleconferencing. *Carried*

2.1 CORPORATE SERVICES

2.1.1 CORPORATE SERVICES ACTIVITY REPORT

Consideration of monthly Corporate Services Activity Report for February 2017.

Moved Councillor Tack
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 280317-01

2.1.2 MONTHLY STATUS REPORT

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

Moved *Councillor Tack*
Seconded *Councillor Milton*

Council Resolution - That the Report be received and noted. Carried – 280317-02

2.1.3 FINANCIALS

Consideration was given to a report of financial activities as at 28 February 2017.

Moved *Councillor Tack*
Seconded *Councillor Brown*

Council Resolution - That the Report be received and noted. Carried – 280317-03

2.1.4 FORMAL COMPLAINTS

Consideration of Report to Council from Executive Manager Corporate Services dated 9 March 2017 advising no formal complaints were received under the Administrative Action Complaints Management Procedure during the quarter ended 31 December 2016.

Moved *Councillor Lancini*
Seconded *Councillor Tack*

Council Resolution – That the Report be received and noted. Carried – 280317-04

2.1.5 SOLE SUPPLIERS

Consideration of Report to Council from Executive Manager Corporate Services dated 8 March 2017 advising of the proposed sole supplier arrangements for 2017 as per Council's Procurement Policy.

Moved *Councillor Tack*
Seconded *Councillor Lancini*

Council Resolution – That the matter be deferred until the next meeting. Carried – 280317-05

2.2 ENGINEERING

2.2.1 ENGINEERING SERVICES ACTIVITY REPORT

Consideration of monthly Engineering Services Activity Report for February 2017.

Moved *Councillor Skinner*
Seconded *Councillor Milton*

Council Resolution - That the Report be received and noted. Carried – 280317-06

2.2.2 MONTHLY STATUS REPORT

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

Moved *Councillor Milton*
Seconded *Councillor Lancini*

Council Resolution - That the Report be received and noted. Carried – 280317-07

2.2.3 WATER AND SEWERAGE WORKS PROGRAM REPORT

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

Moved Councillor Milton
Seconded Councillor Skinner

Council Resolution - That the Report be received and noted.

Carried – 280317-08

2.2.4 WORKS PROGRAM REPORT

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

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 280317-09

2.2.5 DETAILED APPLICATION – BUILDING OUR REGIONS – ROUND 3 – HERBERT RIVER WATER TREATMENT PLANT

Consideration of Report to Council from Grants Officer dated 13 March 2017 seeking Council's endorsement of funding application under the State Government's Round 3 of Building our Regions via the Regional Capital Fund for the Herbert River Water Treatment Plant.

Moved Councillor Skinner
Seconded Councillor Milton

Council Resolution – That Council support and ratify lodgement of the detailed application, funded by the Department of State Government – Round 3 - Building our Regions via the Regional Capital Fund.

Further, that Council is committed to delivering the project and to the management and costs associated with the ongoing maintenance of the infrastructure. Carried – 280317-10

2.2.6 TENDER HSC 17/01 – SUPPLY OF DRAINAGE PIPES, BOX CULVERTS AND HEADWALLS

Consideration of a Report to Council from Works Engineer dated 15 February 2017 regarding tenders received for HSC 17/01 – Supply of Drainage Pipes, Box Culverts and Headwalls.

Councillor KS Milton left the meeting at 9.37 am

Moved Councillor Lancini
Seconded Councillor Skinner

Council Resolution –

- That Council accept the offer from Holcim (Australia) Pty Ltd T/A Humes, and add Offerer to the panel of suppliers for HSC 17/01 - Supply of Drainage Pipes, Box Culverts and Headwalls for a period of two years commencing on 1 July 2017.
- That Council accept the late offer from Concrete Products Australia on the basis that they declared they were unaware of any competitor pricing, and add Offerer to the panel of suppliers for HSC 17/01 - Supply of Drainage Pipes, Box Culverts and Headwalls for a period of two years commencing on 1 July 2017.

Carried – 280317-11

Councillor KS Milton returned to the meeting at 9.38 am

2.2.7 TENDER HSC 17/02 – SUPPLY AND / OR SUPPLY AND DELIVERY OF MANUFACTURED PREMIX

Consideration of a Report to Council from Works Engineer dated 1 March 2017 regarding tenders received for HSC 17/02 – Supply and / or Supply and Delivery of Manufactured Premix.

Moved Councillor Tack
Seconded Councillor Brown

Council Resolution – That Council accept the offer by Fulton Hogan Industries Pty Ltd for HSC 17/02 - Supply and / or Supply and Delivery of Manufactured Premix for a period of two years commencing on 1 July 2017. Carried – 280317-12

2.2.8 RF001428 – SUPPLY AND DELIVERY OF ONE ZERO TURN MOWER

Consideration of a Report to Council from Fleet Manager dated 13 February 2017 regarding quotations received for RF001428 – Supply and Delivery of One Zero Turn Mower.

Moved Councillor Lancini
Seconded Councillor Milton

Council Resolution – That Council accept offer 2 from Brescianini Motors for RF001428 – Supply and Delivery of One Zero Turn Mower for a net changeover price of \$17,000 excluding GST. Carried – 280317-13

2.2.9 RF001431 – SUPPLY AND DELIVERY OF TWO FUEL TRAILERS

Consideration of a Report to Council from Fleet Manager dated 13 March 2017 regarding quotations received for RF001431 – Supply and Delivery of Two Fuel Trailers.

Moved Councillor Tack
Seconded Councillor Skinner

Council Resolution – That Council accept the offer from Fuelfix for RF001431 – Supply and Delivery of Two Fuel Trailers for \$53,976 excluding GST. Carried – 280317-14

2.3 DEVELOPMENT AND PLANNING

2.3.1 ECONOMIC DEVELOPMENT AND PLANNING ACTIVITY REPORT

Consideration of monthly Economic Development and Planning Activity Report for February 2017.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted. Carried – 280317-15

2.3.2 MONTHLY STATUS REPORT

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

Moved Councillor Brown
Seconded Councillor Milton

Council Resolution - That the Report be received and noted. Carried – 280317-16

2.3.3 BUSINESS ASSISTANCE SCHEME POLICY

Consideration of Report to Council from Executive Manager Development and Planning dated 10 March 2017 regarding adoption of Business Assistance Scheme Policy to support new innovative businesses in the Shire and aimed at creating healthy, sustainable, strong and growing businesses in the Shire.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That the Business Assistance Scheme Policy be adopted subject to the following:

1. The words "will" being changed to "may" in Clause 9 as they appear in the fourth and fifth paragraphs.

2. In Clause 6 (Guiding Principles) that bullet point four be amended to read "funding may be subject to....".
Carried – 280317-17

The meeting adjourned at 10.10am and resumed at 10.19 am

Water and Sewerage Manager, P Martin was present when the meeting resumed

Councillor Maria Bosworth linked in via teleconference at 10.20 am

2.4 ENGINEERING

2.4.1 FLUORIDATION OF SHIRE WATER SUPPLY

Consideration of Report to Council from Chief Executive Officer dated 24 March 2017 regarding determination of fluoridation of the Shire's water supply.

Moved Councillor Tack
Seconded Councillor Bosworth

Council Resolution - That Council does not continue with fluoridation of the Shire's water supplies and that Council take the necessary steps to cease the practice as soon as practicable.

Councillor MG Tack called a division
Councillors Bosworth, Milton, Lancini and Tack voted "For" the motion
Councillors Skinner, Brown and Jayo voted "Against" the motion

Carried – 280317-18

Water and Sewerage Manager, P Martin left the meeting

2.5 DEVELOPMENT AND PLANNING

Councillor ME Brown declared a Perceived Conflict of Interest in Item 2.5.1 (as defined in section 173 of the Local Government Act 2009) due to her recent past involvement as President of the Hinchinbrook Chamber of Commerce and excluded herself from the meeting while the matter was debated and the vote taken.

2.5.1 HINCHINBROOK CHAMBER OF COMMERCE, INDUSTRY AND TOURISM INC FINANCIAL ASSISTANCE

Consideration of Report to Council from Executive Manager Development and Planning dated 9 March 2017 regarding financial assistance to support the organisation to continue to operate and undertake projects assisting local business and industry.

Moved Councillor Lancini
Seconded Councillor Milton

Council Resolution - That Council approve financial support for the Hinchinbrook Chamber of Commerce, Industry and Tourism Inc in the sum of \$15,000 including GST for the 2016/2017 financial year on the proviso that the Chamber utilise the funds for the purpose of furthering the objectives of the Association and the provision of a Report to Council on their achievements (by way of a Connect Session) on a biannual basis.

Carried – 280317-19

Councillor ME Brown returned to the meeting

2.5.2 INSTRUMENT OF DELEGATION (PLANNING AND DEVELOPMENT SERVICES) - HINCHINBROOK SHIRE COUNCIL TO CHIEF EXECUTIVE OFFICER

Consideration of Report to Council from Planning and Development Manager regarding powers referred to in the Register of Planning Delegations and Instrument of Delegation for Siting Dispensations to be delegated to the Chief Executive Officer pursuant to Section 257 of the Local Government Act 2009.

Moved Councillor Brown
Seconded Councillor Milton

Council Resolution - That Council resolve that:

The powers referred to in the Register of Planning Delegations and Instrument of Delegation – Siting Dispensation Delegations, are delegated by the Hinchinbrook Shire Council to the Chief Executive Officer of the Hinchinbrook Shire Council pursuant of section 257 of the Local Government Act 2009. *Carried – 280317-20*

2.6 ENVIRONMENT AND COMMUNITY SERVICES

2.6.1 ENVIRONMENT AND COMMUNITY SERVICES ACTIVITY REPORT

Consideration of monthly Environment and Community Services Activity Report for February 2017.

Moved Councillor Lancini
Seconded Councillor Skinner

Council Resolution - That the Report be received and noted.

Carried – 280317-21

2.6.2 MONTHLY STATUS REPORT

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

Moved Councillor Lancini
Seconded Councillor Milton

Council Resolution - That the Report be received and noted.

Carried – 280317-22

2.6.3 HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016 / 2017 – HINCHINBROOK SPORTFISHING CLUB INC

Consideration of Report to Council from Acting Management Officer Land and Property dated 13 March 2017 regarding request from Hinchinbrook Sportfishing Club Inc for financial assistance in the sum of \$1,500 (excl. GST) to assist with running costs of the 2017 North Old Sportfishing Championships.

Moved Councillor Tack
Seconded Councillor Brown

Council Resolution - That Council decline the application received from the Hinchinbrook Sportfishing Club Inc. for the payment of \$1,500 (excl GST) from the 2016/2017 Community Grants budget on the grounds that a previous grant of \$600 has already been approved and paid during the current financial year and that the applicant be further invited to apply under Council's applicable Festivals and Events Program. *Carried – 280317-23*

2.6.4 HINCHINBROOK SHIRE COUNCIL INVASIVE PLANTS AND ANIMALS SURVEILLANCE PROGRAM

Consideration of Report to Council from Executive Manager Environment and Community Services dated 9 February 2017 seeking Council's approval of the Hinchinbrook Shire Council Invasive Plants and Animals Surveillance Program which applied to all land tenure within the Shire local government area.

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution - 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 Thursday 30 March 2017. *Carried – 280317-24*

2.6.5 REVIEW OF DELEGATIONS UNDER THE "BIOSECURITY ACT 2014" – COUNCIL TO CHIEF EXECUTIVE OFFICER

Consideration of Report to Council from Environmental Health Officer dated 14 March 2017 regarding powers under the Biosecurity Act 2014 to be delegated to the Chief Executive Officer.

Moved *Councillor Skinner*
Seconded *Councillor Milton*

Council Resolution - That all powers referred to in the draft 'Register of Delegations - Council to CEO' relating to the Biosecurity Act 2014, are delegated by Council to the Chief Executive Officer of Council pursuant to section 257 of the Local Government Act 2009.

Carried – 280317-25

2.7 GOVERNANCE

2.7.1 OFFICE OF THE CEO ACTIVITY REPORT

Consideration of monthly Corporate Governance Activity Report for February 2017.

Moved *Councillor Lancini*
Seconded *Councillor Skinner*

Council Resolution - That the Report be received and noted.

Carried – 280317 – 26

2.7.2 MONTHLY STATUS REPORT

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

Moved *Councillor Brown*
Seconded *Councillor Milton*

Council Resolution - That the Report be received and noted.

Carried – 280317-27

2.7.3 CHIEF EXECUTIVE OFFICER – ANNUAL LEAVE

Consideration of Report to Council from Chief Executive Officer dated 13 March 2017 regarding appointment of an Acting Chief Executive Officer during approved leave for Chief Executive Officer from Friday 7 April 2017 to Monday 17 April 2017 inclusive.

Moved *Councillor Milton*
Seconded *Councillor Lancini*

Council Resolution - That Council approve leave of absence for the Chief Executive Officer from Council from Friday 7 April 2017 to Monday 17 April 2017 inclusive and appoint Executive Manager Development and Planning to the position of Acting Chief Executive Officer for the nominated period.

Carried – 280317-28

2.7.4 COUNCILLOR ACTIVITY REPORT

Consideration of Councillor Activity Reports as at 28 February 2017 to ensure transparency and public scrutiny of Councillor workload.

Moved *Councillor Lancini*
Seconded *Councillor Tack*

Council Resolution - That the Report be received and noted.

Carried – 280317-29

CONFIDENTIAL ITEMS

Moved Mayor Jayo
Seconded Councillor Lancini

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

Items 2.8.1 and 2.8.2 as they are matters pertaining to the appointment of employees

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

Item 2.9.1 as it is other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

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

Items 2.10.1 to 2.10.6 as they are town planning matters.

Carried

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

Moved Mayor Jayo
Seconded Councillor Milton

That Council return to Open Meeting.

Carried

2.8 CORPORATE SERVICES

2.8.1 RECRUITMENT OF VACANT POSITION – MANAGER OF RECORDS AND CUSTOMER SERVICE

Consideration of Report to Council from Executive Manager Corporate Services dated 8 March 2017 seeking approval to replace the position of Manager of Records and Customer Service.

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution - That Council approve to replace the Manager of Records and Customer Service position.

Carried – 280317-30

2.8.2 RECRUITMENT OF VACANT POSITION – MANAGER OF INFORMATION TECHNOLOGY

Consideration of Report to Council from Executive Manager Corporate Services dated 8 March 2017 seeking approval to replace the position of Manager of Information Technology.

Moved Councillor Lancini
Seconded Councillor Brown

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

Carried – 280317-31

2.9 ENGINEERING SERVICES

2.9.1 REGIONAL SUPPLY AND DELIVERY OF WATER CHEMICALS

Consideration of Report to Council from Manager Water and Sewerage dated 13 March 2017 regarding tenders received for the supply and delivery of Sodium Hypochlorite through Separable Portion 1 of the Far North Queensland Regional Organisation of Councils (FNQROC) tender which is part of the collective procurement arrangement by neighbouring Councils in the region.

Moved Councillor Skinner
Seconded Councillor Milton

Council Resolution - That Council defer the matter to the next Council meeting pending further information as to the period of the proposed contract.

Carried – 280317-32

2.10 DEVELOPMENT AND PLANNING

2.10.1 RECONFIGURING A LOT: SUBDIVISION OF LAND – ONE LOT INTO TWO LOTS – 8 BADILA STREET, INGHAM – LOT 39 ON RP746804, PARISH OF CORDELIA – HANSEN SURVEYS PTY LTD FOR GIOVANNI CAZZULINO

Consideration of Report to Council from Planning and Development Manager dated 13 March 2017 in relation to an application made by Hansen Surveys Pty Ltd for Giovanni Cazzulino, seeking a Development Permit for Reconfiguration of Land at 8 Badila Street, Ingham (RC17\0003).

Moved Councillor Lancini
Seconded Councillor Brown

Council Resolution - That Council resolve to issue a Development Permit for Reconfiguration of a Lot (Subdivision), subject to the following conditions:

Approved Plans

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

Timing of Effect

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

Existing Services

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

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

Lawful Point of Discharge

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

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

Access

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

Water Supply and Sewerage Works Internal

6. Undertake the following water supply and sewerage works internal to the subject land:
 - a. Provide a single sewer connection to newly lot 39;
 - b. Provide a single water connection to newly created lot 39;
 - c. Water supply metering must be designed and installed in accordance with The Plumbing and Drainage Act 2002 and the Water Act 2000;

All the above works must be designed and constructed in accordance with Council Standards and must obtain any necessary permissions in respect of any building over or within 2m of a local government sewer.

Construction and Operations

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

Damage to Infrastructure

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

Carried – 280317-33

2.10.2 RECONFIGURING A LOT: ACCESS EASEMENT (THREE) – HERBERT STREET, INGHAM – LOTS 1 AND 2 ON RP720972 AND LOT 2 ON RP708833, PARISH OF CORDELIA – HANSEN SURVEYS PTY LTD FOR DIANA LA ROSA

Consideration of Report to Council from Planning and Development Manager dated 13 March 2017 in relation to an application made by Hansen Surveys Pty Ltd for Diana La Rosa, seeking a Development Permit for Reconfiguration of Land – Access Easement (Three) at Herbert Street, Ingham (RC17\0004).

Moved Councillor Lancini
Seconded Councillor Milton

Council Resolution - That Council resolve to issue a Development Permit for Reconfiguration of Land – Access Easement (Three), subject to the following conditions:

Approved Plans

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

Timing of Effect

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

Existing Infrastructure Services

3. The existing infrastructure (trunk sewer line) as indicated within the attached plan must be protected through:-
 - a. Vehicle proofing the existing sewer manholes which is within the proposed easement and on site to the satisfaction of the Chief Executive Officer;
 - b. An engineering report and certification of the relevant manhole structures must be submitted to the Chief Executive Officer.
4. The proposed easement must include the trunk infrastructure as part of the easement granting the Hinchinbrook Shire Council maintenance access to the sewer line.

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

Access

5. Access provision to all proposed allotments must be constructed in accordance with Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer or demonstrate that such is already in existence. Future maintenance of all accesses is the responsibility of the landowner.
6. Where the easement meets with Herbert St, a minimum of 20m from the edge of footpath to the rear of the building is to be constructed of a hard surface, e.g. concrete or bitumen seal, or demonstrate that such is already in existence.

This condition has been applied to minimise the spreading of gravel etc. from the easement caused by traversing vehicles or stormwater runoff which could create a pedestrian or vehicle hazard/risk at Herbert Street, Ingham.

7. It is the landowner's responsibility to construct and maintain the access road within the easement.
8. Council will not undertake any construction or maintenance of the easement.

Construction and Operations

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

Damage to Infrastructure

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

Carried – 280317-34

2.10.3 RECONFIGURING A LOT: REARRANGEMENT OF BOUNDARIES – 339 TREBONNE ROAD, INGHAM – LOT 39 ON RP746804, PARISH OF CORDELIA – AJ AND LA PIETROBON

Consideration of Report to Council from Planning and Development Manager dated 13 March 2017 in relation to an application made by AJ and LA Pietrobon, seeking a Development Permit for Reconfiguration of a Lot (Rearrangement of Boundaries) at 339 Trebonne Road, Ingham (RC17\0006).

*Moved Councillor Brown
Seconded Councillor Lancini*

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

Approved Plans

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

Timing of Effect

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

Lawful Point of Discharge

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

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

Access

4. Access provision to all proposed allotments must be maintained/constructed in accordance with Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer or demonstrate that such is already in existence.

Future maintenance of all accesses is the responsibility of the landowner.

Damage to Infrastructure

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

Carried – 280317-35

2.10.4 SITING RELAXATION APPLICATION – 4 STAGHORN STREET, ALLINGHAM – LOT 14 ON RP733788, PARISH OF CORDELIA – BJ AND CJ HOLLAND

Consideration of Report to Council from Planning and Development Manager dated 13 March 2017 in relation to a Siting Relaxation Application by BJ and CJ Holland for proposed open carport to be sited 1.452m to 4.295m from the front property boundary at 4 Staghorn Street, Allingham.

Moved Councillor Milton
Seconded Councillor Skinner

Council Resolution - That Council approve the front boundary siting relaxation from 6m to 1.452m, for the proposed open carport on Lot 14 on RP733788, described as 4 Staghorn Street, Allingham, on the grounds that the proposed location of the structure will not adversely impact on the amenity of neighbouring properties or compromise the aesthetics of the streetscape, subject to following conditions:

Approved Plans

1. Carry out the approved development in accordance with the approved drawings and in accordance with:-
 - a. The specifications, facts and circumstances as set out in the application submitted to Council;
 - b. The following conditions of approval and the requirements of Council's Planning Scheme.

Except where modified by these conditions of approval.

Lawful Point of Discharge

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

Use

3. The use of the open carport shall be purposes ancillary to the residential use of the land only.
4. That the structure be retained at all times as an open carport, as submitted within the building plans.

Finish

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

Damage to Infrastructure

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

Building Approvals

7. The proposed development requires a development permit for building works. The Applicant is to seek and comply with all relevant building approvals to be issued by a qualified Building Certifier.

Carried – 280217-36

2.10.5 SITING RELAXATION APPLICATION – 10 HARDY STREET, INGHAM – LOT 2 ON RP713795, PARISH OF CORDELIA – K PHILLIPS

Consideration of Report to Council from Planning and Development Manager dated 13 March 2017 in relation to a Siting Relaxation Application by K Phillips for new dwelling to be sited 0.5m and 1.5m from the street boundary at Atzinis Lane off 10 Hardy Street, Ingham.

Moved Councillor Brown
Seconded Councillor Skinner

Council Resolution - That Council approve the street boundary (Atzinis Lane) siting relaxation from 6m to 0.5m, for the proposed porte cochère and 1.5m to the main dwelling on Lot 2 on RP733788, described as 10 Hardy Street, Ingham, on the grounds that the proposed location of the structure will not adversely impact on the amenity of neighbouring properties or compromise the aesthetics of the streetscape, subject to the following conditions:

Approved Plans

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

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

Except where modified by these conditions of approval.

Lawful Point of Discharge

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

Access

3. Atzinis Lane Driveway Access:
The driveway access proposed on Atzinis Lane (1.5m) may not be used as a parking area for vehicles restricting pedestrian access and reducing visibility for other road users.

Damage to Infrastructure

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

Building Approvals

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

Carried – 280317-37

2.10.6 SITING RELAXATION APPLICATION – 40 PINDAR STREET, INGHAM – LOT 77 ON RP884770, PARISH OF CORDELIA – AUDITORE BUILDERS PTY LTD FOR F AND C ERBA

Consideration of Report to Council from Planning and Development Manager dated 13 March 2017 in relation to a Siting Relaxation Application by Auditore Builders Pty Ltd for F and C Erba for a timber / fibro structure, housing a bathroom and storeroom with block fabrication to be sited 0.3m from the side boundary at 40 Pindar Street, Ingham.

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution - That Council approve the side boundary siting relaxation from 1.5m to 0.3m, for the replacement of an timber/fibro structure, housing a bathroom and storeroom, with block fabrication on Lot 77 on RP884770, described as 40 Pindar Street, Ingham, on the grounds that the proposed location of the structure will not adversely impact on the amenity of neighbouring properties or compromise the aesthetics of the streetscape, subject to following conditions:

Approved Plans

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

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

Except where modified by these conditions of approval.

Lawful Point of Discharge

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

Damage to Infrastructure

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

Building Approvals

4. The Applicant is to seek and comply with all relevant building approvals to be issued by a qualified Building Certifier.
5. The area (0.3m) between the structure and the side boundary line bordering onto Lot 78 on RP884770 also known as 38 Pindar Street be provided with an impervious surface and kept clean of any vegetation.
6. The area (0.3m) between the structure and the side boundary line bordering onto Lot 78 on RP884770 also known as 38 Pindar Street may not be used for storage space.

Carried – 280317-38

4. CONCLUSION – This concluded the business of the meeting which closed at 12.15 pm

APPROVED and adopted on 26 April 2017

MAYOR

CORPORATE SERVICES ACTIVITY REPORT FOR PERIOD ENDED 28 FEBRUARY 2017

Executive Summary

This Report is presented for the information of Council and includes an activity update for the 8 months ended 28 February 2017.

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment

1. Financial Health and Budget Summary

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

2. Financial Direction

- No reasons are currently known that would jeopardise Council's Long Term Financial Forecast, as included in its 2016/17 Budget.

3. Works Currently in Progress**Corporate Services Capital Progress Report:**

Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion
Stores renovations and enhancements	\$127,000	\$0	\$127,000	\$127,000	May
Replace battery at TYTO	\$15,000	\$0	\$8,000	\$8,000	March
Replace photocopier	\$10,000	\$0	\$8,000	\$8,000	March

EXECUTIVE MANAGER CORPORATE SERVICES MONTHLY STATUS REPORT – MARCH 2017

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number – 28021704-40 – Audit Committee Chairperson

That Council offer Mr Graham Kirkwood the position of Audit Committee Chairperson effective 1 July 2017 and that the offer:

- Be for 3 years with a 1 year option for Council;
- Allow for Mr Kirkwood to transition into the role by attending meetings etc before 1 July 2017 and for him to be compensated accordingly;
- Mr Kirkwood to be remunerated on commercial terms to be negotiated between himself and Council's Chief Executive Officer.

Status:

March 2017 Update – Mr Kirkwood advised of appointment.

Matter Closed

Resolution Number – 28021704-04 – 2016 / 2017 Mid Year Budget Review

That Council approve the amendments to the 2016 / 2017 Budget, and the resulting amended 2016 / 2017 Budget be approved.

Status:

March 2017 Update – Budget adjustments processed.

Matter Closed

Resolution Number – 310117-33 – Recruitment of Vacant Position – Executive Assistant Corporate Services

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

Status:

March 2017 Update – Shortlisting scheduled for March.

February 2017 Update – Advertising process has commenced.

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

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

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

Status:

March 2017 Update – No further update.

February 2017 Update – No further update.

January 2017 Update – No further update.

December 2016 Update - No further update.

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

October Update – No further update.

September Update – No further update.

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

July Update – No further update.

June Update – No further update.

May Update – No further update.

March / April 2016 Update – No further update.

February 2016 Update – No further update.

January 2016 Update – No further update.

December 2015 Update – No further update

November 2015 Update – No further update.

October 2015 Update – No further update.

September 2015 Update – No further update.

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

July 2015 Update – No further update.

June 2015 Update – No further update.

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

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

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

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

January 2015 Update – No further update.

December 2014 Update – No further update.

November 2014 Update – No further update.

October 2014 Update – No further update.

September 2014 Update – No further update.

August 2014 Update – No further update.

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

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

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

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

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

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

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

December 2013 Update – Review to take place early 2014.

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

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

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

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

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

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

CORPORATE SERVICES FINANCE SUMMARY FOR PERIOD ENDING 28 FEBRUARY 2017

Executive Summary

This Report is presented for the information of Council and includes the Finance Summary for the 8 months ended 28 February 2017.

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment

1. Overview

- Financial Performance Statement shows the following key activities for the financial year to date
 - With two thirds of the financial year now 'gone', generally, Council's operating revenues and expenditures are consistent with the budget and the prior year
 - The 'wet months' are typically more difficult to forecast – forecasts have been made on a conservative basis
 - Overall, budget operating surplus (before depreciation) of \$5.8m is expected to be around \$6.5m
 - Expenditure Forecast is 97% of budget due mainly to carrying vacancies and a range of cost savings within the Engineering Department
- Future movements in Bank Balance appear steady

HSC Operating Budget Snapshot

As at February 2017

Area	Exec Manager is comfortable with Budget status? Y (Yes), U (Uncertain) or N (No)	Comments
CEO		
CEO Office	y	
Human Resources	y	
Council General	y	
Elected Members	y	
DIRECTORATE TOTAL	y	
CORPORATE SERVICES		
Stores	y	
Finance	y	
Management Accounts	y	
IT	y	
Records & Front Counter	y	
Director Office	y	
DIRECTORATE TOTAL	y	
DEVELOPMENT AND PLANNING		
Economic Development	y	
Festivals & Events	y	
Town Planning	y	
TYTO	y	
Building Services Reg	u	Overall Building Budget actuals are within budget.
Building Certifications	u	the spread between Regulatory and Certification may require adjustment in the next budget review.
DIRECTORATE TOTAL	y	

Area	Exec Manager is comfortable with Budget status? Y (Yes), U (Uncertain) or N (No)	Comments
ENVIRONMENT AND COMMUNITY SERVICES		
Local laws/cemetries	y	
Facilities	y	
SES	y	
Community Services	y	
Director Office	y	
Disaster Management	y	
Waste Management	y	
Pest Management	y	
Environ Health	y	
Open Spaces	y	
DIRECTORATE TOTAL	y	
ENGINEERING		
Workshop/Fleet	y	
Roads/Stormwater Management	y	
Water Engineering	y	
Sewerage	y	
Asset Management	y	
Survey	y	
Design	y	
Engineering Management	y	
RMPC	y	
DIRECTORATE TOTAL	y	

HSC Financial Performance : February 2017
Operational Activities

Excluding NDRRA			Forecast as % of budget		Last Year YTD	Core Activities					
Actual 2015/16	Budget 2016/17	2016/17 Full Year Forecast				TOTAL	CEO	Corporate Services	Environment and Community	Development and Planning	Engineering
24,061	24,326	24,289	100%	Operating Income	23,181	23,643	-	16,397	1,992	-	5,253
1,128	1,109	1,106	100%	Rates	814	905	-	94	480	256	75
1,000	996	836	84%	Fees and charges	738	453	-	1	4	-	448
2,329	2,171	2,182	100%	Private Works	1,918	1,713	2	1,501	40	31	140
1,139	866	919	106%	Grants	820	1,123	(1)	1,039	9	2	74
				Other							
29,657	29,468	29,332	100%	OPERATING INCOME	27,470	27,836	0	19,032	2,525	289	5,989
13,336	14,177	13,797	97%	Operating expenses	8,386	8,781	971	1,272	1,994	1,093	3,450
8,818	9,412	9,045	96%	Employee Related costs	4,530	5,029	234	665	2,500	657	972
				Non Employee Related costs							
				Comprising:							
				Materials	436	386	3	(11)	146	12	237
				Contracts	776	340	0	2	123	6	209
				Contractors	1,097	976	-	47	834	46	49
				Fleet	457	431	-	0	6	-	425
				Property (electricity etc)	617	729	0	-	194	59	476
				Insurance	464	398	1	174	121	3	99
				Contributions/sponsorship	175	298	-	-	100	154	44
				Consultants	144	218	61	18	20	29	90
				Internal loan interest	(0)	-	-	-	3	179	(182)
				Internal recharges	(952)	(496)	18	(161)	520	19	(892)
				Other	1,300	1,732	151	580	434	149	418
				Finance Costs	17	17	-	16	0	1	-
22,154	23,589	22,842	97%	OPERATING COSTS	12,917	13,809	1,205	1,938	4,494	1,750	4,422
7,503	5,879	6,491		SURPLUS / (DEFICIT)	14,553	14,027	(1,205)	17,094	(1,969)	(1,461)	1,567
938	3,580	3,356		Capital Income	2,126	2,003	-	-	450	(6)	1,559

Notes

- 1 All figures in \$000
- 2 This Summary excludes Capital Grants/Expenditure, Depreciation, NDRRA Contingency, Finance Costs
- 3 Surplus/(Deficit) refers to excess of Income over Operating Expenditure. This is not a budgetary surplus or deficit.
- 4 Other Income includes \$538k of monies received re fire levies: to be passed on and cancelled in subsequent month
- 5 Various credit accounts, previously shown within "Other" and now included in "Internal recharges"

CEO Financial Performance : February 2017

Operational Activities

Excluding NDRRA						Core Activities				
Actual 2015/16	Budget 2016/17	2016/17 Full Year Forecast	Forecast as % of budget			TOTAL	CEO Office	Human Resources	Council General	Elected Members
13	-	2	na	Operating Income						
(10)	-	(1)	na	Grants	13	2	-	2	-	-
				Other	(1)	(1)	-	-	(1)	(1)
3	-	1	na	OPERATING INCOME	12	0	-	2	(1)	(1)
1,380	1,461	1,461	100%	Operating expenses						
276	401	399	99%	Employee Related costs	865	971	326	310	1	335
				Non Employee Related costs	167	234	162	44	5	23
				Comprising:						
				Materials	5	3	0	1	0	1
				Contracts	1	0	0	-	-	0
				Property (electricity etc)	0	0	-	-	0	-
				Insurance	1	1	1	-	-	-
				Consultants	9	61	35	25	2	-
				Internal recharges	16	18	-	7	-	11
				Other	136	151	126	12	2	10
1,655	1,862	1,860	100%	OPERATING COSTS	1,033	1,205	488	354	5	358
(1,653)	(1,862)	(1,859)		SURPLUS / (DEFICIT)	(1,021)	(1,205)	(488)	(352)	(6)	(359)

Notes

- 1 All figures in \$000
- 2 This Summary excludes Capital Grants/Expenditure, Depreciation, NDRRA Contingency, Finance Costs
- 3 Surplus/(Deficit) refers to excess of Income over Operating Expenditure. This is not a budgetary surplus or deficit.
- 4 CEO "Other" YTD costs include \$110k of annual subscriptions (LG Online, FNQROC and LGAQ)

Corporate Services Financial Performance : February 2017
Operational Activities

Excluding NDRRA						Core Activities						
Actual 2015/16	Budget 2016/17	2016/17 Full Year Forecast	Forecast as % of budget			Last Year YTD	TOTAL	Stores	Finance	Management Accounts	IT services	Records and Front Counter
16,167	16,317	16,397	100%	Operating Income	16,037	16,397	-	16,397	-	-	-	-
63	115	100	87%	Rates	35	94	2	91	-	-	0	-
2	-	-	na	Fees and charges	-	1	1	-	-	-	-	-
2,010	1,973	1,991	101%	Private Works	1,743	1,501	-	14	-	2	14	1,472
793	635	712	112%	Grants	678	1,039	-	629	12	(0)	-	398
19,035	19,040	19,200	101%	Other								
				OPERATING INCOME	18,493	19,032	3	17,131	12	1	14	1,870
				Operating expenses								
2,108	2,219	2,000	90%	Employee Related costs	1,448	1,272	101	365	271	197	263	76
787	1,012	900	89%	Non Employee Related costs	334	665	(77)	110	1	405	74	153
				Comprising:								
				Materials	(17)	(11)	8	0	-	0	0	(20)
				Contracts	25	2	-	-	-	-	2	-
				Contractors	-	47	-	-	-	47	-	-
				Fleet	1	0	0	-	-	-	-	-
				Insurance	213	174	-	-	-	8	-	166
				Consultants	1	18	-	-	-	-	-	18
				Internal recharges	(285)	(161)	(89)	-	-	0	-	(72)
				Other	381	580	4	94	-	349	72	62
				Finance Costs	16	16	-	15	1	-	-	-
2,895	3,231	2,900	90%	OPERATING COSTS	1,782	1,938	24	475	271	601	337	229
16,140	15,809	16,301		SURPLUS / (DEFICIT)	16,711	17,094	(21)	16,657	(259)	(600)	(323)	1,641
0	0	0		Capital Income	0	0	0	0	0	0	0	0
Notes												

1 All figures in \$000
2 This Summary excludes Capital Grants/Expenditure, Depreciation, NDRRA Contingency, Finance Costs
3 Surplus/(Deficit) refers to excess of Income over Operating Expenditure. This is not a budgetary surplus or deficit.
4 Non Staff Costs Budget includes \$90k Consultancy Budget that will be redistributed during the year
5 YTD Fees and Charges includes \$57k of legal fees recoveries that arose in July 2016 (typically would be offset against costs but this straddled year end)
6 YTD Grant Income is FAGS
7 Various credit accounts, previously shown within "Other" and now included in "Internal recharges"

Environment and Community Services Financial Performance : February 2017

Operational Activities

Excluding NDRRA			Forecast as % of budget		Last Year YTD	Core Activities										
Actual 2015/16	Budget 2016/17	2016/17 Full Year Forecast				TOTAL	Local Laws, Cemeteries, Animals	Facilities	SES	Community Services	Director Office	Disaster Management	Waste Management	Pest Management	Environment Health	Open Spaces
1,946	1,961	1,992	102%	Operating Income	1,940	1,992	-	-	-	(297)	-	-	2,290	-	-	-
598	570	570	100%	Rates	417	480	258	23	-	1	-	-	152	2	26	16
93	36	36	100%	Fees and charges	80	4	-	-	-	-	-	-	4	-	-	-
146	53	53	100%	Private Works	49	40	13	-	13	3	-	12	-	-	-	-
163	111	111	100%	Grants	33	9	-	3	-	0	-	-	21	(3)	0	(11)
				Other												
2,947	2,731	2,762	101%	OPERATING INCOME	2,519	2,525	271	27	13	(293)	-	12	2,467	(1)	26	5
3,132	3,195	3,195	100%	Operating expenses	2,012	1,994	139	124	6	243	275	1	298	306	71	531
3,973	3,948	3,961	100%	Employee Related costs	2,401	2,500	43	501	13	124	18	38	1,109	220	73	361
				Non Employee Related costs												
				Comprising:												
				Materials	122	146	3	54	0	9	1	3	10	18	34	14
				Contracts	204	123	(1)	47	-	2	0	1	2	3	8	62
				Contractors	938	834	10	98	-	(0)	2	-	606	64	3	51
				Fleet	4	6	0	1	1	0	0	-	1	1	0	2
				Property (electricity etc)	148	194	1	149	2	0	-	1	2	4	5	30
				Insurance	159	121	-	110	9	-	-	-	1	0	-	1
				Contributions/sponsorship	70	100	0	7	0	81	-	-	0	-	-	12
				Consultants	6	20	-	2	-	-	-	-	-	18	-	-
				Internal loan interest	8	3	1	0	-	-	-	-	4	(1)	-	0
				Internal recharges	532	520	23	6	-	18	10	-	182	73	21	187
				Other	210	434	6	29	1	14	5	33	300	41	2	3
				Finance Costs	0	0	-	-	-	-	-	-	0	-	-	-
7,105	7,143	7,156	100%	OPERATING COSTS	4,413	4,494	182	625	19	368	293	39	1,406	526	144	892
(4,158)	(4,412)	(4,394)		SURPLUS / (DEFICIT)	(1,893)	(1,969)	89	(599)	(6)	(661)	(293)	(26)	1,061	(527)	(118)	(887)
(116)	450	450		Capital Income	(134)	450	-	330	-	-	-	-	72	-	-	48

Notes

1 All figures in \$000

2 This Summary excludes Capital Grants/Expenditure, Depreciation, NDRRA Contingency, Finance Costs

3 Surplus/(Deficit) refers to excess of Income over Operating Expenditure. This is not a budgetary surplus or deficit.

4 Community Services debit income is the Rebates

Development and Planning Services Financial Performance : February 2017

Operational Activities

Excluding NDRRA			Forecast as % of budget		Last Year YTD	Core Activities						
Actual 2015/16	Budget 2016/17	2016/17 Full Year Forecast				TOTAL	Economic Development	Festival and Events	Town Planning	TYTO Precinct	Building Services Reg	Building Certification
350	356	356	100%	Operating Income								
66	-	-	na	Fees and charges	246	256	10	-	38	99	41	69
45	76	76	101%	Private Works	66	-	-	-	-	-	-	-
12	2	2	100%	Grants	52	31	-	-	-	31	-	-
				Other	1	2	(1)	-	-	2	1	1
474	433	434	100%	OPERATING INCOME	366	289	9	-	38	131	41	70
1,695	1,764	1,764	100%	Operating expenses								
1,193	1,387	1,387	100%	Employee Related costs	1,032	1,093	283	-	107	565	94	44
				Non Employee Related costs	673	657	127	154	15	348	12	1
				Comprising:								
				Materials	27	12	1	-	-	10	-	-
				Contracts	4	6	3	-	-	3	-	-
				Contractors	28	46	31	-	-	15	-	-
				Property (electricity etc)	71	59	2	-	-	57	-	-
				Insurance	2	3	1	-	-	2	-	-
				Contributions/sponsorship	98	154	-	154	-	0	-	-
				Consultants	69	29	15	-	13	-	-	-
				Internal loan interest	187	179	-	-	-	179	-	-
				Internal recharges	37	19	9	-	-	0	9	1
				Other	149	149	66	-	2	79	3	-
				Finance Costs	1	1	-	-	-	1	-	-
2,887	3,150	3,151	100%	OPERATING COSTS	1,706	1,750	410	154	123	912	106	45
(2,413)	(2,717)	(2,717)		SURPLUS / (DEFICIT)	(1,340)	(1,461)	(401)	(154)	(85)	(781)	(64)	25
157	(1)	(1)		Capital Income	14	(6)	(6)	-	-	-	-	-

Notes

- 1 All figures in \$000
- 2 This Summary excludes Capital Grants/Expenditure, Depreciation, NDRRA Contingency, Finance Costs
- 3 Surplus/(Deficit) refers to excess of Income over Operating Expenditure. This is not a budgetary surplus or deficit.
- 4 Last financial year Council received \$50,000 for the reimbursement from the wind up of the the Herbert Resource Information Centre.
- 5 YTD costs include annual subscriptions/donations for Italian Festival, Maraka, Townsville Enterprise

Engineering Services Financial Performance : February 2017

Operational Activities

Excluding NDRRA				Core Activities														
Actual 2015/16	Budget 2016/17	2016/17 Full Year Forecast	Forecast as % of budget	Operating Income	Last Year YTD	TOTAL	Workshop & Fleet	Roads & Stormwater	Water	Sewerage	Asset Management	Survey	Design	Engineering Management	RMPC			
5,948	6,048	5,900	98%				Rates	5,204	5,253	-	-	2,807	2,446	-	-	-	-	-
116	68	80	118%				Fees and charges	116	75	4	0	59	9	3	-	0	1	-
839	960	800	83%				Private Works	591	448	-	-	-	-	-	-	-	7	440
115	70	60	86%				Grants	61	140	47	90	3	-	-	-	-	-	-
180	118	95	81%				Other	109	74	67	1	(0)	7	-	-	-	(0)	(1)
7,198	7,264	6,935	95%				OPERATING INCOME	6,081	5,989	118	91	2,868	2,462	3	-	0	8	439
5,021	5,538	5,377	97%				Operating expenses											
2,590	2,665	2,398	90%	Employee Related costs	3,029	3,450	399	1,029	429	343	328	158	103	516	146			
				Non Employee Related costs	954	972	(1,305)	1,028	339	346	136	20	9	249	150			
				Comprising:														
				Materials	299	237	12	92	69	35	6	4	-	8	10			
				Contracts	543	209	49	75	23	20	4	-	-	5	32			
				Contractors	131	49	2	11	22	5	0	-	-	7	1			
				Fleet	452	425	404	7	3	1	11	0	-	0	0			
				Property (electricity etc)	398	476	0	199	160	78	1	-	-	28	10			
				Insurance	89	99	30	-	25	10	34	0	-	-	-			
				Contributions/sponsorship	7	44	-	2	1	0	0	-	-	40	-			
				Consultants	58	90	-	13	22	16	34	-	-	4	-			
				Internal loan interest	(195)	(182)	-	-	(183)	0	-	-	-	-	1			
				Internal recharges	(1,251)	(892)	(1,815)	626	163	107	27	15	-	(109)	95			
				Other	423	418	13	4	33	74	18	1	9	266	1			
7,612	8,203	7,775	95%	OPERATING COSTS	3,984	4,422	(906)	2,056	768	689	464	178	112	765	296			
(414)	(939)	(840)		SURPLUS / (DEFICIT)	2,097	1,567	1,025	(1,966)	2,100	1,773	(461)	(178)	(112)	(757)	144			
3,503	3,131	2,907		Capital Income	2,429	1,825	-	1,810	12	3	-	-	-	-	-			

Notes

- 1 All figures in \$000
- 2 This Summary excludes Capital Grants/Expenditure, Depreciation, NDRRA Contingency, Finance Costs
- 3 Surplus/(Deficit) refers to excess of Income over Operating Expenditure. This is not a budgetary surplus or deficit.
- 4 Sewerage Other Costs are mainly subscriptions (LGAQ \$36k)

Hinchinbrook Shire Council Historic Bank Summary

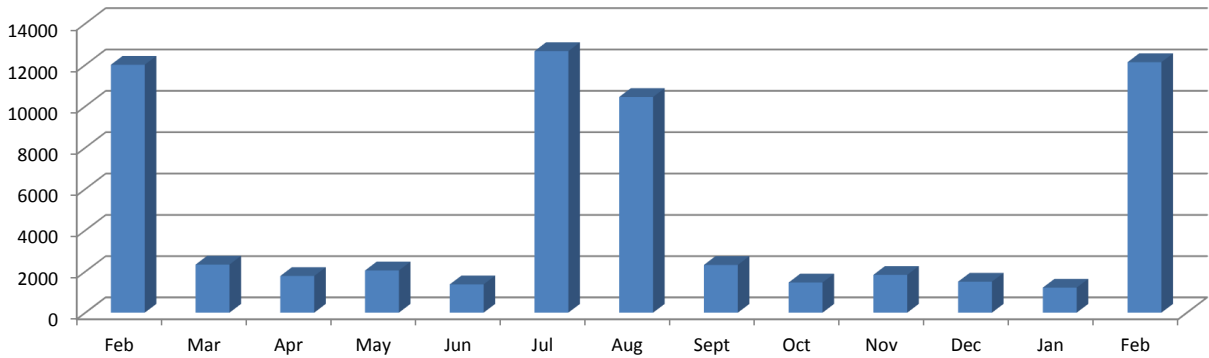
\$m	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Non Staff costs	NDRRA	Closing Bal
Sept	23.0	7.7	0.0	(1.0)	(1.5)	0.0	28.2
Oct	28.2	2.2	0.0	(1.0)	(1.5)	0.0	27.9
Nov	27.9	1.3	0.0	(1.4)	(1.0)	0.0	26.8
Dec	26.8	0.8	0.0	(1.0)	(1.4)	0.0	25.2
Jan	25.2	0.7	0.0	(1.0)	(0.9)	0.0	24.0
Feb	24.0	3.8	0.0	(1.2)	(1.2)	0.0	25.4

Hinchinbrook Shire Council Forecast Bank Balances

\$m	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Non Staff costs	NDRRA	Closing Bal
Mar	25.4	9.1	0.0	(1.1)	(2.7)	0.0	30.7
April	30.7	1.3	0.0	(1.1)	(3.0)	0.0	27.9
May	27.9	2.0	0.0	(1.6)	(3.2)	0.0	25.1
Jun	25.1	0.6	0.0	(1.2)	(3.0)	0.0	21.5
Jul	21.5	1.0	0.0	(1.1)	(2.5)	0.0	18.9
Aug	18.9	3.7	0.0	(1.4)	(1.8)	0.0	19.4

Note this cash flow excludes any activity associated with the \$2.2m W4Q initiative

HSC Rates and Levies Debtors as at 28 February 2017



figures in \$000s

all figures in \$'000

	16/17 estimated	15/16 audited	14/15 audited	13/14 audited
Income				
Recurrent revenue				
Rates, levies & charges	24,289	24,140	22,929	22,377
NDRRA	0	7,212	17,008	20,636
Other	5,043	5,384	5,369	4,676
	<u>29,332</u>	<u>36,736</u>	<u>45,306</u>	<u>47,689</u>
Capital revenue	<u>3,356</u>	<u>7,580</u>	<u>3,113</u>	<u>5,385</u>
Total Income	32,688	44,316	48,419	53,074
Expenses				
Recurrent expenses				
Employee benefits	(13,797)	(13,342)	(13,424)	(13,036)
Materials and Services	(9,045)	(9,321)	(21,535)	(29,339)
Finance costs	(42)	(54)	(536)	(46)
Depreciation and Amortisation	(9,467)	(9,284)	(8,644)	(9,382)
	<u>(32,351)</u>	<u>(32,001)</u>	<u>(44,139)</u>	<u>(51,803)</u>
Capital expenses	<u>(300)</u>	<u>(2,746)</u>	<u>(3,247)</u>	<u>(11,033)</u>
Total expenses	(32,651)	(34,747)	(47,386)	(62,836)
Net result	37	9,569	1,033	(9,762)
Operating Surplus ratio	-10%	13%	3%	-9%

Notes:

- 1 Operating Surplus ratio is based on Recurrent Revenue and Recurrent Expenses (heavily influenced by the accounting depreciation figure)
- 2 2014/15 Finance Costs includes the 'book entry' of writing off \$472k of 'prepaid lease' in relation to terminating the TAFE lease
- 3 2016/17 Capital Revenue includes \$1.3m for W4Q Program
- 4 2015/16 Capital Expenses include approx \$2m for write off of accumulated WIP
- 5 2016/17 Capital Expenses is largely a notional figure (represent mainly loss on disposal of fixed assets)
- 6 2016/17 Depreciation may decrease as a result of a review to be conducted in early 2017

FORMAL COMPLAINTS

Executive Summary

The Administrative Action Complaints Management Procedure requires the Chief Executive Officer to provide a Report to Council covering complaints received and the effectiveness of the management process every quarter.

Accordingly, through the Executive Manager Corporate Services, the Chief Executive officer advises that:

- No formal complaints were received during the quarter ended 31 December 2016
 - The Executive Team considers that the management process regarding Complaints is operating effectively.
-

For Council Decision – Recommendation

That the Report be received and noted.

Background

The Administrative Action Complaints Management Procedure requires the Chief Executive Officer to provide a Report to Council covering complaints received and the effectiveness of the management process every quarter.

Attachments

Nil

Statutory Environment

Local Government Regulation 2012 requires details of Complaints to be summarised in the Annual Report.

Local Government Act 2009 requires Local Government to adopt a process for resolving Complaints.

Policy Implications

This reporting falls under Council's Administrative Action Complaints Management Policy and related Procedures.

Consulted With

Executive Team

Financial and Resource Implications

Nil

Risk Management Implications

Nil

Strategic Considerations

Nil

Officers Comment

Nil

SOLE SUPPLIERS

Executive Summary

Council's Procurement Policy requires all proposed sole supplier arrangements be reported to Council each year. This Report lists all proposed sole supplier arrangements for 2017.

For Council Decision – Recommendation

That the Report be received and approved.

Background

Council's Procurement Policy requires Officers to obtain value for money in its procurement activities and it recognises that competitive tenders are an effective mechanism for achieving this.

However, circumstances do exist where competitive tenders are not sought and sole suppliers are engaged. A common example of this is where a supplier has specialist skills/resources that are required by Council.

Council's Procurement Policy requires 'all proposed sole supplier arrangements' be adopted by Council each year. For these purposes, a supplier accessed via LocalBuy does not constitute a sole supplier.

Proposed sole supplier arrangements for 2017 are:

Assetic	specialist software and related training
Auxiliary Design	amendments to Hinchinbrook Way website they developed
Command Digital Signage	software licence to use their software
Delta Office Supplies	IT Management support (extension of IT Review)
Dot Dash	specialist IT services
Elite Chemicals (IONICS Aust P/L)	water treatment chemicals (hypochlorite)
ELPRO Technologies	only providers who can access Council's SCADA system
EPCO	specialist equipment maintenance/repair
ESRI	GIS services
EVOQUA Water Technologies	specialist equipment maintenance/repair
Jepson Media	advertising
Milford Planning Consultants	amendments to planning scheme that they developed
PSM Compucad	Autodesk licence renewal
Roberts Nehmer Mckee	specialist legal services
SAPE	specialised CCTV related services
Simon Technical Services	provide calibration and maintenance services for specialist equipment
Sims Metal	specialist waste disposal services

Total Quality Certification Services	Quality Management Systems registration
Treemulchas	specialist waste disposal services
Tyrecycle	specialist waste disposal services
Venant Solutions	specialist flood mapping and modelling services

AttachmentsNil

Statutory EnvironmentNil

Policy Implications

This annual report to Council is required by the Procurement Policy.

Consulted WithExecutive Team

Financial and Resource ImplicationsNil

Risk Management Implications

Over-use of sole suppliers could potentially result in Council:

- not appointing the most appropriate supplier
 - incurring reputational damage
-

Strategic Considerations

Achieving 'value for money', and being able to demonstrate that it is committed to this, are key priorities for Council.

Officers CommentNil

ENGINEERING SERVICES ACTIVITY REPORT FOR MONTH ENDING 28 FEBRUARY 2017

Executive Summary

This report is presented for the information of Council and includes an activity update for the month ending 28 February 2017.

For Council Decision – Recommendation

That the report be received and noted.

Officers Comment

Nil.

WORKSHOP AND FLEET MANAGEMENT

- Prestart safety talks and Take 5's carried out.
- Workshop safety inspection completed.
- Workshop safety shower and eyewash checks completed.

Workshop Housekeeping

- Accident Damage / Insurance:
 - 1 Plant Incident Report.
- Equipment out of Service:
 - PA00064, JCB Loader (Warrens Hill) Out of Service – Front diff brake housing damage – Parts sourced from UK.
 - PA00006, 2WD Tractor – PTO not engaging – Solenoid.
- Purchasing: A total of 49 purchase orders closed out. 11 remain open.

Plant Replacement 16/17

Refer Works Program Report.

Welding

- General welding repairs carried out.
- Platforms for power poles – W&S. Fabrication completed, to be hot dipped galvanized.

Main Activities of the month

- Work Orders: 37 completed.
 - 11 Services – 5 light vehicles, 3 trucks, 2 heavy plant, 1 small plant.
 - Tyres and Alignments
 - Light vehicle – 6
 - Truck – 8
 - Heavy Fleet - 4
 - Light Fleet - 0
 - Alignments – 4
 - Puncture Repairs - 1
 - Windscreen – 1
 - Window repairs – 1
-

WORKS

Projects underway this month – Refer Works Program Report.

Other activities this month:

- 2016/2017 Road Maintenance Performance Contract (RMPC) activities.
- Origlasso Street Drain – Wet weather has delayed works and is holding up completion of this project. Finishing touches in the private residences along the drain are yet to be completed.
- Willow Street – Linemarking has been completed. Project is now complete.
- Kerb Crossing Improvements – A total of six crossings have been completed.
- Mt Fox Upgrade and Shoulder Widening – Earthworks and the widening of corners have been undertaken. Project is approximately 60% completed. Crews have commenced extending the cross road culverts. Outstanding works include two sets of culverts to be extended, excavate road widening, install pavement and seal on two corners, guide posts and signage.
- Stage 1 Works of the Shared Footpath by OTL progressing well with anticipated completion date mid March 2017.
- Contract documentation completed for Stage 2 Works of the Shared Footpath with Keita commencing works on Monday, 27 February 2017.
- Prestart meeting held for Annual Gravel Re-sheeting Program 2016/17.
- Prestart meeting held for the Fast Flowing Water Signage Upgrade.

DESIGN

- Project documentation and folders completed for the Fast Flowing Signage Upgrade.
- Completed the preliminary plan and project estimate for the Miles Street Kerb and Channel Rehabilitation Project – additional scope added, review required.
- Finalised the footpath plans for the Building Our Regions Funding Project. Project signage has also been ordered. Tender was advertised Saturday, 24 February 2017.
- Completed the project documentation and job folder for the 2016/17 Gravel Resheeting Program.
- Cadet position has been evaluated and interviews have been carried out. New Cadet Designer, Douglas Watt commenced on Wednesday, 22 February 2017.
- Progressing development of a policy for urban and rural addresses within the shire.
- Discussions held with Qld Corrective Services regarding the possibility of utilising community service workers.
- Discussions held regarding the amendment of higher duties policy and procedure to better suit operations.
- Attended Native Title Training and Cultural Heritage Compliance for Infrastructure Projects.
- Completed the additional preliminary plans for the Kerb & Channel Rehabilitation Project – Miles Street and Griffith Street have been identified for renewal.
- Preliminary review of the Footpath Rehabilitation Project – McIlwraith Street, Davidson Street and Abbott Street have been identified for renewal.
- Commenced preliminary review of school zone proposal at the Ingham State High School.
- Finalised powerpoint presentation and event proceedings for the How To Do Business With Council supplier event.

GRANTS

- Department of National Parks, Sport & Racing – Sport and Recreation Planning Program – The program will provide grants of up to \$75,000 to undertake valuable new research. As an outcome of the funding, organisations will have quality planning documents which will support their ability to more effectively identify and prioritise the provision of infrastructure in the short, medium and long term. Hinchinbrook Shire Council will be proposing to submit an application to create a 10 year strategic masterplan for the development of a path and trail network within the Wallaman Falls section of Girringun National Park. Project estimated cost \$100,000; Funding \$75,000; HSC Contribution \$25,000. Application submitted 30 January 2017.

- Department of Infrastructure, Local Government and Planning – 2016/2017 Works for Queensland – This program allocated \$2,220,000 to Hinchinbrook Shire Council to undertake job creating maintenance and minor infrastructure works relating to assets owned or controlled by Council. After numerous meetings, the following project proposals were agreed upon: Gort Street And Fanning Street – road widening; John Dory Street – road widening; Acacia Street – road widening; Long Pocket Road – road widening; Forrest Glen to Leichhardt Street – concrete footpaths; Netball Court Amenities Upgrade; Hinchinbrook Aquatic Centre Water Park; Halifax Transfer Station Green Waste Concrete Slab; Kelly Theatre Upgrade. Projects have been endorsed by the Department, with HSC receiving the 60% disbursement (\$1,332,000) 23 February 2017. Projects require completion 30 November 2017.
- Department of Infrastructure and Regional Development - Building Better Regions Fund (BBRF): (replaces National Stronger Regions Fund) Federal Government -To create jobs, drive economic growth and build stronger regional communities. INFRASTRUCTURE PROJECTS STREAM: Will support projects which involve the construction of new infrastructure, or the upgrade or extension of existing infrastructure that provide economic and social benefits. Hinchinbrook Shire Council submitted a joint application with Catalyst Power for the Hinchinbrook Innovative Renewable Energy Precincts application 28 February 2017. This project comprises the installation of large capacity PV Solar arrays linked to battery storage, and monitored and controlled by a remote SCADA system throughout 8 sites. These sites can then be interfaced to become an aggregated generator to enable export capability through a Virtual Metering Solution. Total estimated Project Cost \$3,000,000; HSC co-contribution \$750,000; Funding \$2,250,000. Projects must be completed by 31 December 2019.
- Department of Infrastructure and Regional Development - Building Better Regions Fund (BBRF): (replaces National Stronger Regions Fund) Federal Government -To create jobs, drive economic growth and build stronger regional communities. COMMUNITY INVESTMENT STREAM: Will fund community building activities including, but not limited to, new or expanded local events, strategic regional plans, and leadership and capability building activities. These projects will deliver economic benefits to regional and remote communities. The minimum grant amount is \$5,000 and the maximum grant amount is \$10 million. HSC co-contribution of 25% required, however grants under \$20,000 require no co-contribution. Applications close 31 March 2017. Projects must be completed by 31 December 2019.
- The Australian Government committed funding for the National Climate Change Adaptation Research Facility (NCCARF) to undertake a program to support national capacity development and deliver guidance that helps local decision makers manage climate risks. HSC submitted a proposal in being a test case for the CoastAdapt tool, which will explore the performance of the tool in real life adaptation decision making situations. Application was submitted 10 February 2017 for a 2017 Hinchinbrook Storm Surge Study, with NCCARF providing a budget of \$3,000 to ensure there is capacity to incorporate CoastAdapt into the planning process. UNSUCCESSFUL, with CoastAdapt advising they did not possess the expertise to undertake this level of planning, and therefore HSC was unsuitable to be a test case.
- Department of State Government – Building Our Regions - Regional Capital Fund - ROUND 3- EXPRESSION OF INTEREST: The primary purpose is to provide funding for critical infrastructure in regional areas of Qld, while also supporting jobs, fostering economic development and improving the liveability of regional communities
Types of infrastructure projects eligible for funding:
 - o transport infrastructure (airports, marine and road...TIDS)
 - o Flood mitigation infrastructure (levees and drainage works, causeways and road works)
 - o Critical Community Infrastructure (water, waste water and sewerage projects)
 The minimum grant amount is \$250,000 and the maximum is \$5 million. Expressions of Interest closed 24 February 2017. Eligible projects must be ready to commence construction by 30 April 2018.

SURVEY

Projects Underway this month:

- Lucinda Service Wharf to Dungeness – Survey completed.
- McIlwraith Street Path Project Stage 1 and 2– Locate survey marks and liaise with contractor to prevent disturbance or destruction.
- Building Our Regions Pathway Project – Search and collate survey plans showing marks in danger of disturbance. Locate existing marks on the ground and assess their need for protection or replacement.
- Palm Creek, Herbert Street to Dutton Street – Survey completed and forwarded to consultants.
- Barrilgie Road – Boundary location completed at site of creek bank erosion back scouring to road.
- Perkins Street/Lannercost Street Water Services – Protect existing survey marks. Survey as constructed detail of new water service mains. Complete as constructed survey and forwarded details to Infrastructure Engineer.
- Palmer Street- Detail survey of sewer pump station site and adjacent manhole levels completed and forwarded to Infrastructure Engineer.
- Acacia Street – Detail survey for road widening commenced.

Other activities this month:

- ATS Electronic Access – Organise eTitles access for officers from Planning, GIS and Finance sections.
- Update permanent survey mark records.

ASSETS AND INFRASTRUCTURE

Projects underway this month include:

- Asset Management Plans – Assetic was onsite for three days to collate data to create forecast models in MyPredictor. Preliminary models have been provided for sewerage and facilities. The aim is to have a webinar with Assetic during the month of March to discuss all models and the results.
- Mapping of the rural pipes and culverts on GIS is complete. Langtree Consulting is currently determining the unit rates of the pipes and culverts to satisfy audit requirements. Once the asset register is finalised this will be updated into Council's financial system.
- Grids and Gates Policy – A draft policy was presented to Council during a Briefing Session for comment. TEI Services Pty Ltd is currently updating Council's standard drawings to develop a cost effective design for the installation of new cattle grids. Once the standard drawings have been finalised, Council will be briefed on the final documentation and finalise the plan for public consultation.
- Vehicle Access Policy – A draft policy has been prepared, which will be presented to Council during a briefing session in March.
- Lagoon Creek Bridge – Contractors who registered their interest during the contractor pre-tender engagement session have been sent an invitation to quote on Lagoon Creek Bridge Rehabilitation. Tenders close at 2:00pm on Tuesday, 14 March 2017.
- Lee and Yard Creek Bridge – Documentation for both bridges is expected to be completed in March. Given that the contract value is expected to be less than \$200,000 for both bridges, these contracts will be called as quotations under the Procurement Panels. Public consultation will be undertaken prior to works commencing as there will be a road closure and detour for a period of time.

Other activities this month:

- Number of Flood Certificates = 4
- Number of Storm Surge Certificates = 2
- Number of GIS Map Requests = 0
- Number of Works in Road Corridor Permits = 1

WATER AND SEWERAGE

Please see the Water and Sewerage Works Program Report.

EXTERNAL MEETINGS

- QCoast2100 Funding Eligibility Requirements, Ingham – Wednesday, 1 February 2017
- Cardno, Ausroads Asset Management Project – Thursday, 2 February 2017
- Department Infrastructure Local Government and Planning, Ingham – Thursday, 2 February 2017
- Native Title Training & Cultural Heritage Compliance, Townsville – Thursday, 9 February 2017
- School Zones, Ingham State High School – Friday, 10 February 2017
- FNQROC Meeting, Cairns - Monday, 13 February 2017
- Regional Collaboration on Water and Sewerage, Townsville – Wednesday, 15 February 2017
- Boards Road Onsite Meeting – Thursday, 16 February 2017
- James Road Stakeholders Meeting – Thursday, 16 February 2017
- Building Better Regions Funding, Catalyst Power – Monday, 20 February 2017
- Ingham Show Grounds Advisory Committee Meeting - Wednesday, 22 February 2017
- Portfolio Councillor Inspections – Friday, 24 February 2017
- Doing Business With Council Supplier Information Session – Tuesday, 28 February 2017

EXECUTIVE MANAGER ENGINEERING SERVICES MONTHLY STATUS REPORT – MARCH 2017

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number - 280217-41 – RF001398 – Supply and Delivery of One 2WD Cab Chassis Utility with Tail Gate Lift

That Council accept the offer from Brescianini Motors for RF001398 – Supply and Delivery of one 2WD Extra/Space Cab Utility with Tail Gate Lift with trade of PA00005 # 358 for \$32,490.14.

Status:

March 2017 Update – Purchase order issued and unsuccessful offerers notified.

Matter Closed

Resolution Number - 280217-10 – Recruitment of Vacant Permanent Positions

That Council approve to replace the Level 2 Labourer Position.
That Council approve to replace the Level 4 Labourer / Operator Position.
That Council approve to replace the Level 4 Labourer / Operator Position.
That Council approve to replace the Level 5 Patrolman Position.

Status:

March 2017 Update – Recruitment process is underway.

Matter Closed

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

That Council:

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

Status:

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

Resolution Number - 310117-09 – Herbert River Flood Depth and Hazard Maps

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

Status:

March 2017 Update – Public consultation is scheduled to occur in April 2017.

February 2017 Update – Public consultation is scheduled to occur in April 2017.

Resolution Number - 131216-12 – RF001387 – Civil Consultancy Services: Ingham Sewerage Treatment Plant New Inlet Structure

That Quotation RF001387 - Civil Consultancy Services: Ingham Sewerage Treatment Plant New Inlet Structure be awarded to AECOM for their quoted price of \$19,360.00 (excluding GST) for the initial inspection and concept design works with an estimated provisional sum of \$60,080.00 (excluding GST) to be confirmed once the inlet design is agreed upon.

Status:

March 2017 Update – AECOM currently preparing draft report.

February 2017 Update – Information gathered, pre-start meeting held, AECOM currently preparing draft report.

January 2017 Update – AECOM advised of successful offer. Pre-start meeting expected to be held mid-January.

Resolution Number - 270916-29 – Proposed Change to Road Register

That the matter be deferred to the October General Meeting.

Status:

March 2017 Update – Report presented to February Meeting. Will be actioned under Resolution Number – 280217-09

February 2017 Update – Report to be presented to February General Meeting.

January 2017 Update – Review ongoing. Report to be represented to General Meeting in coming months.

December 2016 Update – Review ongoing. Report to be represented to General Meeting in coming months.

November 2016 Update – Review ongoing. Report to be represented to General Meeting in coming months.

October 2016 Update – Report to be represented to October General Meeting.

Matter Closed

Resolution Number – 300816-17 – Route Specific Permits – Recreational Vehicles

That Council defer consideration of this Report pending conduct of a public consultation process.

Status:

March 2017 Update – On hold pending further advice from CEO as to the need to readvertise for community feedback or not.

February 2017 Update – On hold pending further advice from CEO as to the need to readvertise for community feedback or not.

January 2017 Update – On hold pending further advice from CEO as to the need to readvertise for community feedback or not.

December 2016 Update - On hold pending further advice from CEO as to the need to readvertise for community feedback or not.

November 2016 Update – On hold pending further advice from CEO as to the need to readvertise for community feedback or not.

October 2016 Update – Request for community feedback advertised via facebook and website currently in progress. Closing 5.00pm Friday 21 October 2016.

September 2016 Update – No progress.



REPORT TO COUNCIL

WATER AND SEWERAGE WORKS PROGRAM REPORT

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

Officers Comment

This Water and Sewerage Program Report is to be presented at Council's Ordinary Meeting scheduled to be held on 28 March 2017.

Works Currently in Progress

Major Works Performed During February 2017

- Work on the refurbishment of the Lucinda Low Level Reservoir is continuing. Wet weather has delayed final painting.
- Interflow has completed the sewer relining project.
- Renewal of water connections in Lannercost and Perkins street.
- Installation of No.2 Macknade high lift pump.

Works Scheduled to be Completed During March 2017, Weather Permitting

- Finalise installation of new high lift pumps at Macknade Water Treatment Plant.
- Installation of new drinking fountains with dog friendly bowls.
- Protection of water connections affected by the new Building Our Regions footpath project.

Works Scheduled to Commence During March 2017

- Flow meter procurement.
- Replacement Forrest Beach high lift pump procurement.
- Replacement Washaway Pressure Pump Set procurement.
- Commence design of Hunter Street Water Main Replacement.

Author: Peter Martin

Position: Manager Water and Sewerage

Date: 09/03/17



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 28 FEBRUARY 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/17			2016/2017 Actual Expenditure	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
Install Pumps River Pump Station Bores (RIVER PUMP STATION BORES 15-16)	\$32,000	\$0	\$32,000	\$49,835	• Project complete. All bores are operational.												
					Lifetime Expenditure = \$75,664		Lifetime Budget = \$58,000										
					Project Completed		Assets Created/Project Capitalised										
					2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast						C				C		
					Actual								C		C		C
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual					C	C						
Refurbish Filter Systems (WATER FILTRATION 15-16)	\$201,000	\$0	\$201,000	\$97,842	• Distribution boxes for the sand filters at the Ingham Depot Water Treatment Plant to be installed.												
					Lifetime Expenditure = \$197,802		Lifetime Budget = \$300,000										
					Project Completed		Assets Created/Project Capitalised										
					2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast											C	
					Actual								C				C
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	C					C		C				
					Actual	C											
Water Security Fencing and CCTV (DEPOT WTP UPGRADES 15-16)	\$82,000	\$0	\$82,000	\$34,563	• CCTV storage and backup server has arrived. IT Department to install and commission.												
					Lifetime Expenditure = \$202,507		Lifetime Budget = \$250,000										
					Project Completed		Assets Created/Project Capitalised										
					2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast											C	
					Actual									C		C	
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	C					C			C			
					Actual	C											



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 28 FEBRUARY 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/17			2016/2017 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Fire Hydrant and Valve Exercising Program (HYDRANT & VALVE PROGRAM 15-16)	\$37,000	\$0	\$37,000	\$17,078	• Complete.
					Lifetime Expenditure = \$110,203 Lifetime Budget = \$130,000
					Project Completed <input checked="" type="checkbox"/> Assets Created/Project Capitalised <input type="checkbox"/>
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Purchase New Hand Held Meter Reader (WATER INSTRUMENTS15-16)	\$20,000	\$0	\$20,000	\$12,122	• Complete.
					Lifetime Expenditure = \$12,122 Lifetime Budget = \$20,000
					Project Completed <input checked="" type="checkbox"/> Assets Created/Project Capitalised <input type="checkbox"/>
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Sewerage Switchboard Replacement 6-12-17-19 (SEW SWITCH REP 14-15)	\$13,000	\$0	\$13,000	\$11,585	• Workshop has commenced construction of poles and walkways.
					Lifetime Expenditure = \$98,545 Lifetime Budget = \$100,000
					Project Completed <input type="checkbox"/> Assets Created/Project Capitalised <input type="checkbox"/>
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 28 FEBRUARY 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/17			2016/2017 Actual Expenditure	Comments & Project Timeline													
	HSC Budget	Other Source	Total															
Refurbishment of SPS (SEWER PUMP STATION REFURB 14-15)	\$80,000	\$0	\$80,000	\$566	• Preliminary report in February. Detail design of refurbishment being undertaken.													
					Lifetime Expenditure = \$566		Lifetime Budget = \$80,000											
					Project Completed					Assets Created/Project Capitalised								
					2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast							A					C	
					Actual													
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast							A					C	
					Actual									A				
Structural Refurbishment of SPS (SEWER PUMP STATION REFURBS 15-16)	\$80,000	\$0	\$80,000	\$0	• Preliminary report in February. Detail design of refurbishment being undertaken.													
					Lifetime Expenditure = \$0		Lifetime Budget = \$80,000											
					Project Completed					Assets Created/Project Capitalised								
					2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual													
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast							A					C	
					Actual									A				
Repair/Seal Internal Roads Ingham STP (SEWER INTERNAL ROADS 15-16)	\$182,000	\$0	\$182,000	\$154,957	• Complete.													
					Lifetime Expenditure = \$182,494		Lifetime Budget = \$210,000											
					Project Completed					Assets Created/Project Capitalised								
					2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast								C					
					Actual												C	
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual	C												



Assessment/Design



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Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/17			2016/2017 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Clarigester No. 2 Refurbishment (SEWER T/MENT PLANT REFURBS 15-16)	\$143,000	\$0	\$143,000	\$144,141	• Complete.
					Lifetime Expenditure = \$151,106 Lifetime Budget = \$150,000
					Project Completed <input checked="" type="checkbox"/> Assets Created/Project Capitalised <input type="checkbox"/>
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Pump Station Lid Replacement (SPS LID REPLACEMENT 15-16)	\$25,000	\$0	\$25,000	\$0	• Procurement document being finalised.
					Lifetime Expenditure = \$0 Lifetime Budget = \$25,000
					Project Completed <input type="checkbox"/> Assets Created/Project Capitalised <input type="checkbox"/>
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Replace Sewerage Pumps (SEWER PUMPS UPGRADE 15-16)	\$42,000	\$0	\$42,000	\$0	
					Lifetime Expenditure = \$8,105 Lifetime Budget = \$50,000
					Project Completed <input type="checkbox"/> Assets Created/Project Capitalised <input type="checkbox"/>
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Capital Works Carry Overs	\$1,088,000	\$0	\$1,088,000	\$688,933	



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 28 FEBRUARY 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/17			2016/2017 Actual Expenditure	Comments & Project Timeline													
	HSC Budget	Other Source	Total															
2016-2017 Capital Projects																		
New Water Connections 16-17 (NEWWATCONN 16-17)	\$50,000	\$0	\$50,000	\$21,228	<ul style="list-style-type: none">Delivered by Council staff.New connections installed as required.													
					Project Completed					Assets Created/Project Capitalised								
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	C												
					Actual	C												
Lucinda Low Level Reservoir Refurbishment (LUCINDA L/LEVEL RES REFURB 15-16)	\$500,000	\$0	\$500,000	\$343,451	<ul style="list-style-type: none">Final paint coating to be applied to the floor and new roof to be installed.													
					Project Completed					Assets Created/Project Capitalised								
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast					C								
					Actual								C					
Ingham WPS Creek Crossing Bridge Renewal (17W-BLDG-R1)	\$150,000	\$0	\$150,000	\$50	<ul style="list-style-type: none">Keita Services has been awarded the contract for the bridge renewal.Steel work has been fabricated and will be sent to the Galvonisers. Installation after the wet season.													
					Project Completed					Assets Created/Project Capitalised								
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast							C					C	
					Actual										C			
Renewal of Existing Water Conn 16-17 (17W-CONN-R2)	\$15,000	\$0	\$15,000	\$5,950	<ul style="list-style-type: none">To be delivered by Council staff.Replacements as required.													
					Project Completed					Assets Created/Project Capitalised								
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	C												
					Actual										C			
Install Flowmeter Trebonne BPS (17W-FLOW-N1)	\$15,000	\$0	\$15,000	\$0	<ul style="list-style-type: none">Procurement only in March. Installation will be completed by HSC staff in April.													
					Project Completed					Assets Created/Project Capitalised								
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast									P		C		
					Actual													



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 28 FEBRUARY 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/17			2016/2017 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Install Flowmeter Washaway BPS (17W-FLOW-N2)	\$15,000	\$0	\$15,000	\$0	<ul style="list-style-type: none"> Procurement only in March. GHD currently performing assessment. Report due in February.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>P</div> <div></div> <div>C</div> <div></div> <div></div>
					<div>Actual</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Replace Macknade Generator - Auto Start (17W-GENT-R1)	\$50,000	\$0	\$50,000	\$40,963	<ul style="list-style-type: none"> Complete.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div></div> <div>P</div> <div></div> <div>C</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div></div> <div></div> <div>P</div> <div></div> <div>C</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Fire Hydrant Replacements 16-17 (17W-HYDT-R1)	\$25,000	\$0	\$25,000	\$0	<ul style="list-style-type: none"> To be delivered by Council staff.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Water Main Replacements 16-17 (17W-MAIN-R1)	\$200,000	\$0	\$200,000	\$0	<ul style="list-style-type: none"> Preliminary Hunter Street design. Detail work to be completed in March.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Recirculation System - Lucinda Reservoir (17W-PUMP-N1)	\$30,000	\$0	\$30,000	\$6,586	<ul style="list-style-type: none"> New Pump has arrived. Preliminary works commenced. New main will be installed after contractors finish tank refurbishment.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>C</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>P</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 28 FEBRUARY 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/17			2016/2017 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Replace Washaway Booster Pump Sets (17W-PUMP-R2)	\$60,000	\$0	\$60,000	\$0	• RFQ early March. Installation to be completed by HSC staff in April.
					Project Completed
					Assets Created/Project Capitalised
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast Actual
Replace Forrest Beach High Lift Pumps (17W-PUMP-R3)	\$50,000	\$0	\$50,000	\$0	• Procurement only in February. Installation to be completed by HSC staff in April. KSB Awarded supply of new pumps
					Project Completed
					Assets Created/Project Capitalised
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast Actual
Replace Floating Cover - Halifax Depot WPS (17W-RESR-R1)	\$100,000	\$0	\$100,000	\$0	• Works to be undertaken by contractors. Australian lining Company awarded contract to replace floating cover.
					Project Completed
					Assets Created/Project Capitalised
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast Actual
Upgrade Water Switchboards with PLC Control (17W-SWBD-N1)	\$30,000	\$0	\$30,000	\$1,685	• Works to be undertaken by contractors with consultation from IT.
					Project Completed
					Assets Created/Project Capitalised
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast Actual
Replace CMF Server (17W-TELM-R1)	\$30,000	\$0	\$30,000	\$2,543	• IT department have selected successful supplier of equipment.
					Project Completed
					Assets Created/Project Capitalised
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast Actual
Concrete Filter Bed Walls - Macknade WTP (17W-TPTU-R1)	\$50,000	\$0	\$50,000	\$0	• Contract awarded to Keita Services.
					Project Completed
					Assets Created/Project Capitalised
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast Actual



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Project Description (Project Code)	Programme Estimate 2016/17			2016/2017 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Valve Replacements (17W-VALV-R1)	\$25,000	\$0	\$25,000	\$8,969	<ul style="list-style-type: none"> To be delivered by Council staff.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>C</div>
					<div>Actual</div> <div>C</div>
Install Flowmeter SPS1 (17S-FLOW-N1)	\$30,000	\$0	\$30,000	\$0	<ul style="list-style-type: none"> Procurement only in March. Installation to be completed by HSC staff in April.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div> <div>C</div>
					<div>Actual</div>
Install Flowmeter SPS4 (17S-FLOW-N2)	\$30,000	\$0	\$30,000	\$0	<ul style="list-style-type: none"> Procurement only in March. Installation to be completed by HSC staff in April.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div> <div>C</div>
					<div>Actual</div>
Install Flowmeter SPS5 (17S-FLOW-N3)	\$30,000	\$0	\$30,000	\$0	<ul style="list-style-type: none"> Procurement only in March. Installation to be completed by HSC staff in April.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div> <div>C</div>
					<div>Actual</div>
Wetlands Inlet - pH, DO and Conductivity Sensors (17S-INST-N1)	\$15,000	\$0	\$15,000	\$0	<ul style="list-style-type: none"> Installation to be undertaken by Council staff.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>C</div>
					<div>Actual</div>
Reline 150mm Gravity Sewer 16-17 (17S-MAIN-R1)	\$250,000	\$0	\$250,000	\$6,095	<ul style="list-style-type: none"> Interflow Pty Ltd has completed project.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>C</div>
					<div>Actual</div> <div>C</div>



Assessment/Design



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Project Description (Project Code)	Programme Estimate 2016/17			2016/2017 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Manhole Refurbishment 16-17 (17S-MANH-R1)	\$150,000	\$0	\$150,000	\$6,414	<ul style="list-style-type: none"> Council staff have commenced raising manholes.
					Project Completed
					Assets Created/Project Capitalised
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
Replace Sewerage Pump Station Lids 16-17 (17S-SPSU-R1)	\$25,000	\$0	\$25,000	\$0	<ul style="list-style-type: none"> Works to be undertaken by contractors.
					Project Completed
					Assets Created/Project Capitalised
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
General Sewerage Pump Replacement 16-17 (17S-SPSU-R2)	\$25,000	\$0	\$25,000	\$0	<ul style="list-style-type: none"> Sewerage pumps to be procured as part of pump station refurbishments (SPS 12 and 15)
					Project Completed
					Assets Created/Project Capitalised
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
Replace Switchboard ISTP (17S-SWBD-R1)	\$150,000	\$0	\$150,000	\$14,255	<ul style="list-style-type: none"> Designs complete. RFO's close Tuesday, 14 March 2017.
					Project Completed
					Assets Created/Project Capitalised
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
Replace RMF Server (17S-TELM-R1)	\$30,000	\$0	\$30,000	\$2,543	<ul style="list-style-type: none"> IT department have selected successful supplier of equipment
					Project Completed
					Assets Created/Project Capitalised
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
Upgrade Sewer TLC-02-01 to TLX 16-17 (17S-TELM-R2)	\$15,000	\$0	\$15,000	\$2,517	<ul style="list-style-type: none"> Works to be undertaken by contractors.
					Project Completed
					Assets Created/Project Capitalised
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 28 FEBRUARY 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/17			2016/2017 Actual Expenditure	Comments & Project Timeline														
	HSC Budget	Other Source	Total																
Refurbishment Trickling Filter Ingham STP (17S-TPTU-R1)	\$110,000	\$0	\$110,000	\$0	• Works to be undertaken by both contractors and Council staff.														
					Project Completed					Assets Created/Project Capitalised									
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast														C
					Actual											A			
Replace Handrails/Walkways Digesters (17S-TPTU-R2)	\$30,000	\$0	\$30,000	\$14,557	• Works to be undertaken by Council's Workshop.														
					Project Completed					Assets Created/Project Capitalised									
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast				C										
					Actual							C		C					
2016/2017 Capital Works	\$2,285,000	\$0	\$2,285,000	\$477,805															



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 28 FEBRUARY 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/17			2016/2017 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		

SIGNIFICANT OPERATIONAL PROJECTS

Develop Hydraulic Model of Water Assets (WATER HYDRAULICS 15-16)	\$21,000	\$0	\$21,000	\$20,250	• Complete.
					Lifetime Expenditure = \$54,358 Lifetime Budget = \$50,000
					Project Completed <input checked="" type="checkbox"/>
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast A
					Actual A
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast A
New Inlet Structure - ISTP Design (17S-ENG-N1)	\$50,000	\$0	\$50,000	\$0	• AECOM appointed to complete investigation and design stage.
					Project Completed <input type="checkbox"/>
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast A
Planning, Design, Assessment SPS Upgrades (17S-ENG-N2)	\$100,000	\$0	\$100,000	\$0	• AECOM have provided draft report. Final report expected early February.
					Project Completed <input type="checkbox"/>
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast A
Develop Hydraulic Model of Sewerage Assets (SEWER HYDRAULICS 15-16)	\$26,000	\$0	\$26,000	\$16,430	• Waiting on finalised report.
					Lifetime Expenditure = \$49,610 Lifetime Budget = \$65,000
					Project Completed <input type="checkbox"/>
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast A
					Actual A
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast A
					Actual A

Halifax Pump No 2 Installation



Manhole Refurbishment



Renewal of Water Connections in Lannercost & Perkins St



Lucinda Reservoir Refurbishment



Water & Sewerage Works Request Report



For the Month of February 2017

Category	Request Lodged	Action Completed	Percentage Completed	
Installed New Connection	2	2	100.0%	
Repaired Broken Service	10	9	90.0%	
Low Pressure	0	0		
Sewerage Odour	0	0		
Replaced Jumper Valve	2	2	100.0%	
Repair Broken Main	0	0		
Dirty Water	1	1	100.0%	
Sewerage Blockage	0	0		
Other Requests	45	41	91.1%	
TOTALS:	60	55	91.7%	

Water & Sewerage Works Request Report

For the Financial Year to February 2017

Category	Request Lodged	Action Completed	Percentage Completed	Comments
Installed New Connection	14	14	100.0%	
Repaired Broken Service	99	98	99.0%	
Low Pressure	0	0		
Sewerage Odour	0	0		
Replaced Jumper Valve	31	31	100.0%	
Repair Broken Main	6	6	100.0%	
Dirty Water	8	8	100.0%	
Sewerage Blockage	1	1	100.0%	
Other Requests	309	300	97.1%	
TOTALS:	468	458	97.9%	

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

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

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

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

- * **Urgent:** Total Loss or Imminent total loss of supply - 95% in 1 hour
- * **High:** Appreciable loss of supply - 95% in 2 hour
- * **Moderate:** Minimal Effect to Supply (wet patch) - 95% in 3 days
- * **Low:** No appreciable loss of supply - 95% in 1 week

HINCHINBROOK SHIRE COUNCIL

SHIRE WATER and SEWERAGE SCHEMES REPORT FEBRUARY 2017



1. WATER

	Ingham River PS	Martin St. Depot WTP	Halifax WTP	Macknade WTP	Forrest Beach WTP
Total KI Pumped	7	97740	0	21023	12352
Previous Month	23219	86465	0	24126	14029
	Halifax Depot	Ing to F/Bch Flow			
Total KI Pumped	1766	3038			
Previous Month	3819	3677			

2. WATER CONSUMPTION

	Total KI	Mean Day	Max Day	Min Day	l/c/d	Prev. Month
SCHEME 1 - Ingham/Toobanna/Trebonne	92942	3319	4064	2900	456	560
SCHEME 2 - Halifax/Lucinda/Cordelia/Macknade/Tailors Beach	22789	814	1213	0	231	375
SCHEME 3 - Forrest Beach	12352	418	707	257	294	394

3. SEWERAGE

	Total KI	Mean Day	Max Day	Min Day	Prev Month	Prev Month
Ingham Sewerage Treatment Plant - Inlet Flow	201644	7202	15672	2900	157010	5065
Ingham Sewerage Treatment Plant - Pumped to Community Wetlands	61781	2206	2646	1606	60135	1940
Ingham Sewerage Treatment Plant - Outlet Flow to Herbert River - W3	117744	3798	12672	0	74964	2418
Hinchinbrook Community Wetlands - Inlet Flow	57490	1855	2348	0	59800	1929
Hinchinbrook Community Wetlands - Outlet Flow - W1	Meter US	0	0	0	Meter US	0
Lucinda Sewerage Treatment Plant - Outflow to Irrigation	437	16	32	5	1206	40
Lucinda Sewerage Treatment Plant - Outflow - W2 - Ocean	0	0	0	0	0	0
Trebonne Sewerage	16300	582	846	256	11860	383

Escherichia Coli Health Compliance Quarterly Report



Ingham Water Supply - Raw Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly					
Tests Taken	2	4	1	0	7
Tests Failures	1	1	1	0	3
Tests Passed	1	3	0	0	4
% Passed	50.00%	75%	0%	#DIV/0!	57%

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

Ingham Water Supply - Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly					
Tests Taken	20	13	14	0	47
Tests Failures	0	0	0	0	0
Tests Passed	20	13	14	0	47
% Passed	100%	100%	100%	#DIV/0!	100%

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

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

Forrest Bch Water Supply- Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly					
Tests Taken	13	11	7	0	31
Tests Failures	0	0	0	0	0
Tests Passed	13	11	7	0	31
% Passed	100%	100%	100%	#DIV/0!	100%

Lower Herbert Water Supply - Raw Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly					
Tests Taken	1	2	1	0	4
Tests Failures	0	1	1	0	2
Tests Passed	1	1	0	0	2
% Passed	100%	50%	0%	#DIV/0!	50%

Lower Herbert Water Supply - TREATED Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly					
Tests Taken	1	3	1	0	5
Tests Failures	0	0	0	0	0
Tests Passed	1	3	1	0	5
% Passed	100%	100%	100%	#DIV/0!	100%

Lower Herbert Water Supply- Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly					
Tests Taken	14	11	10	0	35
Tests Failures	0	0	0	0	0
Tests Passed	14	11	10	0	35
% Passed	100%	100%	100%	#DIV/0!	100%

		NO. of TESTS	NO. of Passes	FAILURES	Compliance
INGHAM	Reticulation	22	22	0	100%
TREBONNE	Reticulation	8	8	0	100%
TOOBANNA	Reticulation	6	6	0	100%
BLACKROCK	Reticulation	11	11	0	100%
FORREST BCH	Reticulation	31	31	0	100%
TAYLORS BCH	Reticulation	5	5	0	100%
MKD/BEM	Reticulation	9	9	0	100%
HALIFAX	Reticulation	13	13	0	100%
LUCINDA	Reticulation	6	6	0	100%
CORDELIA	Reticulation	2	2	0	100%
	TOTAL	113	113	0	100%

SCHEME 1 - INGHAM SUPPLY	47	47	0	100%
SCHEME 2 - L/ HERBERT SUPPLY	35	35	0	100%
SCHEME 3 FORREST BCH SUPPLY	31	31	0	100%
HINCHINBROOK WATER SUPPLY	113	113	0	100%



REPORT TO COUNCIL

ENGINEERING SERVICES WORKS PROGRAM REPORT

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

Officers Comment

This Works Capital Program Report is to be presented at Council's Ordinary Meeting scheduled to be held on 28 March 2017.

For the month of February 2017, the Works Capital Works Progress Report that follows provides a breakdown of projects as approved in the 2016/2017 Capital Works Program.

Works Currently in Progress**Major Works Performed During February 2017**

- 16D5 - Origlasso Street Drain
- 17T2 - Mt Fox Road Upgrades
- 17R7 - Willow Street Widen Eastern Side
- 17K1 - Improvements to Non-Compliant Crossings

Works Scheduled to be Completed During March 2017, Weather Permitting

- 17K1 - Improvements to Non-Compliant Crossings
- 16D5 - Origlasso Street Drain
- 17T2 - Mt Fox Road Upgrades

Works Scheduled to Commence During March 2017

- 17T1 - Wallaman Falls Road Upgrades
- 17R4 - Ann Street Reconstruction
- 17R6 - Boards Road Drainage and Formation Works
- 17KR - Kerb and Channel Rehabilitation Program
- 17FR - Footpath Rehabilitation Program
- 17GRS - Annual Gravel Resheeting Program

Author: Steve Hall
Position: Works Manager
Date: 13/03/17

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/2017			2015/2016 Budget Carry Forward	2016/2017 Expenditure includes commitments	Comments & Project Timeline												
	HSC Budget	Other Source	Total															
2016-2017 Capital Projects																		
Safety and Amenity Improvement Program (17R1)	\$55,000		\$55,000		\$36,204	<ul style="list-style-type: none">• Works undertaken on improving footpath access at Halifax adjacent to the pharmacy.• Disability access adjacent to NAB has been postponed until extent of CBD works has been determined.• Footpath amendments adjacent to Police Station completed.• Costs to be reviewed with additional works to be programmed based on remaining funding.												
						Project Completed				Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast										C		
						Actual					C							
Insitu Stabilising of Class 5 Roads (17R2)	\$250,000		\$250,000			<ul style="list-style-type: none">• Road list has been received from Assets and Infrastructure Department.• RFQ for Cantamessa Road has been called through the Procurement Panel.												
						Project Completed				Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast											C	
						Actual												
Supplementary Road Rehabilitation (17R3)	\$210,000		\$210,000			<ul style="list-style-type: none">• Roads have been identified and survey has been programmed.• Milton and Allendale Road identified as proposed work locations.												
						Project Completed				Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast											C	
						Actual												
Ann Street Reconstruction (17R4)	\$300,000		\$300,000		\$11,164	<ul style="list-style-type: none">• Contract for design works was awarded to Visser Valor Consulting.• Plans have been reviewed and amendments sent back to the consultant for finalisation. Consultant currently working with affected stakeholders for required approvals.• Works to be undertaken utilising Council's Works Department.												
						Project Completed				Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast											C	
						Actual												
Abbott Street Rehabilitation Works (17R5)	\$200,000		\$200,000		\$71,782	<ul style="list-style-type: none">• Works completed.												
						Project Completed				Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast						C						
						Actual							C					

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/2017			2015/2016 Budget Carry Forward	2016/2017 Expenditure includes commitments	Comments & Project Timeline														
	HSC Budget	Other Source	Total																	
Boards Road Drainage and Formation Works (17R6)	\$100,000		\$100,000			<ul style="list-style-type: none">• Works to be undertaken utilising Council's Works Department.• Preliminary design has been finalised, awaiting review and final sign off.• Project documentation to follow.														
							Project Completed					Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast											C			
						Actual														
Willow Street Widen Eastern Side (17R7)	\$280,000		\$280,000		\$139,572	<ul style="list-style-type: none">• Works undertaken utilising Council's Works Department.• Line marking was completed on 14 February 2017.• Works completed.														
							Project Completed				U		Assets Created/Project Capitalised							
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast									C					
						Actual									C					
Bridge Inspections and Designs (17B1)	\$150,000		\$150,000		\$26,753	<ul style="list-style-type: none">• Langtree Consulting has commenced the assessment.• Level 2 Inspection for McGordon Creek Bridge and comments from the overall bridge inspections have been provided.• Final report expected to be completed by the end of March.														
							Project Completed					Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast									A					
						Actual									A					
Lagoon Creek Bridge (17B2)		\$500,000	\$500,000		\$36,310	<ul style="list-style-type: none">• Tender documentation has been issued to contractors who attended the pre-tender meeting.• Tenders close 2:00pm, Tuesday 14 March 2017.														
							Project Completed					Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast												C		
						Actual														
Lee Creek Bridge (17B3)		\$250,000	\$250,000		\$32,132	<ul style="list-style-type: none">• GHD are currently preparing the specification and design plans. This is expected to be completed in March.• This project will be issued as an RFQ using the procurement panels as the expected contract value is less than \$200,000.														
							Project Completed					Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast												C		
						Actual														

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/2017			2015/2016 Budget Carry Forward	2016/2017 Expenditure includes commitments	Comments & Project Timeline													
	HSC Budget	Other Source	Total																
Yard Creek Bridge (17B4)	\$200,000	\$50,000	\$250,000		\$27,049	<ul style="list-style-type: none">• GHD are currently preparing the specification and design plans. This is expected to be completed in March.• This project will be issued as an RFQ using the procurement panels as the expected contract value is less than \$200,000.													
						Project Completed			Assets Created/Project Capitalised										
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast													C
						Actual													
Kerb and Channel Rehabilitation Program (17KR - Parent Project)	\$300,000		\$300,000			<ul style="list-style-type: none">• Works Manager has nominated areas of Kerb and Channel for renewal.• Design plans have been finalised and signed with project documentation being developed.													
						Project Completed			Assets Created/Project Capitalised										
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast										C			
						Actual													
Improvements to Non Compliant Crossings (17K1)	\$60,000		\$60,000		\$35,838	<ul style="list-style-type: none">• Pre Start Meeting was held on 24 January 2017.• Works commenced on 30 January 2017. Non compliant crossings that have been completed are, Ash Street, Dungeness Road, Corner of Lynch Street and Cartwright Street, Corner of Cartwright Street and Christie Street, Corner of Alma Street and Macrossan Street, Corner of Fraser Street and McIlwraith Street and Lannercost Street adjacent to Coles. Crossing to be installed adjacent to Halifax Hotel.													
						Project Completed			Assets Created/Project Capitalised										
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast									C				
						Actual								C					
Footpath Rehabilitation Program (17FR - Parent Project)	\$150,000		\$150,000			<ul style="list-style-type: none">• McIlwraith Street, Abbott Street and Davidson Street have been identified for replacement.• Preliminary plans are being developed.													
						Project Completed			Assets Created/Project Capitalised										
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast										C			
						Actual													
McIlwraith Street - Townsville Road to Dutton Street (17F1)	\$300,000	\$300,000	\$600,000		\$45,830	<ul style="list-style-type: none">• OTL Construction & Excavations and Keita Services have commenced works on McIlwraith Street footpath.• Stage 1 works of the Shared Footpath by OTL progressing well with anticipated completion date mid March 2017.• Stage 2 works of the Keita Services progressing well with anticipated completion date mid April 2017.													
						Project Completed			Assets Created/Project Capitalised										
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast							C						
						Actual								C					

Works Capital Works Progress Report

[illegible]

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/2017			2015/2016 Budget Carry Forward	2016/2017 Expenditure includes commitments	Comments & Project Timeline														
	HSC Budget	Other Source	Total																	
Wallaman Falls Road (17T1)	\$202,000	\$202,000	\$404,000		\$109,530	• Additional scope has been reviewed with de-grassing and minor pavement repairs commenced. Due to seasonal rain scheduled works have been postponed until favourable conditions prevail.														
						Project Completed						Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast					C			C						
						Actual					C									
Mt Fox Road Upgrades (17T2)	\$202,000	\$202,000	\$404,000		\$305,783	• Earthworks and widening corners have been undertaken. All earthworks for visibility is scheduled to be completed by early March 2017, except for catch drains at the top section. Extending the cross road culverts have commenced. • Outstanding works include two sets of culverts to be extended, excavate road widening, install pavement and seal on two corners, guide posts and signage. • Works undertaken by Council's Works Department.														
						Project Completed						Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast		C						C						
						Actual	C													
Mt Gardiner Road (17T3)	\$100,000	\$100,000	\$200,000			• Works to be undertaken utilising Council's Works Department. • Preliminary design still progressing.														
						Project Completed						Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast											C			
						Actual														
Dungeness Boat Ramp Car Park (15P1)				\$386,000	\$16,992	• All works and activities are postponed indefinitely, No further action is planned in the near future														
						Project Completed						Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast														
						Actual														

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/2017			2015/2016 Budget Carry Forward	2016/2017 Expenditure includes commitments	Comments & Project Timeline													
	HSC Budget	Other Source	Total																
Ingham Drainage Improvements (16D3)				\$100,000	\$43,035	<ul style="list-style-type: none">• Works have been completed for the Ingham Ambulance Station access.• Meeting to be scheduled with EMES, property owner and lessee to discuss direction forward for drainage works adjacent to Victoria Mill Road.• Funds to be utilised for the Palm Creek Flood Water Conveyance Improvement Project.													
							Project Completed				Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast					C								C
						Actual					C								
Footpath Rehabilitation (16KRFR2)				\$55,000	\$44,227	<ul style="list-style-type: none">• Haig Street Footpath Rehabilitation works completed.													
							Project Completed			Ū	Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast	C												
						Actual	C												
Reseal Program (16RS)				\$35,000	\$28,109	<ul style="list-style-type: none">• Reseal works completed on Tully Street.													
							Project Completed			Ū	Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast	C												
						Actual	C												
Kerb and Channel Rehab (McIlwraith and Morehead were WIP at year end) (16KR1 & 16KR2)				\$40,000	\$32,168	<ul style="list-style-type: none">• Kerb and channel rehabilitation works completed on McIlwraith and Morehead Street.													
							Project Completed			Ū	Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast		C											
						Actual		C											
Parking Rehabilitation (16PR1)				\$30,000	\$29,765	<ul style="list-style-type: none">• Disability accesses completed adjacent to Council office, Hair Ecstatic and Ingham Disability Support Services.													
							Project Completed			Ū	Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast			C										
						Actual			C										
Kerb Crossing Improvements to Non-Compliant Crossing (16K1)				\$8,000	\$8,457	<ul style="list-style-type: none">• Kerb crossing improvements completed.													
							Project Completed			Ū	Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast				C									
						Actual				C									
Pennas Bridge (Project Ledger 310074)				\$234,000	\$167,416	<ul style="list-style-type: none">• Project completed.													
							Project Completed			Ū	Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast													
						Actual													

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/2017			2015/2016 Budget Carry Forward	2016/2017 Expenditure includes commitments	Comments & Project Timeline														
	HSC Budget	Other Source	Total																	
Perimeter Fencing Airport (16APF)				\$220,000	\$135,050	• Fencing is completed. Council's Works Department are to undertake vermin proofing where ruts, drainage courses, etc have created gaps under the fence.														
							Project Completed					Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast	C													
						Actual	C													
Origlasso Street Drain (16D5)				\$200,000	\$123,898	• Outstanding works include finishing touches in the private residences along the drain. Wet weather has held up completion of these works. • Wet site conditions have restricted works to be undertaken.														
							Project Completed					Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast							C							
						Actual							C							
Forrest Beach Drainage Improvement (16D2)				\$90,000		• Funds to be utilised for the Palm Creek Flood Water Conveyance Improvement Project.														
							Project Completed					Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast											C			
						Actual														
Halifax Drainage Improvement (16D4)				\$60,000		• Funds to be utilised for the Palm Creek Flood Water Conveyance Improvement Project.														
							Project Completed					Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast											C			
						Actual														
	\$4,920,000	\$2,244,000	\$7,164,000	\$1,458,000	\$1,889,465															

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/2017			2016/2017 Expenditure includes commitments	Comments & Project Timeline													
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total															
2016-2017 Fleet Replacement Projects																		
Utility 2WD Dual Cab Drop Side Body. (W&S)	\$32,000.00	\$6,363.64		\$33,171.37	• Quotations closed 22 November 2016 at 2:00pm. Report presented to December 2016 Council Meeting. Order Placed PU007901, vehicle received. Completed.													
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast						D							
					Actual						D							
Utility 2WD Drop Side Body. (Health)	\$35,000.00	\$4,090.91		\$32,490.14	• Quotations closed 22 November 2016 at 2:00pm. Report presented to December 2016 Council Meeting. Offer did not meet specs. RFQ Re-advertised. Report presented to February meeting. Order Placed PU008516, awaiting delivery.													
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast						D							
					Actual						D							
Utility 2WD Space Cab Drop Side Body. (Works)	\$40,000.00	\$13,636.36		\$26,298.35	• Quotations closed 22 November 2016 at 2:00pm. Report presented to December 2016 Council Meeting. Order Placed PU007902, vehicle received. Completed.													
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast						D							
					Actual						D							
Utility 2WD Space Cab Drop Side Body. (Works)	\$35,000.00	\$11,522.00		\$24,603.57	• Quotations closed 22 November 2016 at 2:00pm. Report presented to December 2016 Council Meeting. Order Placed PU007899, vehicle received. Completed.													
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast						D							
					Actual						D							
Utility 4WD Dual Cab Style Side Body. (Engineering)	\$48,000.00	\$16,818.18		\$24,188.92	• Quotations closed 22 November 2016 at 2:00pm. Report presented to December 2016 Council Meeting. Order Placed PU007903, vehicle received. Completed.													
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast						D							
					Actual						D							

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/2017			2016/2017 Expenditure includes commitments	Comments & Project Timeline														
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total																
2016-2017 Fleet Replacement Projects																			
Station Wagon AWD. (Corporate Services)	\$38,000.00	\$13,181.87		\$14,601.01	• Quotations closed 22 November 2016 at 2:00pm. Report presented to December 2016 Council Meeting. Order Placed PU007904 vehicle received. Completed.														
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast							D							
					Actual							D							
Truck Tandem Tipper. (Works)	\$200,000.00				• Document amendment - specifications reviewed. RFQ closed 28 February at 2:00pm. Evaluation in progress.														
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast								D						
					Actual								D						
Truck Dual Cab. (Works)	\$100,000.00	\$27,272.73		\$88,208.24	• Quotations closed 22 November 2016 at 2:00pm. Report presented to December 2016 Council Meeting. Order placed PU007897, awaiting delivery.														
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast								D						
					Actual								D						
Truck with Crane on body. (Workshop)	\$70,000.00				• Document ready, RFQ closed 28 February 2017 at 2:00pm. Evaluation in progress.														
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast								D						
					Actual								D						
Tractor 2WD. (POS)	\$60,000.00				• Department feedback received. On hold pending review.														
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast								D						
					Actual								D						
Trailer Fuel. (Store)	\$35,000.00				• RFQ closed Tuesday, 28 February 2017 for two trailers including a carry over. Report prepared for March Council meeting.														
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast								D						
					Actual								D						

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/2017			2016/2017 Expenditure includes commitments	Comments & Project Timeline												
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total														
2016-2017 Fleet Replacement Projects																	
Trailer Dog. (Works)	\$60,000.00				• Document amendment - specifications reviewed. RFQ closed 28 February at 2:00pm. Evaluation in progress.												
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast								D				
Actual									D								
Tractor 4WD with slasher. (Works)	\$113,000.00				• Quotations to be called for supply of fleet items / On hold pending review.												
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast								D				
Actual																	
Mower Ride-on. (W&S)	\$17,000.00				• RFQ closed Tuesday, 7 February 2017. Report prepared for February meeting, heldover. Report to be presented to March meeting.												
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast								D				
Actual									D								
Broom. (Works)	\$80,000.00				• Under review with department.												
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast								D				
Actual									D								
	\$963,000.00	\$92,885.69		\$243,561.60													



17R7 - Willow Street Widen Eastern Side



17K1 - Improvements to Non-Compliant Crossings



17T2 - Mt Fox Road Upgrades

Works Request Report				
For the Month of February 2017				
Category	Request Lodged	Action Completed	Percentage Completed	
Accesses	2	1	50.0%	All access works requests have been inspected and work scheduled for 13 February 2017. Two requests will have a more detailed inspection at John Dory Street, Taylors Beach and Bird Street, Ingham. All works on accesses have been put on hold until Council has handed down their ruling on who is responsible for their up keep.
Boat Ramps	0	0		Boat Ramp inspections are completed weekly and work scheduled if needed. Work is scheduled for Forrest Beach Boat Ramp when the low tides permit.
Drainage	5	4	80.0%	Bream Street, Taylors Beach, culverts were cleared of tree roots. Works scheduled for Beatts Road, Allingham, Johnstone Street, Ingham car park and Three Mile Road, Braemeadows. Drainage maintenance works will be completed when weather permits.
Dust Nuisance	0	0		
Edge Repair	0	0		
Footpaths	2	2	100.0%	
Guide Posts	1	1	100.0%	Many guide posts in rural areas have been replaced as required.
Intersection Cleaning	0	0		Sweeper is cleaning as identified.
Kerb and Channel	12	12	100.0%	Kerb & Channel cleaning program has commenced. The whole district should be cleaned in six to seven weeks. Kerb and channel cleaning program has commenced. Areas completed are Trebonne, Lucinda, Halifax,Taylors Beach and parts of Ingham.
Miscellaneous	5	4	80.0%	A pit lid at TYTO was barricaded for safety until repaired by owners. Maintenance on this pit is completed, when the concrete is cured protective webbing will be removed. A pavement repair in front of the Ingham State Primary School has been scheduled when the footpath contractors are finished in that area.
Potholes	8	4	50.0%	Repaired potholes on edge of Tokalon Road with blademix on 4 January 2017. Edge repairs on Abergowrie Road were patched.
Rough Roads	5	2	40.0%	Maintenance grading has commenced after a spate of wet weather. Crews are currently on the Ingham line, Nebbias Road, Barrligie Road and then will be moving to Crotons Road. Maintenance on all rough road requests have been scheduled for when weather permits.
Sealing	0	0		Damage to new seal on Stone River Road by car spinning tyres was repaired 15 December 2016.
Signage	0	0		Signs have been ordered and will be erected when they are delivered.
Slashing/Mowing	3	3	100.0%	Slashing is continuing in rotation.
Spraying	0	0		Ongoing spraying is continuing with kerb and channel and drainage as priority.
Street Cleaning	0	0		Street sweeper is continuing as per weekly schedule.
Trees	1	1	100.0%	A sheoak tree at Patterson Parade was removed and a rain tree at Robinos Road will be trimmed for clearance to traffic.
TOTALS:	44	34	77.3%	

Works Request Report				
For the Financial Year to February 2017				
Category	Request Lodged	Action Completed	Percentage Completed	Comments
Accesses	15	13	86.7%	All accesses will be cleaned as a part of the kerb and channel cleaning program.
Boat Ramps	3	3	100.0%	Weekly audits have been completed and work will be scheduled if needed.
Drainage	47	42	89.4%	Drainage repairs and maintenance are ongoing. Programmed work will be completed. Drainage maintenance works will be completed when weather permits.
Dust Nuisance	3	3	100.0%	
Edge Repair	3	3	100.0%	Repairs are completed as they arise.
Footpaths	12	11	91.7%	Audit carried out every three months, defects repaired as safety concerns. All outstanding requests have been barricaded. Referred to Telstra where required.
Guide Posts	3	3	100.0%	
Intersection Cleaning	4	4	100.0%	Street sweeper continuing on weekly rotation.
Kerb and Channel	43	42	97.7%	Cleaning is done when crews available. Spraying is being done as needed. Kerb and channel cleaning program has commenced. Areas completed are Trebonne, Lucinda, Halifax,Taylors Beach and parts of Ingham.
Miscellaneous	35	34	97.1%	Urgent jobs are completed and less urgent are scheduled.
Potholes	42	39	92.9%	Potholes are completed as per intervention level.
Rough Roads	27	24	88.9%	Regrading roads as required due to damage by traffic.
Sealing	5	5	100.0%	
Signage	18	17	94.4%	Road signs are repaired or ordered and installed when they arrive.
Slashing/Mowing	17	17	100.0%	Slashing is ongoing in rotation. Slashing gravel roads and table drains are done once a year during dry conditions.
Spraying	1	1	100.0%	Poison spraying of kerb and channel and drainage ongoing as needed. Spraying of rural drainage areas is continuing.
Street Cleaning	9	9	100.0%	Street sweeper is continuing as per weekly schedule.
Trees	23	23	100.0%	Continuing with trimming of lower trees to allow machinery movements. Any safety issues have been addressed immediately.
TOTALS:	310	293	94.5%	

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

DETAILED APPLICATION - BUILDING OUR REGIONS - ROUND 3 – HERBERT RIVER WATER TREATMENT PLANT

Executive Summary

The report proposes the detailed application for the investigation, design and construction of an approximately 2 ML/day water treatment plant be supported and ratified. Further, that Council is committed to delivering the project and to the management and costs associated with the ongoing maintenance of the infrastructure.

The detailed application consists of the investigation, design and construction of an approximately 2 ML/day water treatment plant. Total estimated project cost is \$4 million, in which a 54% Council co-contribution of \$2,160,000 is being sought.

The detailed application consists of the following financial breakdown:

- Council Contribution: \$ 2,160,000
- Funding Sought: \$ 1,840,000
- Total Estimated Project Cost: \$ 4,000,000

Council had allocated a budget of \$4,000,000 spread over the 2018/19 and 2019/20 financial years for the construction of a water treatment plant. The current budget has an allocation \$50,000 to complete a scoping study into the project and \$300,000 was marked in the 17/18 budget for a full design.

For Council Decision – Recommendation

That Council support and ratify lodgement of the detailed application, funded by the Department of State Government – Round 3 - Building our Regions via the Regional Capital Fund. Further, that Council is committed to delivering the project and to the management and costs associated with the ongoing maintenance of the infrastructure.

Background

The primary purpose of the Building our Regions Regional Infrastructure Fund (Building our Regions) program is to provide funding for critical infrastructure in regional areas of the state. This funding opportunity should also support jobs, foster economic development and improve the liveability of regional communities. One of the funds managed by the Department in which Hinchinbrook Shire Council can apply is the Regional Capital Fund.

Round 3 funding comprised of a two-stage approach:

1. Expression of Interest (EOI) – submitted 16 February 2017 – invited to submit detailed application
2. Detailed application

The Herbert River Water Treatment Plant Project detailed application highlights the critical need for ensuring water security into the future for the shire residents. This detailed application will be submitted by the due date of 7 April 2017. In addition, to be deemed eligible Council resolution supporting this detailed application is also required to be submitted. Successful projects will be announced mid 2017, with construction required to commence by April 2018.

Attachments

- EOI for funding

Statutory Environment

Local Government Act 2009

Policy Implications

Nil.

Consulted With

- Manager of Water and Sewerage
 - Executive Manager Engineering Services
 - Chief Executive Officer
-

Financial and Resource Implications

Council had allocated a budget of \$4,000,000 spread over the 2018/19 and 2019/20 financial years for the construction of a Water treatment Plant. The current budget has an allocation \$50,000 to complete a scoping study into the project and \$300,000 was marked in next year budget for a full design.

This project would be included in the Asset Management Plan with full maintenance and renewal costings incorporated into the annual operating budget captured via the Shire's works program.

Risk Management Implications

Failure to pursue this funding opportunity risks negatively impacting the community within the Hinchinbrook Shire by eventually costing ratepayers the full cost of upgrading or constructing a new water treatment plant and not securing a quality water source for the future.

Strategic Considerations

- Hinchinbrook Shire Council Corporate Plan 2014-2019
 - Hinchinbrook Shire Council Operational Plan 2016/2017
-

Officers Comment

Nil.

Building our Regions

Submitted on 16/02/2017 17:54

Building our Regions

Round 3 Council Funding

Application - BoR R03 HINC 0014 - Herbert River Intake Pre-Treatment Infrastructure

All Expressions of Interest must be received by the department in full by **5pm, 24 February 2017**.

Please refer to the Building our Regions Program Guidelines when completing this form.

Please ensure all sections of this form are completed.

All figures in this form must exclude GST.

Following the assessment process, applicants will be notified in writing of the outcome of their EOs.

Should you have any questions or require any assistance, please contact the Building our Regions program team on (07) 3452 7377 or 13 QGOV (13 74 68).

APPLICANT DETAILS

Council

Hinchinbrook Shire Council

PROJECT DETAILS

Project title:

Herbert River Intake Pre-Treatment Infrastructure

Project description:

This project will undertake an investigation, design and construction of an approximately 2 ML/day water treatment plant to supplement the Ingham supply when the Herbert River is currently unable to be sourced due to highly turbid waters caused by flooding/ runoff in the wet season. A small 2ML/day treatment plant would help supplement the existing Como Road bore fields that supply Ingham and parts of the district in the wet season. Ingham supply is interconnected to both the Forrest Beach and Lower Herbert water supplies that rely on underground bore fields. This interconnection allows Ingham water (usually sourced from the Herbert River or the Como Road Bore field) to supplement the other supplies all year round . A 2ML/day plant would supplement the existing Como Road supply and ensure Ingham and the Hinchinbrook Shire's potable water needs are met for the next 20 years as well as having 2 water sources available all year round and especially in cyclone season.

Indicate which best describes the project:

Water/Sewerage/Waste Infrastructure

Is this Project:

New Infrastructure

Specify other infrastructure type:

The following information is to be provided for Road projects:

Why was TIDS funding not allocated to

this project? Why is the project still considered a priority for the region?:	<input type="text"/>
Chainage:	<input type="text"/>
Road Classification:	<input type="text"/>
Crash History	<input type="text"/>
AADT (% of Heavy Vehicles):	<input type="text"/>
Deficiencies:	<input type="text"/>
Future safety assessment:	<input type="text"/>
Other information:	<input type="text"/>

PROJECT CONTACT

Nominate a Primary Contact for the project.

Title:	<input type="text" value="Mr"/>		
First name:	<input type="text" value="James"/>	Last name:	<input type="text" value="Stewart"/>
Position:	<input type="text" value="Executive Manager - Engineering Services"/>		
Phone:	<input type="text" value="0747764605"/>	Mobile:	<input type="text"/>
		Fax:	<input type="text"/>
Email:	<input type="text" value="jstewart@hinchinbrook.qld.gov.au"/>		

Other Contacts

Full Name	Position	Business Phone	Email
Peter Martin	Manager Water and Sewerage	07 4776 4673	pmartin@hinchinbrook.qld.gov.au

ESTIMATED PROJECT TIMEFRAME

Project start date:	<input type="text" value="01/04/2018"/>	Project completion date:	<input type="text" value="15/10/2018"/>
Construction commencement date:	<input type="text" value="15/04/2018"/>		

To be eligible for Building our Regions funding, projects must be ready to commence construction by 30 April 2018.

What stage has the project reached at the time of application:	<input type="text" value="Other"/>
--	------------------------------------

If the project is not ready to proceed to construction, please describe what action is being taken to ensure the project will be able to commence construction within the required timeframe:

Hinchinbrook Shire Council will undertake full detailed design, procurement and contractor engagement within specified project time frames. The site has been identified and ownership of this land rests with Hinchinbrook Shire Council.
--

PROJECT COSTINGS

Building our Regions funding sought (ex GST):

\$2,000,000.00

Council's financial contribution (ex GST):

\$2,000,000.00

Funding Category	Funding Contributor	Contribution Description	Amount (ex GST)	Funding Status	Funding Status Details
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Total other funding contributions (ex GST):

\$0.00

Total Estimated Project Cost (ex GST):

\$4,000,000.00

How have the project costs been calculated or determined?

PROJECT SITE DETAILS

Project Site Details

Street
number/location
name:

Street name:

Town/suburb:

Real Property description of the project site

Title Reference	Lot	County	Parish	Registered Plan
Latitude start		Latitude end		
Longitude start		Longitude end		
State Electorates				
Federal Electorates				

LAND OWNERSHIP

Who owns the land where the project
will be located?

Council

If Crown Land, please specify the
agency responsible

If other, provide details

If council does not own the land

(a) Does Council have control over the
land? (e.g. crown reserve)

If yes please provide details and
supporting documentation:

(b) Does Council intend to acquire ownership or control over the land? (e.g. purchase, lease, be granted an easement)

Please provide details:

(c) Has the owner approved the development on the proposed project site?

Please provide details and supporting documentation:

Is there any third party interest in the land?

No

If yes please provide details and supporting documentation:

Are there any land issues (e.g. a road reserve, native title or strategic cropping land etc) that need to be addressed before construction can commence?

No

If yes please provide details and supporting documentation:

RESPONSE TO CRITERIA

Project Demand and Solution

What is the critical need or opportunity to be addressed?

The response should explain what the need or opportunity is; who or what is or will be affected by it; whether it is a current need or opportunity or something that will occur in the future; and the potential consequences of not acting to address the need or opportunity.

How will the proposed project address or respond to the identified need or opportunity?

Describe how the project will address or respond to the identified need or opportunity.

Why is this project the most appropriate way to address or respond to the need or opportunity?

Discuss how the project was determined to be the most appropriate way to address the need or opportunity. Detail any specific considerations that were used in making the decision.

Have other solutions been considered?

No

Please provide details of other options considered or explain why other options were not considered. Identify the options considered. Explain why the proposed project was chosen and why the other options were not suitable. If other options were not considered, explain why.

Project Benefits

What are the benefits of the project for the community and local economy?

Describe the main benefits of the project. Include direct benefits (e.g. addressing the critical need, supporting jobs, generating additional revenue) as well as broader indirect benefits (e.g. for local business, community liveability, environment etc).

Project Delivery and Management

Please explain how council will fund the ongoing (whole-of-life) operation, maintenance and replacement costs of the infrastructure?

Applicants are responsible for the ongoing costs and maintenance of the project. Detail how council will fund the whole-of-life costs of the project.

Please provide any further information to support the application.

Include any other information considered relevant in support of the project that has not been provided elsewhere in the EOI.

DOCUMENTS

Mandatory Attachments

Copy of a Council Resolution indicating that the local government supports submission of the EOI. Please ensure the project name is included

No

Additional / Optional Attachments

If available, letters from other contributors confirming financial contributions

No

Documentation supporting project readiness, such as professional designs ('for tender' or 'for construction'), tender documents, etc

No

Mapping files - for GIS spatial mapping purposes, please attach either an ESRI Shape File or MapInfo Tab File for this project site if available - please attach ALL file layers

No

Copies of all supporting documents referred to in the EOI and relied on as evidence in the application form (unless web addresses / hyperlinks have been provided in the relevant response field)

No

TENDER HSC 17/01 SUPPLY OF DRAINAGE PIPES, BOX CULVERTS AND HEADWALLS

Executive Summary

The report outlines the findings of a tender review and recommendation to award tenders for HSC 17/01 Supply of Drainage Pipes, Box Culverts and Headwalls. The tender was advertised in the Herbert River Express and Townsville Bulletin on Saturday, 28 January 2017. Offers closed on Tuesday, 14 February 2017. Council received offers from one business before the closing date, and one late offer.

For Council Decision – Recommendation

- That Council accept the offer from Holcim (Australia) Pty Ltd T/A Humes, and add Offerer to the panel of suppliers for HSC 17/01 Supply of Drainage Pipes, Box Culverts and Headwalls for a period of two years commencing on 1 July 2017.
 - That Council accept the late offer from Concrete Products Australia on the basis that they declared they were unaware of any competitor pricing, and add Offerer to the panel of suppliers for HSC 17/01 Supply of Drainage Pipes, Box Culverts and Headwalls for a period of two years commencing on 1 July 2017.
-

Background

HSC 17/01 is a biennial tender for the supply of drainage pipes, box culverts and headwalls for Council works. The offer was advertised in the Herbert River Express and Townsville Bulletin on Saturday, 28 January 2017. Offers closed on Tuesday, 14 February 2017. The tender was advertised in accordance with Council's standard procedures.

One offer was received from Holcim (Australia) Pty Ltd T/A Humes before the closing date and a late offer was received from Concrete Products Australia.

The late offer from Concrete Products Australia was received on Monday, 6 March 2017 which is 14 working days after the closing date of 14 February 2017. Concrete Products Australia advised they had contacted Council in 2016 at which time the Acting Works Engineer informed them that the tender would be advertised in March 2017. Based on this advice, Concrete Products had anticipated a March 2017 advertisement and as a result has missed the closing date of 14 February 2017.

Concrete Products Australia has declared that they are unaware of any competitor pricing and therefore it is recommended that they be accepted.

A summary of the offers is provided and is considered acceptable.

Attachments

- Summary of Offers Received for HSC 17/01 Supply of Drainage Pipes, Box Culverts and Headwalls
-

Statutory Environment

- Council's authority over roads is defined in the Local Government Act.
 - Management of Public Roads are subject to the Transport Operations (Road Use Management) Act.
-

Author: Jenna Devietti
Position: Works Engineer
Date: 15/02/17

Policy Implications

- Council's Procurement Policy
 - Council's Asset Management Plans (Transport)
-

Consulted With

Nil.

Financial and Resource Implications

Annual Works Program

Risk Management Implications

Without the standing offer in place, Council will be unable to purchase drainage pipes, box culverts and headwalls when it is required, from the panel of suppliers. Therefore individual quotations would need to be sought resulting in increased time being spent on administration activities to purchase materials.

Strategic Considerations

- 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.
-

Officers Comment

Nil.

ASSESSMENT OF OFFER
HSC 17/01 SUPPLY OF PIPES, BOX CULVERTS AND HEADWALLS

Crowns

		<i>Business Name</i>				<i>Business Name</i>			
		HOLCIM (AUSTRALIA) PTY LTD TRADING AS HUMES				CONCRETE PRODUCTS AUSTRALIA			
Crown		Unit Length (m)	Headwall \$ / unit	Crown Unit \$ / unit	Base Plate \$ / unit	Unit Length (m)	Headwall \$ / unit	Crown Unit \$ / unit	Base Plate \$ / unit
300 x	150	NA				1200	415.80	255.40	184.93
300 x	225	NA				1200	436.70	262.92	184.93
375 x	150	NA				1200	438.35	248.07	187.11
375 x	225	NA				1200	449.26	259.76	187.11
375 x	300	NA				1200	460.79	259.76	187.11
450 x	150	NA				1200	461.39	268.71	188.63
450 x	225	2.4	POA	464.75	382.29	1200	472.89	277.31	188.63
450 x	300	2.4	POA	510.03	382.29	1200	484.77	292.04	188.63
450 x	375	2.4	POA	564.45	382.29	1200	496.87	299.25	188.63
450 x	450	2.4	POA	616.50	382.29	1200	509.89	306.50	188.63
600x	150	NA	POA	NA	NA	1200	613.65	297.16	201.20
600 x	225	2.4	POA	571.30	538.43	1200	628.99	310.43	201.20
600 x	300	2.4	POA	625.63	538.43	1200	644.71	325.82	201.20
600 x	450	2.4	POA	727.61	538.43	1200	660.82	372.65	201.20
600 x	600	2.4	POA	822.83	538.43	1200	677.35	419.49	201.20
750 x	225	2.4	POA	718.48	666.78	1200	660.44	330.55	212.98
750 x	300	2.4	POA	775.18	666.78	1200	665.94	351.28	212.98
750 x	450	2.4	POA	881.65	666.78	1200	676.95	398.47	212.98
750 x	600	2.4	POA	985.93	666.78	1200	740.98	418.95	212.98
750 x	750	2.4	POA	1087.92	666.78	1200	778.03	349.43	212.98
900x	150	2.4	POA	NA	NA	1200/2400	759.50	315.12 / 614.51	247.19 / 482.02
900x	225	2.4	POA	813.59	867.61	1200/2400	778.03	350.24 / 682.96	247.19 / 482.02
900 x	300	2.4	POA	870.43	867.61	1200/2400	797.95	385.35 / 751.46	247.19 / 482.02
900 x	450	2.4	POA	985.99	867.61	1200/2400	877.74	420.46 / 819.88	247.19 / 482.02
900 x	600	2.4	POA	1099.27	867.61	1200/2400	899.69	467.26 / 911.18	247.19 / 482.02
900 x	750	2.4	POA	1205.71	867.61	1200/2400	922.18	505.79 / 986.31	247.19 / 482.02
900 x	900	2.4	POA	1309.89	867.61	1200/2400	968.28	544.31 / 1061.40	247.19 / 482.02
1200 x	300	2.4	POA	1026.72	1112.91	1200/2400	1065.11	472.45 / 921.27	354.99 / 692.23
1200 x	450	2.4	POA	1140.06	1112.91	1200/2400	1091.75	523.46 / 1020.76	354.99 / 692.23
1200x	600	2.4	POA	1248.72	1112.91	1200/2400	1119.04	571.47 / 1114.36	354.99 / 692.23
1500x	600	NA	POA	NA	NA	1200	1286.89	751.79	412.53 / 804.43

ASSESSMENT OF OFFER
HSC 17/01 SUPPLY OF PIPES, BOX CULVERTS AND HEADWALLS

Drainage Pipes - Reinforced Concrete Pipes [RCP]

Normal Pipe Size Diameter	<i>Business Name</i>				<i>Business Name</i>			
	HOLCIM (AUSTRALIA) PTY LTD TRADING				CONCRETE PRODUCTS AUSTRALIA			
	Price per Unit [\$]				Price per Unit [\$]			
	Unit Length	Class 2	Class 3	Class 4	Unit Length	Class 2	Class 3	Class 4
225	NA				NA	NA	NA	NA
300	NA				2.34	173.3	181.06	191.84
375	2.44m	NA	150.01	185.09	2.34	202.05	204.73	240.46
450	2.44m	NA	216.98	264.86	2.34	252.33	267.80	311.52
525	2.44m	226.61	272.83	336.62	2.34	323.94	352.00	390.39
600	2.44m	276.00	333.49	411.57	2.34	397.5	436.06	464.09
675	2.44m	407.67	525.93	605.94	2.34	463.91	642.77	670.30
750	2.44m	478.59	624.14	716.98	2.34	569.75	668.12	706.23
825	2.44m	592.81	731.15	836.44	2.34	671.1	858.45	910.84
900	2.44m	717.54	937.84	1095.77	2.34	787.45	933.40	1020.40
1050	2.44m	931.96	1224.33	1403.68	2.34	924.12	1167.01	1251.60
1200	2.44m	1183.51	1547.98	1674.65	2.34	1167.24	1483.46	1598.04
1350	2.44m	1440.75	1795.60	2164.00	2.34	1471.22	1781.98	1980.64
1500	2.44m	1744.92	2177.62	2575.38	2.34	1951.31	2251.66	2462.27

ASSESSMENT OF OFFER
HSC 17/01 SUPPLY OF PIPES, BOX CULVERTS AND HEADWALLS
Concrete Headwalls

Business Name						Business Name					
HOLCIM (AUSTRALIA) PTY LTD TRADING AS HUMES						CONCRETE PRODUCTS AUSTRALIA					
Single Headwall Nominal Pipe Size DN (mm)	Price Per Unit (\$)	Double Headwalls Nominal Pipe Size DN (mm)	Price Per Unit (\$)	Triple Headwalls Nominal Pipe Size DN (mm)	Price Per Unit (\$)	Single Headwall Nominal Pipe Size DN (mm)	Price Per Unit (\$)	Double Headwalls Nominal Pipe Size DN (mm)	Price Per Unit (\$)	Triple Headwalls Nominal Pipe Size DN (mm)	Price Per Unit (\$)
150	NA					150	168.30				
225	NA					225	252.67				
300	462.52	300	849.84			300	293.26	300	518.76		
375	490.57	375	1015.09			375	337.04	375	736.45		
450	683.90	450	1015.09	450	POA	450	493.57	450	1094.50	450	3015.10
525	742.94	525	1180.38	525	POA	525	735.24	525	1130.25	525	3297.80
600	836.81	600	1180.38	600	POA	600	989.62	600	1391.34	600	3319.25
675	1015.95	675	2030.15	675	POA	675	1063.98	675	2149.95	675	3443.00
750	1142.15	750	2030.15	750	POA	750	1097.25	750	2254.34	750	3814.80
900	1394.28	900	2502.23			900	1695.70	900	2746.70		
1050	POA	1050	POA			1050	2574.72	1050	3953.40		
1200	POA	1200	POA			1200	3045.68	1200	4208.05		
1350	POA	1350	POA			1350	3679.45	1350	NA		
1500	POA	1500	POA			1500	NA	1500	NA		

TENDER HSC 17/02 SUPPLY AND/OR SUPPLY AND DELIVERY OF MANUFACTURED PREMIX

Executive Summary

The report outlines the findings of a tender review and recommendation to award the tender for HSC 17/02 Supply and/or Supply and Delivery of Manufactured Premix. The tender was advertised in the Herbert River Express and Townsville Bulletin on Saturday, 11 February 2017. Offers closed on Tuesday, 28 February 2017. Council received one offer before the closing date.

For Council Decision – Recommendation

That Council accept the offer by Fulton Hogan Industries Pty Ltd for HSC 17/02 Supply and/or Supply and Delivery of Manufactured Premix for a period of two years commencing on 1 July 2017.

Background

Council biennially invites suppliers for the tender HSC 17/02 Supply and/or Supply and Delivery of Manufactured Premix. The tender was advertised in accordance with Council's standard procedures in the Herbert River Express and Townsville Bulletin on Saturday, 11 February 2017 and advertised on Council's website and facebook page. Offers closed on Tuesday, 28 February 2017.

One offer for HSC 17/02 Supply and/or Supply and Delivery of Manufactured Premix was received from Fulton Hogan Industries Pty Ltd for supply of manufactured premix per tonne unit rate and supply and delivery of manufactured premix unit rate to Council's Depot.

The offer received from Fulton Hogan Industries Pty Ltd conforms to the specifications in the tender.

COMPANY SUBMITTING OFFER	DESCRIPTION	UNIT RATE PER TONNE
Fulton Hogan Industries Pty Ltd	Supply of Manufactured Premix	\$155.78
Fulton Hogan Industries Pty Ltd	Supply & Delivery of Manufactured Premix to Council's Works Depot, Martin Street, Ingham	\$172.12

An offer evaluation was conducted based on the estimated usage of premix of 700 tonnes per year, being 10% for supply only, and 90% for supply and delivery to the Works Depot.

COMPANY SUBMITTING OFFER	AMOUNT BASED ON ESTIMATED PREMIX USAGE
Fulton Hogan Industries Pty Ltd	\$ 119,340.20

The evaluation amount based on estimated usage is comparable to the previously approved preferred supplier amount for the 2015-2017 contract period being \$117,040, and accordingly Fulton Hogan Industries Pty Ltd is seen as being best value for the supply of manufactured premix.

Therefore, the recommendation is for Council to note the offer received and consider the recommendation that Fulton Hogan Industries Pty Ltd offer submitted for HSC 17/02 Supply and/or Supply and Delivery of Manufactured Premix be accepted for the period up to 30 June 2019.

Author: Jenna Devietti
Position: Works Engineer
Date: 01/03/17

Attachments

- Offer Evaluation for HSC 17/02 Supply and/or Supply and Delivery of Manufactured Premix
-

Statutory Environment

- Council's authority over roads is defined in the Local Government Act.
 - Management of Public Roads are subject to the Transport Operations (Road Use Management) Act.
-

Policy Implications

- Council's Procurement Policy
 - Council's Asset Management Plans (Transport)
-

Consulted With

Nil.

Financial and Resource Implications

Annual Works Program

Risk Management Implications

Without the standing offer in place, Council will be unable to purchase manufactured premix when it is required, from the supplier. Therefore individual quotations would need to be sought resulting in increased time being spent on administration activities to purchase manufactured premix.

Strategic Considerations

- 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.
-

Officers Comment

Nil.

ASSESSMENT OF OFFER HSC 17/02 - SUPPLY AND / OR SUPPLY AND DELIVERY OF MANUFACTURED PREMIX	
Assessment for Supply and/or Supply and Delivery of Manufactured Premix	
Offer Document HSC 17/02	
Details	<i>Business Name</i>
	Fulton Hogan Industries Pty Ltd
Supply of Manufactured Premix per tonne - Unit rate	155.78
Supply and Delivery of Manufactured Premix per tonne to Council's Works Depot, Martin Street, Ingham - Unit rate	172.12
Recommendation:	It is recommended that Fulton Hogan Industries Pty Ltd be utilised for the supply and delivery of Manufactured Premix.

RF001428 – SUPPLY AND DELIVERY OF ONE ZERO TURN MOWER

Executive Summary

The report outlines the findings of an invitation to quote for the Supply and Delivery of One Zero Turn Mower and recommendation to award RF001428 for the successful offer.

The invitation to quote was sent to the HSC Procurement panel of providers for Small Plant on Wednesday, 25 January 2017. Offers closed at 2:00pm on Tuesday, 7 February 2017.

For Council Decision – Recommendation

That Council accept offer 2 from Brescianini Motors for RF001428 – Supply and Delivery of One Zero Turn Mower for a net changeover price of \$17,000 excluding GST.

Background

Existing unit PA00046 # 366 Grate Dane TCRZ 25H zero turn mower (registration C-38910) purchased in 12/2005 has reached the end of its useful life such that a replacement mower is required. The replacement is in accordance with Council's policy for this type of fleet item and is included in the current annual plant replacement budget 16/17.

Standard requirements for the replacement unit were specified in the tender documentation RF001428 – Supply and Delivery of One Zero Turn Mower. This is based on the requirements for its intended use in the Water and Sewerage Department. Department input and fleet standard options make up the specifications.

The offer was sent out to the 12 registered suppliers on the HSC Panel of providers for Small Plant and to one additional local supplier who requested the information after the release of the document.

Council received six offers by the scheduled closing time from four of the invited dealers as follows:

Supplier	Number of Offers Submitted	Trade Offered	Vehicle Price Excl GST	Net Changeover Price Excl GST	Local Supplier
Brescianini Motors Offer 1 (Jonsered 261XFR)	1	No	\$11,590		Yes
Brescianini Motors Offer 2 (Kubota ZG327P-60B)	1	Yes	\$17,640	\$17,000	Yes
SNG Machinery (Big Dog Diablo)	1	No	\$18,000		Yes
Ingham Motorcycles and Mowers (Ferris IS3200Z)	1	No	\$18,981		Yes
Devietti Holden Offer 1 (Bad Boy Outlaw XP)	1	Yes	\$17,507.35	\$16,870.99	Yes
Devietti Holden Offer 2 (Bad Boy Outlaw Extreme)	1	Yes	\$16,817.46	\$16,181.10	Yes

Author: Jason Mackay
Position: Fleet Manager
Date: 13/02/17

Brescianini Offer 1 is the cheapest and meets the specifications, however the Jonsered 261XFR is not recommended as it is considered fit for domestic use and the other offers are commercial/heavy duty use. All other offers were able to meet the specifications requested other the 61" cutting deck.

The Water and Sewerage Department have preference for the industrial/commercial units over the general purpose and confirmed providing 60" cut is not a material difference and still meets their operational needs.

An inspection of the zero turn mowers offered (by Brescianni Motors, Devietti Holden and Ingham Motorcycles and Mowers) was carried out after quotations were received. Whilst the exact offer models were not in stock at the time of the inspection, all three were able to present in stock floor models which were of the same manufacturer and similar size to those offered in the RFQ.

Based in the inspections it was clear that the commercial grade Kubota (ZG327P-60B) Brescianini Offer 2 represents the best value for money.

The second and third cheapest offers were Bad Boy Outlaw Extreme and Bad Boy Outlaw XP, both of these mowers being considered fit for use. However, when compared to the Kubota for the extra \$129 - \$819 the value for money is far greater. The resale potential of the Kubota is also considered as the best among the offers supplied.

A unique and noteworthy safety feature of the Kubota ZG327P-60B is the standard feature inbuilt jacking feature built into the deck to lift the front of the mower, providing safe access for cleaning and changing of the blades in the field. No other zero turn mowers offered have this feature standard or as an optional extra. Lifting the front of the HSC fleet mowers has posed a safety problem in the field, such that the mowers must be bought back to the workshop and the overhead crane used to raise the front of the mowers for access each time.

Aside from this feature the key determining factor in recommending the Brescianini offer 2 was due to far superior quality of the machine and operational maintenance features such as heavy duty wear plates, ease of access to parts for servicing, multiple greasing points, shaft driven deck rather than belts and various other quality differences in the build.

Attachments

- Evaluation spreadsheet
- Summary of Offers
- Tender Specifications

Statutory Environment

- Workplace, Health and Safety Act
- Transport Infrastructure Act
- Transport Operations (Road Use Management) Act

Policy Implications

- Asset Management Policy
- Transport Infrastructure Asset Management Plan

Consulted With

- Allocated Department (Works)
- Water and Sewerage Manager

Financial and Resource Implications

- 10 Year Forward Works Program
 - 2016/2017 Fleet Replacement Program
 - The net purchase price of the recommended replacement mower is equal to the allocated budget for this item.
-

Risk Management Implications

Delaying the renewal of the existing mower will require investment in an engine rebuild and increased maintenance costs for ongoing deck maintenance. It will also result in a lower return on disposal.

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan 2014-2019: Strategic Goal.

1.1 Planned preventative maintenance regimes are comprehensive in nature and costed for inclusion in ten year forward budgets.

3.4 Local Buy first preference policy development.

Hinchinbrook Shire Council Operational Plan 2016-2017: Strategic Goal.

3.4 Local Buy first preference policy development.

Officers Comment

Nil

EVALUATION SUMMARY
REQUEST FOR QUOTATION

Project: Supply & Delivery of one Zero Turn Mower
RFQ Description: 2016/2017 Fleet Replacement
HSC Ref No: RF001428
Evaluated By: Jason Mackay, Fleet Manager
Date: 13-Feb-17

Recommendation	That Council accept the offer # 2 from Brescianini Motors for the Supply and Delivery of one (1) Zero Turn Mower for changeover of \$17,000.00 with trade of PA00046 for \$640.00 as this offer is considered good value for money and is even with the 2016/2017 Fleet Replacement budget.
Comments	Brescianini Motors Offer 1 has been excluded as a commercial model has been preferenced by the operating department. A unique and noteworthy safety feature of the Kubota ZG327P-60B is the purpose designed jack built into the deck to lift the front of the mower, providing access for cleaning and changing of the blades. No other zero turn mowers presently on the market have this feature. Lifting the front of the HSC fleet mowers has always posed a safety problem in the field, such that the mowers must be bought back to the workshop and the overhead crane used to raise the front of the mowers for safe access each time.

Evaluation Criteria		Weighting (%)	Brescianini Motors Offer 2	SNG Machinery	Brescianini Motors Offer 1	Ingham Motorcycles and Mowers	Devietti Holden Offer 1	Devietti Holden Offer 2
Price	No Trade Price (exc GST)		\$17,640.00	\$18,000.00	\$11,590.91	\$18,981.00	\$17,507.35	\$16,817.46
	With Trade Price (exc GST) lump sum		\$17,000.00	\$18,000.00	\$11,590.91		\$16,870.99	\$16,181.10
	Comments		Price score is based on no Trade Price	Price score is based on no Trade Price	Price score is based on no Trade Price	Price score is based on no Trade Price	Price score is based on no Trade Price	Price score is based on no Trade Price
	Score	60%	60.00	58.80	91.31	55.76	60.45	62.93
Specifications Met	Comments		They have not met all specifications, Offer has stated a 60" , Department have agreed 60" is OK	They have not met all specifications. Offer signed off as a 61" but Model offered is a 60", Department have agreed 60" is OK	They have met all specifications - General purpose	They have met all specifications - General purpose	They have not met all specifications. Offer signed off as a 61" but Model offered is a 60", Department have agreed 60" is OK	They have not met all specifications. Offer signed off as a 61" but Model offered is a 60", Department have agreed 60" is OK
	Score	20%	16.00	16.00	20.00	20.00	16.00	16.00
Operational Suitability	Comments		The vehicle provided is suitable	The vehicle provided is suitable	The vehicle provided is suitable	The vehicle provided is suitable	The vehicle provided is suitable	The vehicle provided is suitable
	Score	10%	10.00	10.00	10.00	10.00	10.00	10.00
Warranty/Parts	Comments		2yr or 1500Hrs, Local dealer	4-7 parts only, 2000hrs pumps and motors, 2 yr engine	1yr Commercial, Local dealer	4yr or 500hrs (2yr Unlimited)	Ex Bris/Syd	Ex Bris/Syd
	Score	5%	4.00	4.00	4.00	4.00	1.00	1.00
Availability	Comments		0.00	0.00	0.00	1-2 weeks	0.00	0.00
	Score	5%	4.00	4.00	4.00	4.00	3.00	3.00
	Total Score	100%	94.00	92.80	129.31	93.76	90.45	92.93
5% Weighting for Local Content	Local Y/N		Y	Y	Y	Y	Y	Y
	Weighted Score	105%	98.70	97.44	135.78	98.45	94.98	97.58
FINAL SCORE			98.70	97.44	135.78	98.45	94.98	97.58

* Refer to evaluation breakdown in 'Summary of Offers' sheet

Item No.	Description	Unit	Quantity	Brescianini Motors Offer 1		Brescianini Motors Offer 2		SNG Machinery		Ingham Motorcycles and Mowers		Devietti Holden Offer 1		Devietti Holden Offer 2	
				Meet Specifications	Total exc gst	Check	Total exc gst	Check	Total exc gst	Check	Total exc gst	Check	Total exc gst	Check	Total exc gst
1	Vehicle Specification	Each	1		n/a		n/a		n/a		n/a		n/a		n/a
	Zero Turn Ride on Mower:			Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ	
	61" Cut Fabricated cutting deck:			Ⓟ		✖	Advised 60" on offer	✖	Ticked box but is a 60"	Ⓟ		✖	Ticked box but is a 60"	✖	Ticked box but is a 60"
	Minimum Productivity of 4.7 acres/hr:			Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ	
	Power discharge (preferred) or mulching kit – no side discharge as per spec:			Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ	
	Petrol Engine:			Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ	
	Digital Hr meter:			Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ	
	Commercial/Industrial Transmission:			Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ	
	ROPS Bar:			Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ	
	Sun Roof:			Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ	
	Seat with Seatbelt:			Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ	
	Canvas Seat Cover – Grey in colour:			Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ	
	One (1) LED Amber revolving light (model Hella HM360ADIR) with control switch on starter panel, switch to be labelled, revolving light mounted under roof:			Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ	
	1.0 kg dry chemical powder extinguisher: mounted with easy access:			Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ	
	Lockable Heavy duty battery isolating switch to be fitted near battery or batteries, External Access: to be a Narva 2 Pole leaver type Switch with Red Handle, Part Number 61074 and 61077R:			Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ	
	Industrial Turf Tyres Rear:			Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ	
	First service, to be covered in full by supplier - parts & labour, service to be carried out at the Hinchinbrook Shire Council workshop facility:			Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ	
	Manuals, parts, wiring diagrams etc to be supplied in electronic format:			Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ		Ⓟ	
	Quote is to include registration to Council's common due date, April 1st - Registration Common Due Date No 741 and Third Party Insurance with Suncorp. Council's Customer Number with Queensland Transport is: 60275253			will be charged at cost at time of registration		will be charged at cost at time of registration		will be charged at cost at time of registration		will be charged at cost at time of registration		will be charged at cost at time of registration		will be charged at cost at time of registration	
2	Vehicle Description	Each	1		\$11,590.91		\$17,640.00		\$18,000.00		\$18,981.00		\$17,507.35		\$16,817.46
	Make			Jonsered		Kubota		Big Dog		Ferris		Bay Boy		Bad Boy	
	Model			261XFR Zero Turn		ZG327P-60B		Diablo 60		IS3200Z		Outlaw XP		Outlaw Xtream	
	Engine			23Hp Kawasaki FS Petrol		27Hp Kubota Petrol		27Hp Kawasaki FX850 Petrol		37Hp EFI Vanguard		Kawasaki FX		Kawasaki FX	
	Engine size (L)					768cc		852cc		993		852		852	
	Number of cylinders			2		2		2		2		2		2	
	Rated fuel consumption														
	Build date			2016/17		2016/17		12/2016		2017		2016		2016	
	Warranty, parts availability			1yr Commercial, Local dealer		2yr or 1500Hrs. Local dealer		4-7 parts only, 2000hrs pumps and motors, 2 yr engine		4yr or 500Hrs (2yr Unlimited)		Ex Bris/Syd		Ex Bris/Syd	
3	Trade In	Each	1				\$640.00						\$636.36		\$636.36
	PA00046 # 366 Grate Dane TCRZ 25H zero turn mower (as is where is, unregistered condition, change-over upon acceptance of delivery)														
4	Availability/Delivery Timeframe (Weeks)	-	-	1-2 weeks		1-2 weeks									
				No trade TOTAL ex GST	\$11,590.91	No trade TOTAL ex GST	\$17,640.00	No trade TOTAL ex GST	\$18,000.00	No trade TOTAL ex GST	\$18,981.00	No trade TOTAL ex GST	\$17,507.35	No trade TOTAL ex GST	\$16,817.46
				With trade TOTAL ex GST		With trade TOTAL ex GST	\$17,000.00	With trade TOTAL ex GST		With trade TOTAL ex GST		With trade TOTAL ex GST	\$16,870.99	With trade TOTAL ex GST	\$16,811.10

Project: 16/17 Fleet Replacement
RFQ Description: Supply & Delivery of One 61” Zero Turn Mower
HSC Ref No. RF001428
Closing Date: 2:00pm, Tuesday 7 February 2017

1. SPECIFICATION

Hinchinbrook Shire Council is seeking a quotation for the supply and delivery of One 61” Zero Turn Mower that complies with all the relevant QLD Acts, regulations or standards that may apply:

- Australian Standards,
- ADR – Australian Design Rules

In addition, meet the following specification request:

- ☐ Zero Turn Ride on Mower;
- ☐ 61” Cut Fabricated cutting deck;
- ☐ Minimum Productivity of 4.7 acres/hr;
- ☐ Rear Discharge (Preferred) or Mulching kit – No side discharge as per HSC Policy;
- ☐ Petrol Engine;
- ☐ Digital Hr meter;
- ☐ Commercial/Industrial Transmission;
- ☐ ROPS Bar;
- ☐ Sun Roof;
- ☐ Seat with Seatbelt;
- ☐ Canvas Seat Cover – Grey in colour;
- ☐ One (1) LED Amber revolving light (model Hella HM360ADIR) with control switch on starter panel, switch to be labelled, revolving light mounted under roof;
- ☐ 1.0 kg dry chemical powder extinguisher; mounted with easy access;
- ☐ Lockable Heavy duty battery isolating switch to be fitted near battery or batteries, External Access; to be a Narva 2 Pole lever type Switch with Red Handle, Part Number 61074 and 61077R;
- ☐ Industrial Turf Tyres Rear;
- ☐ First Service, To be covered in full by supplier – Parts and labour, Service to be carried out at the Hinchinbrook Shire Council workshop facility;
- ☐ Manuals, Parts, Wiring diagrams ect to be supplied in electronic format, and;
- ☐ Quote is to include registration to Council’s common due date, April 1st – Registration Common Due Date No 741 – and Third Party Insurance with Suncorp. Council’s Customer Number with Queensland Transport is: 60275253

2. CONDITIONS OF QUOTATION

The submission must include the following documentation;

- The Offer Form (including required attachments);
- Variation of a specification item, Details in the alternative supply proposed must be sent through to the enquiries contact for approval. All alternative supply must approved by Fleet Manager;
- Technical specification of the product;
- Details of warranty;
- Registration, Estimate at time of completing form
- Delivery timeframe; and
- All prices quoted are to exclude GST.

Offers must take the form of a separate offer for each Vehicle/Equipment option if an Offerer has more than one [1] Vehicle/Equipment option.

!! Please note that Offers must be submitted on the form provided. That form must be completed in full, failing which, the offer may not be considered. Any additional information must be provided in clearly identifiable attachments to the form.

3. DELIVERY

The Vehicle/Equipment is to be delivered to the following address and is to be included in the quotation.

Hinchinbrook Shire Council Depot
Martin Street
Ingham QLD 4850

4. TRADE VEHICLE

Invitations to quote are invited for either supply with or without trade. Council may accept quotes on either basis.

Vehicle/Equipment to be traded is as follows

- PA00046 – Great Dane - 1.5m cut, TCRZ 25H (purchased 21/12/2005)

Registration of Vehicle/Equipment to be traded, if applicable, will be cancelled prior to trade.

The item to be traded will be maintained to Council's normal standard after inspection.

Trade quotes are to be based on "as is" condition at the time of sale.

Please note that the Vehicle/Equipment may not be replaced until the replacement Vehicle/Equipment is obtained.

5. INSPECTIONS

Trade Vehicle/Equipment can be inspected by appointment, at Council's Works Depot situated at Martin Street, Townsville Road, Ingham on Wednesday, 1 February 2017 between the hours of 9am and 3pm. Contact Council's Fleet Manager to arrange a suitable time on 4776 4742.

6. ENQUIRIES

Questions in relation to this Request for Quotation (RFQ) are to be submitted via the email or by contacting the Depot as below.

Hinchinbrook Shire Council Depot
Phone: 07 4776 4742
Email: fquotes@hinchinbrook.qld.gov.au

7. SUBMISSION OF QUOTATION

Quotations are to be submitted by **2.00pm, Tuesday 7 February 2017**

Late quotations will not be accepted.

8. ASSESSMENT CRITERIA & WEIGHTINGS

Council will use an assessment process to determine the preferred Offerer.

Evaluation will be weighted and scored accordingly: A score will be given between 0-5 by a panel of 3 members then the average will form the overall score (S).

Criteria	Weighting (W%)
Price	60
Specifications Met	20
Operational Suitability	10
Warranty, Parts	5
Availability	5
total	100%

6.1 Local Supply

Hinchinbrook Shire Council's purchasing policy recognises Quotations that utilise local suppliers. A weighting criteria of 5% is applied after the evaluation if the Quotation utilises a local supplier.

9. ACCEPTANCE OF QUOTATION

Offerers acknowledge and agree that:

- Council shall not be bound to accept the lowest or any offer;
- Council, at its discretion, may not consider any offer which does not comply with these conditions of offer;
- Council reserves the right to accept an offer with minor variations from the requirements of this document;
- They (the Offerers) release the Council from all claims of any kind arising in any way out of or in connection with the offer process, including claims arising as a result of the negligence or breach of duty by the Council, or by persons for whose acts and omissions the Council is liable;
- The contractor must indemnify Council and keep Council indemnified against any claim, demand, action, legal proceeding or other liability, cost or expense of any kind whatsoever which may arise by, through or in connection with anything done or omitted to be done by the Contractor pursuant to or in the performance or purported performance of the contract;
- An offer shall be deemed to have been accepted when such acceptance has been notified to the Offerer in writing.

10. PRE DELIVERY INSPECTION

The successful supplier of Vehicle/Equipment will be subject to Pre Delivery Inspection where

- Vehicle/Equipment meets the specification as requested
- Workmanship is of quality

11. ATTACHMENTS

- Offer Form

OFFER FORM

Project: 16/17 Fleet Replacement
RFQ Description: Supply & Delivery of One 61” Zero Turn Mower
HSC Ref No. RF001428
Closing Date: 2.00pm, Tuesday 7 February 2017

Contact Name:

Company Name:

Postal Address:

Email Address:

Phone No:

- ☐ Zero Turn Ride on Mower;
- ☐ 61” Cut Fabricated cutting deck;
- ☐ Minimum Productivity of 4.7 acres/hr;
- ☐ Rear Discharge (Preferred) or Mulching kit – No side discharge as per HSC Policy;
- ☐ Petrol Engine;
- ☐ Digital Hr meter;
- ☐ Commercial/Industrial Transmission;
- ☐ ROPS Bar;
- ☐ Sun Roof;
- ☐ Seat with Seatbelt;
- ☐ Canvas Seat Cover – Grey in colour;
- ☐ One (1) LED Amber revolving light (model Hella HM360ADIR) with control switch on starter panel, Switch to be labelled, Revolving light mounted under roof;
- ☐ 1.0 kg dry chemical powder extinguisher; mounted with easy access;
- ☐ Lockable Heavy duty battery isolating switch to be fitted near battery or batteries, External Access; To be a Narva 2 Pole lever type Switch with Red Handle, Part Number 61074 and 61077R;
- ☐ Industrial Turf Tyres Rear;
- ☐ First Service, To be covered in full by supplier – Parts and labour, Service to be carried out at the Hinchinbrook Shire Council workshop facility;
- ☐ Manuals, Parts, Wiring diagrams ect to be supplied in electronic format, and;
- ☐ Quote is to include registration to Council’s common due date, April 1st – Registration Common Due Date No 741 – and Third Party Insurance with Suncorp. Council’s Customer Number with Queensland Transport is: 60275253

Description	Unit	Quantity	Total (exc GST)
Make _____ Model _____ Engine _____ Engine size (L) _____ Number of Cylinders _____ Rated Fuel consumption _____ Build date _____ Warranty, Parts availability _____ _____	EA	1	\$ _____
<input type="checkbox"/> Trade offer for PA00046 – Great Dane. 1.5m cut, TCRZ 25H As is where is, Unregistered condition, Change over upon acceptance of delivery	EA	1	\$ _____
Availability / Delivery Timeframe (Weeks) _____			
No Trade TOTAL (exc GST)			\$ _____
With Trade TOTAL (exc GST)			\$ _____

Submission Checklist:

- ☐ Technical specification of the request declared, Check boxes marked, Unmarked boxes will considered as non conforming
- ☐ Vehicle/Equipment description completed
- ☐ Associated Documentation attached (where required): **Mower**
- ☐ Delivery time frame.

Submission Clause:

- ☐ I have read and accept all conditions stated on the Offer Document and have attached all associated documentation to this Offer Form.
- ☐ I confirm that the offered Equipment complies with all of the relevant QLD Acts, Regulations and or Standards that may apply
 - o Australian Standards,
 - o ADR – Australian Design Rules

Signed: _____

Date: ____ / ____ / 2017

RF001431 – SUPPLY AND DELIVERY OF TWO FUEL TRAILERS

Executive Summary

This report outlines the findings of an invitation to quote for the Supply and Delivery of Two Fuel Trailers and recommendation to award RF001431 for the successful offer.

The invitation to quote was posted on Council's website and Facebook pages, and published in the Herbert River Express newspaper on Saturday, 11 February 2017. Offers closed at 2.00pm Tuesday, 28 February 2017.

For Council Decision – Recommendation

That Council accept the offer from Fuelfix for RF001431 – Supply and Delivery of Two Fuel Trailers for \$53,976 excluding GST.

Background

Existing fuel trailers Unit PA00188 #252 (300L) and PA00186 #250 (1,000L) (Registration 240-QJF, 241-QJF) purchased in 1985 have reached the end of their useful life such that replacement units are required. The replacements are in accordance with Council's policy for this type of fleet item and they are included in the current annual plant replacement budget 2016/17.

Standard requirements for the replacement units were specified in the tender documentation: RF001431 – Supply and Delivery of Two Fuel Trailers. This is based on the requirements for their intended use in the Works Department. This also forms part of the improvements recommended following the fuel audit completed in late 2016. These units will be fitted with the mobile Datafuel units to improve capturing fuel usage by automating back to the CSI system.

The RFQ was advertised through the Council web page, Council Facebook page and also in the Herbert River Express newspaper. Council received six offers by the scheduled closing time as follows:

Supplier	Number of Offers Submitted	Trade Offered	Unit Price Excl GST	Total Price Excl GST	Local Supplier
Liquip Sales NO	1		\$23,200.00	\$46,400.00	N
Petro Industrial	1		\$26,107.50	\$52,215.00	N
Fuelfix	1		\$26,988.00	\$53,976.00	N
Red Star	1		\$31,875.00	\$63,750.00	N
Felco Manufacturing	1		\$32,072.72	\$64,145.44	N
Qturf	1		\$48,956.00	\$97,912.00	N
Ingham Irrigation (Late)	1		\$40,980.00	\$81,960.00	Y

One local supplier submitted an offer.

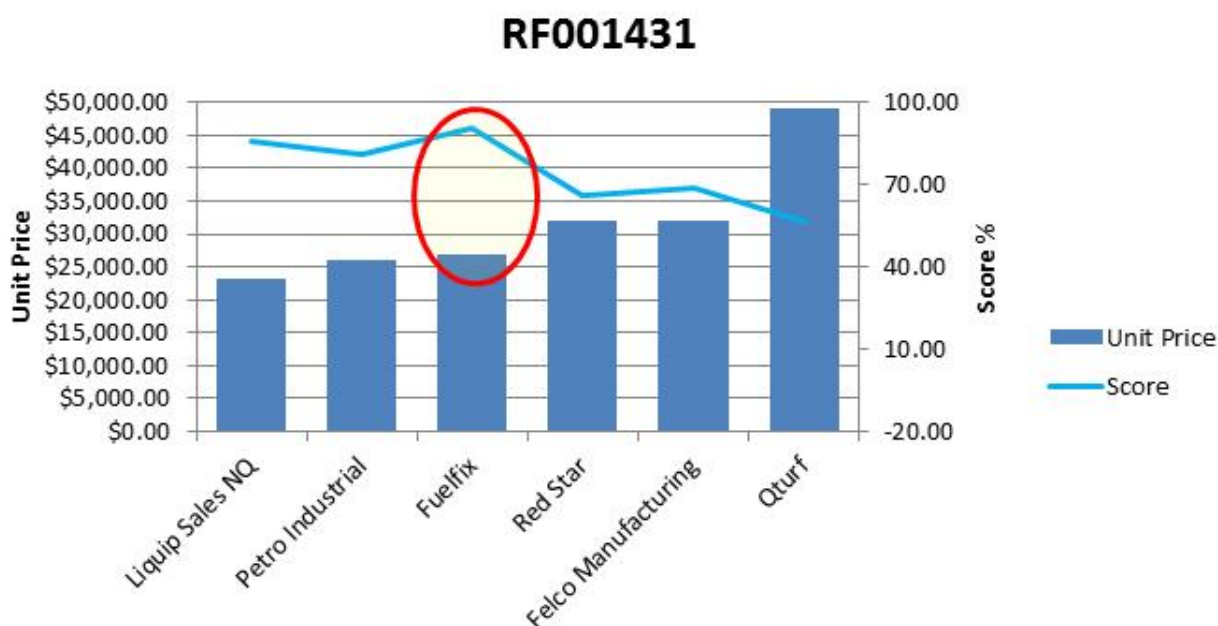
Author: Jason Mackay
Position: Fleet Manager
Date: 13/03/17

The offer from Fuelfix meets all the specifications requested. The low profile design of the trailers ensures that at capacity the trailers are stable on the road behind any vehicle. Current fuel trailers have been reduced in capacity for road travel thus limiting their efficiency in the field.

A strong emphasis on trailer security was put to the suppliers to ensure enough deterrents were put in place to try and prevent fuel theft.

From the documents submitted some of the offers did not show what the product would look like or were a generic set up and not to the specifications requested. As these trailers are a special order, it is difficult to be sure what the end product will be. These suppliers are located in south east Queensland. This would pose problems for the pre-delivery inspection to ensure the product meets the requirements. Offers with a poly tank and tray do not meet specifications as the tray is the spill trays are not self bunded. Self bunded means that the bund must contain the capacity of the tank that it is bunding. A spill tray style will not hold the capacity of the tank.

Not all suppliers completed the form correctly. This makes it difficult to determine if the requested specifications are met. As shown below the highlighted circle shows the best offer meeting the specifications and price.



Attachments

- Evaluation spreadsheet
- Tender Specifications

Statutory Environment

- Workplace, Health and Safety Act
- Transport Infrastructure Act
- Transport Operations (Road Use Management) Act

Policy Implications

- Asset Management Policy
- Transport Infrastructure Asset Management Plan

Consulted With

- Allocated Department (Works)
-

Financial and Resource Implications

- 10 Year Forward Works Program
 - 2016/2017 Fleet Replacement Program
-

Risk Management Implications

- Increased security
 - Road safety – low centre of gravity
 - Increased capacity for road travel from the current units
 - Reduced environmental risk by full containment of hydrocarbon in the event of a spill or leak
-

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan 2014-2019: Strategic Goal

- 1.1 Planned preventative maintenance regimes are comprehensive in nature and costed for inclusion in ten year forward budgets.
- 3.4 Local buy first preference policy development.

Hinchinbrook Shire Council Operational Plan 2016-2017: Strategic Goal

- 3.4 Local Buy first preference policy development.
-

Officers Comment

After the evaluation, the offer from Fuelfix meets the requirements and shows good value for money. This is within the 2016/17 Fleet Replacement budget. Total budget combined is \$58,149.00 for the 16/17 (\$30,459) and the carry over 15/16 (\$27,690).

A thorough review of the submissions was made to ensure that council receives the best fit for purpose units on offer as replacements. The recommended unit has been identified to be fit for purpose and best value for money by meeting all the required specifications.

These units also show that HSC is managing our Hydrocarbons in the environment by being self contained.

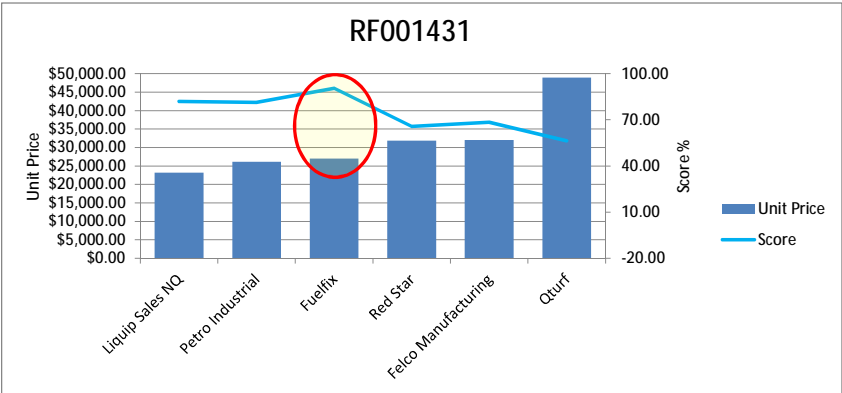
EVALUATION SUMMARY
REQUEST FOR QUOTATION

Project: Supply & Delivery of Two Fuel Trailers
RFQ Description: 2016/2017 Fleet Replacement
HSC Ref No: RF001431
Evaluated By: Jason Mackay, Fleet Manager
Date: 31-Jan-17

Recommendation	That Council accepts the offer from Fuelfix for the Supply & Delivery of Two Fuel Trailers for \$26,988 each. A total of \$53,976 ExGst. It meets councils specifications and is also within the 2016/2017 fleet replacement budget including the carry over from 15/16.
Comments	The RFQ was advertised on HSC website, Facebook and HRE paper. No Local suppliers submitted any offers. Three offers were Townsville based and the other three were SE Queensland based. Three were of the offers are of the selfbundled style while two were spill tray design.

Evaluation Criteria		Weighting (%)	Liquip Sales NQ	Petro Industrial	Fuelfix	Red Star	Felco Manufacturing	Qturf	Ingham Irrigation (Late)
Price	With Trade Price (exc GST) lump sum		\$23,200.00	\$26,107.50	\$26,988.00	\$31,875.00	\$32,072.72	\$48,956.00	\$40,980.00
	No Trade Price (exc GST)								
	Comments		Price score is based on NO Trade Price	Price score is based on NO Trade Price	Price score is based on NO Trade Price	Price score is based on NO Trade Price	Price score is based on NO Trade Price	Price score is based on NO Trade Price	Price score is based on NO Trade Price
	Score	60%	60.00	53.31801207	51.58	43.67	43.40	28.43	33.97
Specifications Met	Comments		They have not met all specifications	They have not met all specifications	They have met all specifications	They have not met all specifications	They have not met all specifications	They have not met all specifications	They have not met all specifications
	Score	20%	12.00	12.00	20.00	12.00	16.00	16.00	16.00
Operational Suitability	Comments		The vehicle provided will be suitable	The vehicle provided will be suitable	The vehicle provided will be very suitable	No Photos to show, Unable to determine	The vehicle provided would not be suitable	The vehicle provided would not be suitable	The vehicle provided would not be suitable
	Score	10%	8.00	8.00	10.00	2.00	2.00	2.00	4.00
Warranty/Parts	Comments		YES - No Details given	1yr, limited	3 Years	1yr	Chassis 2 Yrs, Fuel Tank 5 yrs	15yr Tank, 5yr Chassis, 2yr Pump, 1yr bund and other	15yr Tank, 5yr Chassis, 2yr Pump, 1yr bund and other
	Score	5%	1.00	3.00	5.00	3.00	5.00	5.00	5.00
Availability	Comments		0.00	4-6 weeks	8 weeks	3 weeks	12 weeks	4-6 weeks	6-8 weeks
	Score	5%	1.00	5.00	4.00	5.00	2.00	5.00	4.00
Total Score		100%	82.00	81.32	90.58	65.67	68.40	56.43	62.97
5% Weighting for Local Content	Local Y/N		n	n	n	n	n	n	Y
	Weighted Score	105%	82.00	81.32	90.58	65.67	68.40	56.43	66.12
FINAL SCORE			82.00	81.32	90.58	65.67	68.40	56.43	66.12

* Refer to evaluation breakdown in 'Summary of Offers' sheet



RF001431	Unit Price	Score
Liquip Sales NQ	\$23,200.00	82.00
Petro Industrial	\$26,107.50	81.32
Fuelfix	\$26,988.00	90.58
Red Star	\$31,875.00	65.67
Felco Manufacturing	\$32,072.72	68.40
Qturf	\$48,956.00	56.43

Project: 16/17 Fleet Replacement
RFQ Description: Supply & Delivery of Two (2) 1200Lt Fuel Trailers
HSC Ref No. RF001431
Closing Date: 2:00pm – Tuesday 28 February 2017

1. SPECIFICATION

Hinchinbrook Shire Council is seeking a quotation for the supply and delivery of two (2) 1200Lt Fuel Trailers that comply with all the relevant QLD Acts, regulations or standards that may apply.

In addition, meet the following specification request;


- Colour – White;
- Self Bunded Diesel trailer with a Safe Fill level: 1200Lt;
- Top mounted solar panel, panel to be fitted for anti theft;
- Lockable front mounted aluminium box housing the:
 - Solar operated 12v pump;
 - Deep cycle battery 130Ah and solar controller;
 - Retractable hose reel, ¾" x 25m hose with auto shut off nozzle;
 - Fuel Meter, four digit mechanical reset;
 - Bunded floor with ball valve drain;
 - Fire extinguisher 9Kg;
 - Box to be lockable by pad lock;
- Lockable heavy duty battery isolating switch to be fitted near battery or batteries, external access; to be a Narva 2 Pole lever type switch with lockable red handle, art Number 61074 and 61077R;
- Emergency stop;
- All required signage and reflective tape;
- Lockable cover over:
 - 2" Dip point with camloc, marked dipstick;
 - **3" Fill point with camloc;**
 - 3" Vent point with camloc;
 - Cover to be locked by pad lock;
- Seven (7) pin plug, UTILUX H40907 small round connector plug;
- Tail lights to be LED;
- **Dual axle with heavy duty radial tubeless tyres on standard 17 inch rims with spare tyre supplied;**
- Spare tyre, rear mounted lockable;
- **Heavy duty 50mm AL-KO coupling tow hitch;**
- **Two (2) safety chains with load rated shackles;**
- Disc brakes with manual handbrake;
- **Heavy duty jockey wheel with swivel retraction for optimum ground clearance, and;**
- Quote is to include registration to Council's common due date, April 1st – Registration Common Due Date No 741 – and Third Party Insurance with Suncorp. Council's Customer Number with Queensland Transport is: 60275253

2. CONDITIONS OF QUOTATION

The submission must include the following documentation;

- The Offer Form (including required attachments);
- Variation of a specification item, Details in the alternative supply proposed must be sent through to the enquiries contact for approval. All alternative supply must approved by Fleet Manager;
- Technical specification of the product and photos;
- Details of warranty;
- Registration, Estimate at time of completing form
- Delivery timeframe; and
- All prices quoted are to exclude GST.

Offers must take the form of a separate offer for each Vehicle/Equipment option if an Offerer has more than one [1] Vehicle/Equipment option.

 **!!** Please note that Offers must be submitted on the form provided. That form must be completed in full, failing which, the offer may not be considered. Any additional information must be provided in clearly identifiable attachments to the form.

3. DELIVERY

The Vehicle/Equipment is to be delivered to the following address and is to be included in the quotation.

Hinchinbrook Shire Council Depot
Martin Street
Ingham QLD 4850

4. TRADE VEHICLE

Invitations to quote are invited for either supply with or without trade. Council may accept quotes on either basis.

Vehicle/Equipment to be traded is as follows

- Nil

Registration of Vehicle/Equipment to be traded, if applicable, will be cancelled prior to trade.

The item to be traded will be maintained to Council's normal standard after inspection.

Trade quotes are to be based on "as is" condition at the time of sale.

Please note that the Vehicle/Equipment may not be replaced until the replacement Vehicle/Equipment is obtained.

5. INSPECTIONS

Trade Vehicle/Equipment: Not Required

6. ENQUIRIES

Questions in relation to this Request for Quotation (RFQ) are to be submitted via the email or by contacting the Depot as below.

Hinchinbrook Shire Council Depot

Phone: 07 4776 4742

Email: fquotes@hinchinbrook.qld.gov.au

7. SUBMISSION OF QUOTATION

Quotations are to be submitted by 2:00pm – Tuesday, 28 February 2017

Late quotations will not be accepted.

ASSESSMENT CRITERIA & WEIGHTINGS

Council will use an assessment process to determine the preferred Offerer.

Evaluation will be weighted and scored accordingly: A score will be given between 0-5 by a panel of 3 members then the average will form the overall score (S).

Criteria	Weighting (W%)
Price	60
Specifications Met	20
Operational Suitability	10
Warranty, Parts	5
Availability	5
total	100%

6.1 Local Supply

Hinchinbrook Shire Council's purchasing policy recognises quotations that utilise local suppliers. A weighting criteria of 5% is applied after the evaluation if the quotation utilises a local supplier.

8. ACCEPTANCE OF QUOTATION

Offerers acknowledge and agree that:

- Council shall not be bound to accept the lowest or any offer;
- Council, at its discretion, may not consider any offer which does not comply with these conditions of offer;
- Council reserves the right to accept an offer with minor variations from the requirements of this document;
- They (the Offerers) release the Council from all claims of any kind arising in any way out of or in connection with the offer process, including claims arising as a result of the negligence or breach of duty by the Council, or by persons for whose acts and omissions the Council is liable;
- The contractor must indemnify Council and keep Council indemnified against any claim, demand, action, legal proceeding or other liability, cost or expense of any kind whatsoever which may arise by, through or in connection with anything done or omitted to be done by the Contractor pursuant to or in the performance or purported performance of the contract;
- An offer shall be deemed to have been accepted when such acceptance has been notified to the Offerer in writing.

9. PRE DELIVERY INSPECTION

The successful supplier of Vehicle/Equipment will be subject to Pre Delivery Inspection where

- Vehicle/Equipment meets the specification as requested
- Workmanship is of quality

10. ATTACHMENTS

- Offer Form

OFFER FORM

Project: 16/17 Fleet Replacement
RFQ Description: Supply & Delivery of Two (2) 1200Lt Fuel Trailers
HSC Ref No. RF001431
Closing Date: 2:00pm – Tuesday 28 February 2017

Contact Name: _____
Company Name: _____
Postal Address: _____
Email Address: _____
Phone No: _____

- .. Colour – White;
- .. Self Bunded Diesel trailer with a Safe Fill level: 1200Lt;
- .. Top mounted Solar panel, To be fitted for anti theft;
- .. Lockable Front mounted Aluminium box housing the:
 - o Solar operated 12v pump;
 - o Deep cycle battery 130Ah and solar controller;
 - o Retractable hose reel, 3/4" x 25m hose with auto shut off nozzle;
 - o Fuel Meter, Four digit mechanical reset;
 - o Bunded floor with ball valve drain;
 - o Fire extinguisher 9Kg;
 - o Box to be lockable by pad lock;
- .. Lockable Heavy duty battery isolating switch to be fitted near battery or batteries, External Access; To be a Narva 2 Pole lever type Switch with Red Handle, Part Number 61074 and 61077R;
- .. Emergency Stop;
- .. All Required signage and reflective tape;
- .. Lockable Cover over:
 - o 2" Dip point with camloc, marked dipstick;
 - o **3" Fill point with camloc;**
 - o 3" Vent point with camloc;
 - o Cover to be locked by pad lock;
- .. Seven (7) Pin Plug, UTILUX H40907 small round connector plug;
- .. Tail Lights to be LED;
- .. **Dual axle with heavy duty radial tubeless tyres on standard 17 inch rims with spare tyre supplied;**
- .. Spare Tyre, Rear mounted lockable;
- .. **Heavy duty 50mm AL-KO coupling tow hitch;**
- .. **Two (2) safety chains with load rated shackles;**
- .. Disc brakes with manual handbrake;
- .. **Heavy duty jockey wheel with swivel retraction for optimum ground clearance;**
- .. Quote is to include registration to Council's common due date, April 1st – Registration Common Due Date No 741 – and Third Party Insurance with Suncorp. Council's Customer Number with Queensland Transport is: 60275253

Description	Unit	Quantity	Total (exc GST)
Make _____ Model _____ Engine _____ Engine size (L) _____ Number of Cylinders _____ Rated Fuel consumption _____ Build date _____ Warranty, Parts availability _____ _____	EA	1	\$ _____
<input type="checkbox"/> Trade offer – Not Required As is where is, Unregistered condition, Change over upon acceptance of delivery	EA	1	\$ _____
Availability / Delivery Timeframe (Weeks) _____			
No Trade TOTAL (exc GST)			\$ _____
With Trade TOTAL (exc GST)			\$ _____

Submission Checklist:

- ☐ Technical specification of the request declared, Check boxes marked, Unmarked boxes will considered as non conforming;
- ☐ Vehicle/Equipment description completed;
- ☐ Associated Documentation attached and photos;
- ☐ Delivery time frame;

Submission Clause:

- ☐ I have read and accept all conditions stated on the Offer Document and have attached all associated documentation to this Offer Form.

- ☐ I confirm that the offered Equipment complies with all of the relevant QLD Acts, Regulations and or Standards that may apply
 - o Australian Standards,
 - o HVNL - Heavy Vehicle National Law QLD and Regulations
<https://www.nhvr.gov.au/law-policies/heavy-vehicle-national-law-and-regulations>)
 - o ADR – Australian Design Rules

Signed _____

Date ____ / ____ / 2017

EXECUTIVE MANAGER DEVELOPMENT AND PLANNING ACTIVITY REPORT FOR MONTH ENDING 28 FEBRUARY 2017

Executive Summary

This Monthly Activity Report is to be presented at Council's Ordinary Meeting scheduled to be held on 28 March 2017 for Councillors information.

For Council Decision – Recommendation

That the report be received and noted.

Officers Comment

Nil

ECONOMIC DEVELOPMENT

Main projects focussed on during the month of February have been the Hinchinbrook Way Ambassador Program, Hinchinbrook Way Walk, Free Wi-Fi delivery in Rotary Park and TYTO Information and Wetlands Centre, Hinchinbrook Way Billboard Campaign and the Ingham CBD Wayfinding.

The Hinchinbrook Way Ambassador Program was launched on 28 January 2017 inviting the community to become a part of the program either by enrolling as a Welcomer or an Ambassador. As a result 3 new Ambassadors joined the program. First round of Ambassador Workshops were initiated on the 28 February 2017. Further workshops are booked for late March and early April 2017, transferring all existing TYTO Volunteers into the Ambassador Program. The first welcomer workshop is being held in late March 2017.

Visitor Numbers

TIWC – TYTO Information and Wetland Centre / TRAG – TYTO Regional Art Gallery / HSL – Hinchinbrook Shire Library / TCEC – TYTO Conference and Event Centre

Note:

HSL Numbers are not unique.

TCEC PAX numbers refer to actual and predicted attendance figures.

TCEC ROOM numbers refer to actual hires.

Cooper St Rest Area refers to bookings and is not included in the total.

Comparatives from a monthly perspective are now absolute, relative across the centre.

Variances

February figures to date are down 5.8% in comparative to 2016 and 2.82% down year to date. These figures are reflected mostly in the Library; however they do not reflect use of resources with circulation, e-resources and computer use increases.

TIWC

Visitor numbers for February were 680 which is an increase of 13.71% from the previous year. There has been an increase from every Australian demographic except local visitors. Local visitor numbers decreased very slightly. International visitors were also down slightly.

From December TIWC started recording people using bathroom facilities and not coming in the Centre. We are

currently investigating opportunities to encourage visitation into the centre and methods of promoting the area via advertising in the bathroom facilities.

RV Area

RV Park will reopen in March 2017 unless the weather is bad and the site muddy.

TCEC

Total Conference and Events bookings for the month of February 2017 were 14, 6 of which were external. Total attendance numbers for February were 814. 20.27% of attendees were from internal bookings, leaving 79.72% being from external attendees.

TRAG

344 visitors were recorded to visit the Gallery over the 28 days of February 2017 compared to 417 visitors over 29 days of February 2016. This is a decrease of 19.42%. Weekends for February saw 112 visitors through the Gallery.

HSL

Visitors for the month of February 2017 were 7,731. This is a decrease of 13% from February last year; however circulation figures and e-resources continue to remain high.

Circulation for the month of February was 26,387; however this increase is due to the annual stocktake being performed throughout February. 707 patrons utilised the public computers in February, this is an increase of 12.8% from January 2017.

ACTIVITY REPORT – DEVELOPMENT AND PLANNING

	JUL	AUG	SEPT	OCT	NOV to 15	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
TIWC 16/17	3658	4132	1724	1419	744	879	971	680					14735
TIWC 15/16	3823	3662	1967	1368	865	838	943	611	1113	1439	1600	2469	20698
% Difference 15/16 v 16/17	-4.32	12.83	-12.35	3.73	47.05	4.89	2.97	13.71	-100.00	-100.00	-100.00	-100.00	-28.76
TRAG 16/17	1211	1339	1363	679	510	169	351	344					5969
TRAG 15/16	1533	1495	1002	875	569	183	329	417	900	1244	813	1109	10469
% Difference 15/16 V 16/17	-21.00	-10.43	36.03	-22.40	-100.00	-7.65	7.60	-17.51	-100.00	-100.00	-100.00	-100.00	-42.98
HSL 16/17 DOOR	10629	9720	9927	7566	7545	4474	6420	7731					64012
HSL 15/16 DOOR	10451	10262	9907	8767	8793	6368	7710	8875	11765	10794	11026	11040	115758
% Difference 15/16 V 16/17	1.70	-5.28	0.20	-13.70	-100.00	-29.74	-16.73	-12.89	-100.00	-100.00	-100.00	-100.00	-44.70
TCEC 16/17 PAX	2744	11185	1288	532	123	715	38	814					17439
TCEC 15/16 PAX	952	10740	409	532	294	685	123	333	2085	1353	3435	1399	22340
% Difference 15/16 V 16/17	188.24	4.14	214.91	0.00	-100.00	4.38	-69.11	144.44	-100.00	-100.00	-100.00	-100.00	-21.94
TCEC 16/17 ROOM	27	13	21	9	4	4	3	14					95
TCEC 15/16 ROOM	18	9	10	12	12	7	6	11	11	19	20	31	166
% Difference 15/16 V 16/17	50.00	44.44	110.00	-25.00	-100.00	-42.86	-50.00	27.27	-100.00	-100.00	-100.00	-100.00	-42.77
Cooper St Rest Area 16/17	168	198	79	35	9	0	0	0					489
Cooper St Rest Area 15/16	261	228	112	58	0	0	0	0	2	32	69	88	850
% Difference 15/16 V 16/17	-4.32	-13.16	-29.46	-39.66	0.00	0.00	0.00	0.00	0.00	-100.00	-100.00	-100.00	-42.47
TYTO Total 16/17	18242	26376	14302	10196	9450	6237	7783	9583	0	0	0	0	102169
TYTO Total 15/16	16759	26159	13285	11542	10521	8074	9105	10223	0	0	0	0	105768
YTD/Annual Increase 15/16 v 16/17	8.85	0.83	7.66	-11.66	-10.18	-22.75	-14.52	-5.08	0.00	0.00	0.00	0.00	-2.82

n/a not available at time of report preparation

TOWN PLANNING

- Applications received**

Reconfiguring a Lot:	5
Material Change of Use:	0
Operational Works:	0
Building Works Assessable Against Planning Scheme:	0
Change to Existing Approval:	0
Request to Extend Development Approval :	0
Frontage, Side and Rear Siting Relaxation:	2
State Department Lease/Conversion Applications:	0
Total Application	7

TOWN PLANNING

- Approvals issued**

Reconfiguring a Lot:	4
Material Change of Use:	2
Operational Works:	0
Building Works Assessable Against Planning Scheme:	0
Change to Existing Approval:	2
Request to Extend Development Approval :	1
Side and Rear Siting Relaxation	3
State Department Lease/Conversion Applications:	0
Total Approvals	12

ECONOMIC DEVELOPMENT AND TOURISM

- 2 February: EMDP attended Better Regions Fund Workshop;
- 3 February: SEDTO attended TCT meeting;
- 4 February: TIWCS attended Defence Tourism Expo in Townsville;
- 8 February: EMDP attended LGAQ Media/Social Media Training;
- 9 February: EMDP attended Title & Cultural Heritage Compliance for Infrastructure projects;

- 10 February: EMDP attended North QLD Regional Plan, Local Government Planners Working Group;
- 16 February: SEDTO attended PCG meeting;
- 20 February: SEDTO attended QSL tour of Lucinda Bulk Sugar Terminal Jetty;
- 20 February: SEDTO and TO attended Graphic Design Workshop with Pacific Outdoor Advertising;
- 21 February: EMDP attended Hinchinbrook Chamber Industry & Tourism Meeting;
- 23 February: SEDTO attended “Flat Battery” workshop at Townsville City Council;
- 24 February: EMDP attended Red Roc Meeting;
- 27 February: EMDP attended Motorsport Focus Group Meeting;
- 28 February: SEDTO & TO held information session with TYTO staff regarding Ambassador Program;
- 28 February: EMDP attended the Doing Business with Council workshop at TYTO.

Economic Development Key actions:

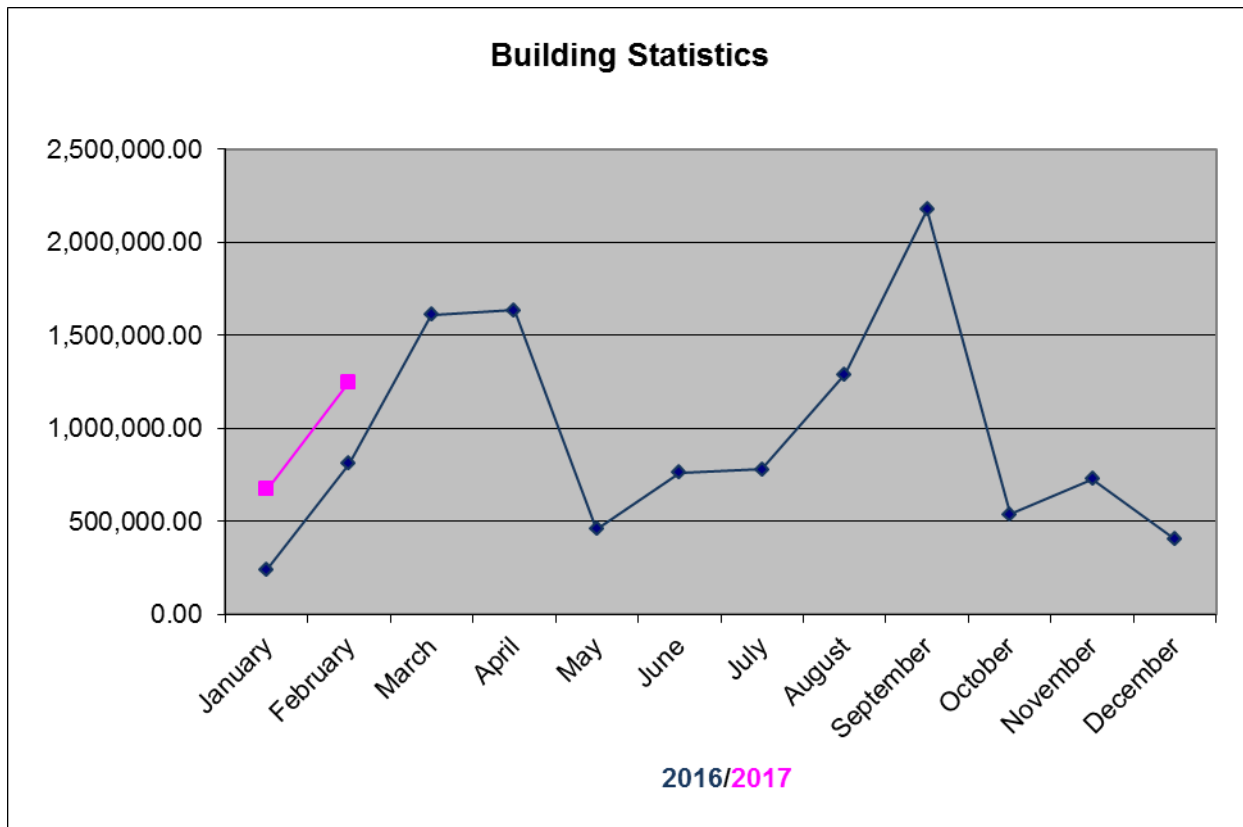
1. Deliver Wifi Network in Rotary Park and TYTO Visitor and Wetland Centre RV Parkland through Telstra;
2. Deliver Billboard Advertising campaign; Paradise Outdoor Advertising have been contracted;
3. Continue to develop the Hinchinbrook Way Website; Amendments are occurring to make it more ‘user friendly’; New look website launched in February;
4. Continue to consolidate and increase presence of #hinchinbrookway through online media Facebook and Instagram;
5. Continue to increase and consolidate business presence on Hinchinbrook Way Website;
6. Deliver the Hinchinbrook Way walk for the CBD. Water fountains have been installed, further 5 water fountains being designed, rubbish bins have been manufactured; various RFQ’s have been released for signage;
7. Continue to develop signage for Hinchinbrook Way Drive; various RFQ’s have been released for signage;
8. Continue to develop and convert the A6 brochure to A5 brochure, print in April and distribute to local businesses, TYTO Information and Wetlands Centre and close by Tourism Organisation;
9. Continue to develop and implement the Ambassador Program; Implementation continued to be developed from 2016 and advertising commenced 28 January 2017, TYTO staff briefed on 28 February, Ambassadors transfer starts from 21 March 2017;
10. Short film production from the International Fishing Series; to be finalised in February/March;
11. Short film production of a further 6 Hinchinbrook Way stories; to be finalised in February/March;
12. Continue implementing ATDW into Hinchinbrook Way Website and maintain content on ATDW web platform.

BUILDING AND PLUMBING

Plumbing Inspections February 2017

Finals	5	New Design	6
Rough In	1	Work on as-constructed plans	6
Drainage	6	Trade Waste Inspections	0
Slab	1	Sewer Main Locations	0
Bath	0	Disconnection of House Drain	0
Elevated Pipe Work	3	Backflow Inspections	0
Total	16	Other	5

Building Status Report



Development and Planning Capital Works Progress Report:

C	Construction	A	Assessment	P	Procurement
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Project Description (Project Code) 2016/2017 Projects	Programme Estimate 2016/2017			2016/2017 Expenditure	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
Ingham CBD Redevelopment <ul style="list-style-type: none">Hinchinbrook Way WalkWayfinding SignageRotary Park Tourist SignageRotary Park Revitalisation	\$253,000	\$0	\$253,000	\$88,000													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast					A	C						
					Actual									C			
Tourist Loop Signage	\$24,000	\$91,000	\$115,000	\$14,194													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast							C					
					Actual	C									C		
RV Tourist Parking Signage – Lannercost Street	\$20,000	\$0	\$20,000	\$0													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast					A	C						
					Actual										C		
TYTO Furniture	\$7,000	\$0	\$7,000	\$7,000													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	A											
					Actual	C											

Project Description (Project Code) 2016/2017 Projects	Programme Estimate 2016/2017			2016/2017 Expenditure	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
TYTO Paths/bridges/signage	\$40,000	\$0	\$40,000	\$0	• Project not commenced as yet.												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast			A			C						
					Actual												
Visitor Information Centre refurbishment	\$50,000	\$0	\$50,000	\$0													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Mobile phone black spot (Mt Fox & Stone River)	\$10,000	\$0	\$10,000	\$0													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast								A		C		
					Actual												

ACTIVITY REPORT – DEVELOPMENT AND PLANNING

Project Description (Project Code) 2016/2017 Projects	Programme Estimate 2016/2017			2016/2017 Expenditure	Comments & Project Timeline													
	HSC Budget	Other Source	Total															
Lannercost Street Laneway Artwork	\$25,000	\$0	\$25,000	\$0	• This project is unlikely to be completed in 2016/2017 financial year.													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast						A			C				
					Actual													
CBD/Cartwright/Herbert	\$150,000	\$0	\$150,000	\$545	• This project is awaiting the outcome of the QTIF around March 2017.													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast					A			C					
					Actual													
Wallaman falls Project infrastructure	\$50,000	\$0	\$50,000	\$0	• Application lodged with the Department of National Parks and Sport and Recreation for funding to develop an Infrastructure plan which included Broadwater National Park.													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast						A			C				
					Actual													
Aged Care Projects	\$10,000	\$0	\$10,000	\$0														
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast										A			
					Actual													

Library Lovers Day Winner – Amanda Griffiths



Amanda Griffith's Winning Poem

I love my morning cuppa,
with my handsome fella.
He wears footy shorts and boots,
and grows different fruits.
Has a heart of gold,
helps out young and old.
I think he is for me to have and to hold.
He fixes old cars,
stores things in old jars.
His smile, his laugh, and his big blue eyes,
he also likes eating crispy French fries.
He loves his John Deere, drives it only in top gear.
Oh dear! I think I should give him a beer.



Library Media Monitor

press clip

Herbert River Express
(Ingham)

Saturday 11/02/2017
Page: 4
Section: General News
Region: Ingham QLD, AU
Circulation: 2287
Type: Regional
Size: 26.00 sq.cms.



slice
CUT STRAIGHT TO YOUR NEWS

In brief

FREE ACCESS

THE Hinchinbrook Shire Library has available free access to technology training via the Computer School. NET, an interactive online Computer and Technology Training Centre. Tutorials and lessons cover Microsoft programs, computer basics, Google, internet safety, Social Media, Androids and Apple systems. For more information or becoming a member please call 4776 4614.

press clip

Herbert River Express
(Ingham)

Saturday 4/02/2017
Page: 5
Section: General News
Region: Ingham QLD, AU
Circulation: 2287
Type: Regional
Size: 578.00 sq.cms.



slice
CUT STRAIGHT TO YOUR NEWS

Wi-Fi spot proposal creates a digital buzz

TOURISM | Lillian Altman

HINCHINBROOK is set to become one of the leading digital regional communities with the introduction of new public Wi-Fi hot spots.

Tyto Information and Wetlands Centre and Rotary Park have been selected as the first locations for this new service, following talks between Telstra and Hinchinbrook Shire Council.

The proposal was revealed during the council's monthly meeting on Tuesday.

Deputy Mayor Mary Brown (pictured) said the introduction

of these hubs would have a positive impact on the region's tourism and businesses.

"Free public Wi-Fi is the benchmark for tourism destinations," Cr Brown said.

"The service will provide new opportunities for businesses, locals and visitors to connect and share their experiences, which will help to grow our Shire's digital economy and tourism profile."

Ingham teenagers Connor De-Campo, 17, and Ethan De-

Campo, 14 said they were excited about the upcoming availability of this new service.

"It gets people in general, not just children, and tourists into the community," they said.

"It will get people out and about to see things in town."

In a tabled report compiled by senior economic development and tourism officer Ben Christie-Johnson, it was put forward as a three-stage installation process.

Lannercost Street, Townsville Street, Tully Street, the Tyto Precinct, Herbert Street and Cartwright Street were selected as potential hub locations.

The Hinchinbrook Shire Council consulted several companies for the project, but decided on Telstra due to it being the best value for money.

"Through the utilisation of

Telstra's Technology Fund the survey, design, supply, installation, maintenance and operation for a three-year period is likely to be less than the budgeted \$10,000 for the project," Cr Brown said.

Under the proposal, users will be given data-free access for half an hour per day free of charge at each location.

Those who require longer access to Wi-Fi can use the service available at the Hinchinbrook Shire Library.

Cr Brown said the Wi-Fi network was set to be operational ahead of the 2017 tourism season.



Online library eResources. One click away from a world of knowledge.

Access a variety of eBooks, eMagazines, eSkills, eLearning resources, and streaming movies and music – ALL FREE for members of the Hinchinbrook Shire Library.

Join up today to receive your library card so that you can begin to explore the fascinating and liberating world of eResources.

Whether it's reading the latest editions of your favourite magazines, downloading music, learning to use your computer, or even enjoying Clue Detective Agency (a brand new online puzzles portal), as well as much much more, there is something for everyone's tastes.

All you need is a technological device and a wealth of knowledge will be yours free of charge!

Ask at the Hinchinbrook Shire Library for more information.



TYTO Testimonials

TYTO Testimonials				
Outlet	Date Received	Testimonial by (Full name if given)	Testimonial Contact (Email/Ph/Survey)	Testimonial (Exactly as written)
TIWC	Feb	Kate Cochrane	Visitor Book	Very helpful, Lovely centre. Thanks.
TIWC	Feb	Dan Forsyth	Visitor Book	Helpful & friendly
TIWC	Feb	Peter Cosk	Visitor Book	It's all great
TIWC	Feb	Jackie Millan	Visitor Book	All great. More food places
TIWC	Feb	Michelle Jones	Visitor Book	Very good
TIWC	Feb	Rien Middenclomp	Visitor Book	We just started will definitely come back. We were helped very well.
TIWC	Feb	Elli	Visitor Book	Sunny
TIWC	Feb	Verena	Visitor Book	All great
TIWC	Feb	Jeff and Lynn	Visitor Book	Yes Great like it is
TIWC	Feb	Peter Large	Visitor Book	Yes very interesting
TIWC	Feb	Ann Large	Visitor Book	All good!!
TIWC	Feb	Brooke Schmidt	Visitor Book	Visitor centre is amazing. Very interesting things to do. It has lots for the kids.
TIWC	Feb	Tara Williams	Visitor Book	Beautifully presented & helpful staff. All good.
TIWC	Feb	Kasper Pedersen	Visitor Book	Yes. All good.
TRAG	Feb	R.E.Mason	Visitor Book	God excellent!
TRAG	Feb	Cheelsea Hudson	Visitor Book	Very Nice!
TRAG	Feb	L.Jordon	Visitor Book	Truly, Truly wonderful.
TRAG	Feb	Dishi and Rick Gould	Visitor Book	Exquisite follow on
TRAG	Feb	Tariah Andrews	Visitor Book	Loved it! Very Nice!

Outlet	Date Received	Testimonial by (Full name if given)	Testimonial Contact (Email/Ph/Survey)	Testimonial (Exactly as written)
TRAG	Feb	Lisa Maree Lunney	Visitor Book	Very Nice to see in a small town
TRAG	Feb	Cheree Egan	Visitor Book	Very interesting!
TRAG	Feb	Vivienne and Chris Parry	Visitor Book	Beautiful Work!
TRAG	Feb	Kathy Prior	Visitor Book	Inspiring!
TRAG	Feb	Jacob James	Visitor Book	Nice!
TRAG	Feb	Ruth Gimbert	Visitor Book	Excellent!
TRAG	Feb	Lauren De Vere	Visitor Book	Beautiful variety of work!
TCEC	22/02/2017	Sgt Elvers	Conference & Event Centre Survey	Great place to give information about defence jobs. Excellent staff and very helpful. Thank you.
TCEC	28/02/2017	Kirrily Low	Internal Email	Everything went really well! Thank you for organising everything for us, the setup was great!

EXECUTIVE MANAGER DEVELOPMENT AND PLANNING MONTHLY STATUS REPORT – MARCH 2017

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number - 280217-29 –Change of Name: TYTO Visitor Information and Wetlands Centre

That Council change the name from TYTO Visitor Information and Wetlands Centre to Hinchinbrook Visitor Lounge.

Status:

March 2017 Update – Resolution approved at meeting, final approval being sought with State Panel, response should be received in April.

Resolution Number - 280217-28 –Proposed Road Closure – Part of Public Road (Pathway) – Forrest Drive and Bill Johnson Drive, Allingham – Lot 13 on RP738894 and Lot 4 on RP749288, Parish of Cordelia – DP and JM MacGregor and D and K Jones

That the matter be deferred pending further investigation.

Status:

March 2017 Update – No update at this stage.

Resolution Number - 280217-27 – Siting Relaxation Application – SA and CL Gunston – 1 Jasmine Close, Allingham – Lot 5 on SP195681, Parish of Cordelia

That Council approve the rear boundary siting relaxation from 1.5m to 0.5m, for the proposed two (2) bay shed on Lot 5 on SP195681, described as 1 Jasmine Close, Allingham, on the grounds that the proposed location of the structure will not adversely impact on the amenity of neighbouring properties or compromise the aesthetics of the streetscape, subject to a number of conditions.

Status:

March 2017 Update – Decision Notice processed.

Matter Closed

Resolution Number - 280217-26 – Siting Relaxation Application – J Beccaris and T Zanghi – 9 Lyons Street, Ingham - Lot 13 on RP712441, Parish of Cordelia

That Council approve the street boundary siting relaxation from 6m to 0m, for the proposed open carport at 9 Lyons Street, Ingham, described as Lot 13 on RP712441, on the grounds that the proposed location of the structure will not adversely impact on the amenity of neighbouring properties or compromise the aesthetics of the streetscape, subject to a number of conditions.

Status:

March 2017 Update – Decision Notice processed.

Matter Closed

Resolution Number - 280217-25 – Siting Relaxation Application – HLD Constructions Pty Ltd – 20-22 Ferrero Street, Lucinda – Lot 13 on RP746621, Parish of Cordelia

That Council approve the side boundary siting relaxation from 1.5m to 0.6m, for the proposed extension of the existing dwelling at 20-22 Ferrero Street, Lucinda, described as Lot 13 on RP746621, on the grounds that the proposed location of the structure will not adversely impact the amenity of neighbouring properties or compromise the aesthetics of the streetscape, subject to a number of conditions.

Status:

March 2017 Update – Decision Notice processed.

Matter Closed

Resolution Number - 280217-24 – Material Change of Use: Duplex Units – 4 Magnolia Court, Allingham – Lot 2 on SP238138, Parish of Cordelia – Hot Builds Pty Ltd

That Council note that the Officers consider that the site is logically configured to support the proposed use and that it is unlikely to result in any detrimental impacts to neighbouring properties. Moreover, the proposal is consistent with relevant codes and provisions of the Planning Scheme, positive outcomes for the community attached with the proposal are acknowledged.

On this basis, Council resolve to issue a Development Permit for Material Change of Use, subject to a number of conditions.

Status:

March 2017 Update – Decision Notice processed.

Matter Closed

Resolution Number - 280217-23 – Material Change of Use: Duplex Units – 6 Melaleuca Close, Allingham – Lot 35 on SP219071, Parish of Cordelia – Hot Builds Pty Ltd

That Council note that the Officers consider that the site is logically configured to support the proposed use and that it is unlikely to result in any detrimental impacts to neighbouring properties. Moreover, the proposal is consistent with relevant codes and provisions of the Planning Scheme, positive outcomes for the community attached with the proposal are acknowledged.

On this basis, Council resolve to issue a Development Permit for Material Change of Use, subject to a number of conditions.

Status:

March 2017 Update – Decision Notice processed.

Matter Closed

Resolution Number - 280217-22 – Material Change of Use: Mary MacKillop Early Learning Centre (75 Placements) – 19-21 Abbott Street, Ingham – Lots 7 and 8 on I22421, Parish of Trebonne – Ingham Region Catholic Parishes

That Council resolve to issue a Development Permit for Material Change of Use, subject to a number of conditions.

Status:

March 2017 Update – Decision Notice Processed.

Matter Closed

Resolution Number - 280217-21 – Reconfiguring a Lot: Rearrangement of Boundaries – Stone River Road, Trebonne – Lots 6 and 7 on SP211124, Parish of Trebonne – Milford Planning Consultants Pty Ltd for SA and PJ Poggio

That Council resolve to issue a Development Permit for Reconfiguration of a Lot, being the Realignment of Boundaries, subject to a number of conditions.

Status:

March 2017 Update – Decision Notice processed.

Matter Closed

Resolution Number - 280217-20 – Reconfiguring a Lot: Rearrangement of Boundaries – Stone River Road and Kehls Road, Trebonne – Lots 4, 5 and 6 on RP722607, Lot 3 on RP735162, Lot 1 on RP731600 and Lot 2 on RP738929, Parish of Trebonne – Hansen Surveys Pty Ltd for SA and PJ Poggio

That Council resolve to issue a Development Permit for Reconfiguration of a Lot, being the Realignment of Boundaries, subject to a number of conditions.

Status:

March 2017 Update – Decision Notice processed.

Matter Closed

Resolution Number - 280217-19 – Reconfiguring a Lot: Subdivision of Land – One (1) Lot into Two (2) Lots – 49 Cassady Street, Ingham – Lot 368 on CWL 2628, Parish of Cordelia – Noel Fichera (RC17/0002)

That Council resolve to issue a Development Permit for Reconfiguration of a Lot, being the Subdivision of One (1) Lot into Two (2) Lots, subject to a number of conditions.

Status:

March 2017 Update – Decision Notice processed.

Matter Closed

Resolution Number - 280217-18 – Reconfiguring a Lot: Subdivision of Land – One (1) Lot into Two (2) Lots – 5-9 Warren Street, Ingham – Lot 41 on SP264201, Parish of Cordelia – Lawrence Joseph (Joe) Sproats (RC17/0001)

That Council resolve to issue a Development Permit for Reconfiguration of a Lot, being the Subdivision of One (1) Lot into Two (2) Lots, subject to a number of conditions.

Status:

March 2017 Update – Decision Notice processed.

Matter Closed

Resolution Number - 280217-17 – Request to Change a Development Approval – Reconfiguration of Land: Rearrangement of Boundaries – Gangemi's Road and Hawkins Creek Road, Hawkins Creek – Hansen Surveys Pty Ltd for E and D Quabba, LM Mina and MJ Roveglia

That Council approve the request for a change to the Development Approval, subject to a number of amended conditions.

Status:

March 2017 Update – Decision Notice processed.

Matter Closed

Resolution Number - 280217-16 – Request for a Permissible Change to a Development Approval – Amendment to Access Arrangement Via Gort Street, Ingham – Andersen Super Management Pty Ltd - Material Change of Use: Commercial Premises (Car Wash Facility) – 265 Herbert Street, Ingham

That Council approve the request for a change to the Development Approval, subject to the site plan provided and a number of conditions.

Status:

March 2017 Update – Decision Notice processed.

Matter Closed

Resolution Number - 280217-15 – Request for Extension of the Currency Period – Beatts Road Holdings Pty Ltd - Material Change of Use – Undefined Use (Over 50's Lifestyle Accommodation – 150 Dwelling Resort) – Lot 11 on SP164492 Parish of Cordelia – Beatts Road, Allingham

That Council approve the request to extend the Development Approval currency period for a further four (4) years, subject to a number of conditions.

Status:

March 2017 Update – Decision Notice processed.

Matter Closed

Resolution Number - 280217-14 – Business Assistance Scheme Policy

That the matter be deferred pending further investigation.

Status:

March 2017 Update – New report to be considered at Council General Meeting 28 March 2017.

Resolution Number - 280217-13 – Round 1 – 2016 / 2017 RADF Applications

That Council endorse the recommendation as presented by the RADF Committee and approve funding totalling \$6,841 inclusive of GST for the specific projects as follows:

- Hinchinbrook Community Support Centre / Herbert River Quilters – Fabric Design Workshop
A unique workshop covering fabric designing skills using one-colour and multi-colour techniques with a non-toxic and non-polluting product \$1,731.
- Hinchinbrook Community Support Centre – Conservation and Exhibition of Important Hinchinbrook Art
Grant funds will be used exclusively to meet the cost of conservation of 25 significant watercolour works of art by the recognised artist GE Core. The artworks represent culturally and historically significant Hinchinbrook landmarks from the late 19th and early 20th centuries \$5,110.

Status:

March 2017 Update – Correspondence being prepared.

Matter Closed

Resolution Number - 310117-36 – Temporary Support for Economic Development

That the Report be received and noted.

Status:

March 2017 Update – The position has been filled and the Officer will commence with Council on 20 March 2017.

February 2017 Update – Position has been advertised.

Matter Closed

Resolution Number - 310117-35 – Building Works Assessable Against a Planning Scheme – Deed of Release and Indemnity – The Order of the Canossian Sisters – Lot 1 on RP741075, Parish of Trebonne – 9 Stone River Road, Trebonne

That the Report be received and noted.

Status:

March 2017 Update – The Deed Of Release has been signed by all relevant parties, copies provided to all parties and filed.

February 2017 Update – The Deed Of Release was sent to the Canossian Sisters for signing.

Matter Closed

Resolution Number - 310117-34 – RF001451 – Local Government Infrastructure Plan

That Council resolve the following:

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

Status:

March 2017 Update – PIE Solution attended a two day workshop with all relevant HSC Departments on 23/24 February gathering information.

February 2017 Update – Relevant appointment or unsuccessful letter have been enacted. PIE Solutions contacted the PDM to commence with the project.

Resolution Number - 310117-20 – Draft Hinchinbrook Shire Planning – Communication and Consultation Strategy

That Council:

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

Status:

March 2017 Update – DILGP indicated on 8 March that the approval process is underway and that the relevant approval is expected soon.

February 2017 Update – The Planning Scheme is with DILGP awaiting approval to commence with the public consultation.

Resolution Number - 310117-14 – Outdoor Billboard Advertising

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

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

Status:

March 2017 Update – Design stage of project has final sign-off. Signage to be implemented in late March. 2 signage panels are awaiting approval regarding name of Hinchinbrook Visitor Lounge from State Panel.

February 2017 Update – Quotation accepted. Paradise Outdoor Advertising have been engaged to produce and supply signage.

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

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

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

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

Status:

March 2017 Update – No further update.

February 2017 Update – Telstra proposal accepted and have been engaged to conduct a detailed site survey of stage one.

Resolution Number - 131216-22 – Trial Overflow Parking Site for Self-Contained Recreational Vehicles

That Council continue to operate the trial 48 hour RV parking site at TYTO from 1 March to 30 November 2017, subject to the site being closed because of we weather making it unsuitable for RV parking and that Council charge \$10 (including GST) per van per night.

That Council proceed to carry out the required legislative requirements to permanently operate the site on an annual basis from the 1 March to the 30 November each year.

Status:

March 2017 Update – No further update at this stage.

February 2017 Update – No action as yet.

January 2017 Update – Planning application in process. Preparations are being put in place for commencement on the 1 March 2017, pending favourable weather conditions.

Resolution Number - 131216-21 – Trial Overflow Parking Site for Self-Contained Recreational Vehicles at Reserve for Local Government Purposes – Caravan Park – Lot 340 on CWL2296 – 3 Leichhardt Street, Allingham

That Council extend the period for the trial 48 hour RV parking site at 3 Leichhardt Street, Allingham from 1 March to 30 November 2017, subject to the site being closed because of wet weather making it unsuitable for RV parking and that the site be run by the Forrest Beach Progress Association under the same conditions as previously approved by Council.

That Council charge \$10 (including GST) per van per night.

Status:

March 2017 Update – The commencement date is 1 April 2017.

February 2017 Update – Awaiting confirmation from Forest Beach Progress Association as to the commencement date.

January 2017 Update – Correspondence has been sent to the Forrest Beach Progress Association and preparations are being put in place for commencement on the 1 March 2017, pending favourable weather conditions.

Resolution Number - 270916-31 – Review of TYTO Conference and Events Coordinator Position

That Council approve the changes to the TYTO Conference and Events Coordinator position to reflect the changed focus of the role and that the position description be changed to the Regional Events Co-ordinator and that the Executive Manager Development and Planning continue to clarify with Council impacts on current events.

Status:

March 2017 Update – The temporary position to cover a 12 month maternity leave period has been advertised but as yet is not filled.

February 2017 Update – The temporary position to cover a 12 month maternity leave period has been advertised.

January 2017 Update – The position description has been finalised.

December 2016 Update – Positon description has been finalised and is awaiting confirmation of acceptance.

November 2016 Update – Draft position description has been prepared and review by Human Resources has been provided.

October 2016 Update – Currently modifying the positon description of the current Conference and Events positon.

Resolution Number - 270916-30 – Unauthorised Levee – Unmaintained Backo Road, Road Reserve, Cordelia

That Council resolve that:

- a) the levee at Cordelia located at the intersection of Herbert River and the unmaintained Backo Road, road reserve be removed by the constructor of said levee; and
- b) the area to be reinstated to its original condition by the constructor to the satisfaction of Council for a period of 4 years.

Status:

March 2017 Update – Venant Solutions has been provided with the HSC Survey data to place into the Flood Model. Modelling verification is underway.

February 2017 Update – Venant Solutions (the company who developed the Councils Flood Modelling) has been appointed by the constructors and requested to undertake modelling of the Levee's impact on the area as well as up and downstream.

January 2017 Update – Planning staff has been contacted to discuss processes in regards to applying for the land and levee.

December 2016 Update - The constructors submitted a letter requesting extension to undertake the relevant activity when the current cane harvesting season ends.

November 2016 Update – A letter requesting a timeframe within which they will remove the levee structure has been sent.

October 2016 Update - A letter to the persons who constructed the levee to provide a timeframe within which they will remove the levee structure is being drafted and will be sent out in October.

Resolution Number – 270916-14 – Ageing in Place Report

That Council receive and note the report and that a working group, including community representation, be formed to develop a plan to consider the recommended actions arising from the ageing in place report.

Status:

March 2017 Update – Media release seeking nominations from the community for positions on the Committee was published via media, face book and website..

February 2017 Update – The application form calling for nominations from the community has been completed and will be advertised on 25 February 2017.

January 2017 Update – Discussions have been conducted, progressing.

December 2016 Update – In progress.

November 2016 Update – Advertising seeking interest for the community representation positions will be undertaken during November 2016.

October 2016 Update – EMDP is currently in the process of creating the Committee.

Resolution Number – 280616-18 – RV Signs Located at West End of Lannercost Street

That Council proceed with the installation of signage to direct long vehicle parking in the centre median to the west end of Lannercost Street and away from existing businesses, for day time parking and that the line marking of the existing bays be altered to accommodate the long vehicles.

Status:

March 2017 Update – A request for quotation has been prepared by EMDP for the purchase of the signage.

February 2017 Update – DTMR has approved the signage and we are now able to proceed with installation of the signage.

January 2017 Update – DTMR response has been received and Officers will proceed to complete the signage and line marking.

December 2016 Update - No further progress to date.

November 2016 Update – Awaiting response from DTMR who have advised that they have until 14 December 2016 to consider the request.

October 2016 Update - The layout and design of the signage was submitted to DTMR in early September 2016.

September 2016 Update – No further progress to date.

August 2016 Update – No further progress to date.

July 2016 Update – Letters have been sent to the residents and businesses in the western area of Lannercost Street. Engineering Services are to assist in obtaining the DTMR permit, repainting of the parking bays and installing the signs.

Resolution Number – 081215-21 – Orpheus Island Management Plan

That Council seek:

- 1. a review of passenger numbers under the Orpheus Island Management Plan by the Queensland Government*
- 2. to invite representatives from SeaLink Queensland to discuss tourism opportunities within the Hinchinbrook Shire.*

Status:

March 2017 Update – No further update at this point in time.

February 2017 Update – No further update at this point in time.

January 2017 Update – No further update at this point in time.

December 2016 Update - No further update at this point in time.

November 2016 Update – No further update at this point in time.

October 2016 Update – No further update at this point in time.

September 2016 Update – No further update at this point in time.

August 2016 Update – The Queensland Government has allowed an increase in numbers for the Townsville Chamber Music Festival. No advice has been received regarding a permanent increase in numbers allowed on the island.

July 2016 Update – No further advice from the Queensland Government regarding an increase in numbers allowed to visit Orpheus Island.

June 2016 Update – No further advice from the Queensland Government regarding an increase in numbers allowed to visit Orpheus Island.

May 2016 Update – No further advice from the Queensland Government regarding an increase in numbers allowed to visit Orpheus Island.

March / April 2016 Update – Mr Peter Victory from Sealink met with Council on 16 February 2016 to discuss potential ferry service to Hinchinbrook Island, Yanks Jetty and other tourism opportunities. The previous Mayor and Executive Manager Development and Planning (EMDP) met with representatives of the Department of Tourism and Events and Small Business, and the Department of National Parks Sports and Racing on 18 February 2016. The Departments advised that a review of passenger numbers to the island was being undertaken.

February 2016 Update – Council planning consultants, Milford Planning have been engaged to prepare the management plan.

January 2016 Update – Council planning consultants, Milford Planning have been engaged to prepare the management plan.

Resolution Number – 081215-20 – Expression of Interest: Rotary Park Activation - Tourism Development Opportunity

That Council approve the public release of the Expression of Interest Document: Rotary Park Activation – Tourism Development Opportunity.

That applications for the Expression of Interest open at 9.00am Wednesday, 9 December 2015 and close Wednesday, 3 February 2016.

Status:

March 2017 Update – No further update at this stage.

February 2017 Update – SEDTO to provide update at next PCG meeting.

January 2017 Update – SEDTO to provide update at next PCG meeting.

December 2016 Update - No further update at this stage.

November 2016 Update – No further update at this stage.

October 2016 Update – No further update at this stage.

September 2016 Update – Council received No Expressions Of Interest. SEDTO provided update at PCG Meeting.

August 2016 Update – EOI closes on the 26 August 2016 at 2:00pm.

July 2016 Update – New EOI to be released in mid July.

June 2016 Update – EOI to be presented at PCG being held 16 June 2016.

May 2016 Update – Awaiting presentation and further direction from Council.

March / April 2016 Update – Two non-conforming EOIs were received. This matter is on hold for further consideration by Council.

February 2016 Update – Expression of interest closed early 2016.

January 2016 Update – Expression of Interest was advertised in the local Herbert River Express in December 2015.

Resolution Number – 290915-30 –Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)

That Council proceed with the Tully Street redevelopment as per the following:

- i. That Council proceed with design and construction works subject to funding under the Queensland Tourism Infrastructure Fund.*

Status:

March 2017 Update – Awaiting QTIF application funding acceptance.

February 2017 Update – Awaiting QTIF application funding acceptance.

January 2017 Update – Awaiting QTIF application funding acceptance.

December 2016 Update – QTIF application has been lodged to extend the existing shelter on Tully Street.

November 2016 Update – The development of an entrance statement within the centre median strip at the corner of Townsville Road and Lannercost Street subject to further consideration by the Project Control Group.

October 2016 Update – Permits currently being assessed by DTMR.

September 2016 Update – Permits currently being assessed by DTMR.

August 2016 Update – Works have been completed. The acquittal was lodged on Friday 12 August 2016.

July 2016 Update – Works near completion. Street furniture being finalised.

June 2016 Update – Works near completion, street furniture being finalised.

May 2016 Update – Works are progressing.

March / April 2016 Update – Work commenced on the Tully Street project on Wednesday 6 April 2016.

February 2016 Update – Finalising designs.

January 2016 Update – Early contractor involvement / risk and opportunity workshop will be held on Thursday 14 January 2016.

December 2015 Update – Secured Funding from QTIF. Flanagan's Consulting engaged for detailed design.

November 2015 Update – Pending funding from QTIF.

October 2015 Update – Pending funding from QTIF.

Resolution Number – 290915-27 –Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)

That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works – Lannercost Street Phase One as per the following:

- i. The development of an entrance statement within the centre median strip at the corner of Townsville Road and Lannercost Street subject to further consideration by the Project Control Group.*

Status:

March 2017 Update – No further update.

February 2017 Update – Fortisem engaged to produce initial concept drawings.

January 2017 Update – DTMR supports the current entrance statement proposal.

December 2016 Update - The development of an entrance statement within the centre median strip at the corner of Townsville Road and Lannercost Street subject to further consideration by the Project Control Group.

November 2016 Update – DTMR is unable to support the current entry statement proposal but are agreeable to a new design in line with public art work / statement piece.

October 2016 Update - Permits currently being assessed by DTMR Tourist Signage Team.

September 2016 Update – Permits currently being assessed by DTMR.

August 2016 Update – Plans for the design have been submitted to DTMR for approval.

July 2016 Update – No update at this stage.

June 2016 Update – Council are preparing materials to present to Main Roads.

May 2016 Update – The Public Art Committee has had two meetings to discuss and is expected to finalise the design to be recommended to Council in the next fortnight.

March / April 2016 Update – EOI closed on 21 March 2016. A meeting of the Public Art Committee has been scheduled to consider the designs and make a recommendation to Council.

February 2016 Update – EOI was finalised at the meeting of 20 January and has been released.

January 2016 Update – First PAC meeting held in late December 2015. Terms of Reference and EOI being reviewed by PAC for public art work associated with the Lannercost Street Entry Statement.

December 2015 Update – Public Art Committee appointed. Correspondence issued to successful applicants.

November 2015 Update – Public Art Committee to be established. Community positions advertised in Herbert River Express and online.

October 2015 Update – Concept design confirmed by PCG. Option on concept design variations to be tabled at PCG on 15/10/2015.

Resolution Number – 290915-23 –Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)

That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works as per the following:

- i. *Develop and implement a signage design guide for way-finding devices and information signs throughout Ingham.*

Status:

March 2017 Update – Signage panels are being designed.

February 2017 Update – RCP has been approved by DTMR. Signage panels are being designed.

January 2017 Update – Engineering drawings, RPEQ Certification and Safety Audit reports required by DTMR are in progress. RFQ for lighting installation of tower signage closes on 19 January 2017.

December 2016 Update – RFQ for engineering drawings required by DTMR closed on 29 November 2016. Successful candidate will be notified by 16 December 2016.

November 2016 Update – In the process of preparing a Request for Quotation for engineering designs for DTMR application.

October 2016 Update - Concept completed awaiting designed and quotation package.

September 2016 Update – Concept completed awaiting designed and quotation package.

August 2016 Update – Design guide and signage standards are currently being developed.

July 2016 Update – Design guide and signage standards are currently being developed.

June 2016 Update – Design guide and signage standards are currently being developed.

May 2016 Update – Design guide and signage standards are currently being developed.

March / April 2016 Update – Design guide and signage standards are currently being developed.

February 2016 Update – Design guide and signage standards are currently being developed.

January 2016 Update – Design guide and signage standards are currently being developed.

December 2015 Update – Design guide and signage standards are currently being developed.

November 2015 Update – Design guide and signage standards are currently being developed.

October 2015 Update – Design guide and signage standards are currently being developed.

Resolution Number – 290915-22 –Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)

That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works as per the following:

- i. Design and install signage to create a loop walk along existing pathway networks from TYTO Information and Wetland Centre to Lannercost Street.

Status:

March 2017 Update – Signage panels are being designed.

February 2017 Update – RCP has been approved by DTMR. Signage panels are being designed.

January 2017 Update – Engineering drawings, RPEQ Certification and Safety Audit reports required by DTMR are in progress. RFQ for lighting installation of tower signage closes on 19 January 2017.

December 2016 Update - RFQ for engineering drawings required by DTMR closed on 29 November 2016. Successful candidate will be notified by 16 December 2016.

November 2016 Update – DTMR require engineering drawings for consideration.

October 2016 Update – No further update at this stage.

September 2016 Update – Council awaiting DTMR approval.

August 2016 Update – Design guide and signage standards are currently being developed.

July 2016 Update – No update at this stage.

June 2016 Update – Signage package being released for request for quotation week ending 17 June 2016.

May 2016 Update – The content is still being finalised, signage likely to be ordered in June.

March / April 2016 Update – Final design is complete. The content for the signage is being finalised. The signage is to commence being installed late May to early June.

February 2016 Update – Final design is continuing to be developed.

January 2016 Update – First draft has been delivered for Council review.

December 2015 Update – Design guide and signage standards are currently being developed.

November 2015 Update – Design guide and signage standards are currently being developed.

October 2015 Update – Design guide and signage standards are currently being developed.

Resolution Number – 290915-21 – Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)

That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works in Rotary Park as per the following:

- i. Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park
- ii. Design and install tourist information signage in Rotary Park
- iii. Design and install signage for Rotary Park to Lannercost Street walk
- iv. Install Free Wi Fi network in Rotary Park
- v. Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders.

Status:

March 2017 Update – No further update.

February 2017 Update – Telstra has been engaged to commence site survey for Stage 1 Rotary Park and TYTO Information and Wetlands Centre.

January 2017 Update – RFQ submissions for free Wi Fi service closed on 13 December 2016. Submissions are under review.

December 2016 Update – RFQ for engineering drawings required for signage by DTMR closed on 29 November 2016. Successful candidate will be notified by 16 December 2016. RFQ submissions for free Wi Fi service closes on 13 December 2016.

November 2016 Update – DTMR require engineering drawings for consideration. Preparing a RFQ for installation of WiFi service.

October 2016 Update – Council has to reconsider the establishment of a commercial lease. The development of the information signage is progressing along with the way finding signage. An assessment of the best location for Wi-Fi emission is being undertaken.

September 2016 Update – No Expression Of Interest received, directions sought from next PCG meeting.

August 2016 Update – New EOI closes Friday 26 August 2016 at 2:00pm.

July 2016 Update – New EOI to be released in mid July.

June 2016 Update – Revised EOI to be considered by next PCG Thursday 16 June 2016. New signage for Rotary Park to be presented to PCG meeting 30 June 2016.

May 2016 Update – Council briefing required and future direction determined.

March / April 2016 Update – Council received 2 non-conforming EOI's for this matter. Council to reconsider proposed works.

February 2016 Update – EOI applications closed early February. Tourist information signage is being developed.

January 2016 Update – Expression of Interest released in December 2015. Applications close early February 2016.

December 2015 Update – Expression of Interest completed for consideration at December General Meeting.

November 2015 Update – Rotary Park Stakeholder Meeting held regarding location of commercial lease. Draft Expression of Interest presented to the CBD Project Control Group on 12 November 2015.

October 2015 Update – EOI currently being prepared. To be considered by CBD Project Control Group on 22 October 2015.

Resolution Number – 290915-20 –Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)

That the Project Control Group, including all Councillors, determines the configuration, budgeting and timing of all 2015 / 2016 Ingham CBD Redevelopment Priority Works associated with Rotary Park, TYTO to Town Walk, Tully Street and Lannercost Street Phase One.

Status:

March 2017 Update – No further update at this stage.

February 2017 Update – No further action at this stage.

January 2017 Update – SEDTO to provide update at next PCG meeting.

December 2016 Update - No further action at this stage.

November 2016 Update – SEDTO to provide full update at next PCG meeting.

October 2016 Update – No further action at this stage.

September 2016 Update – SEDTO provided update at PCG meeting.

August 2016 Update – No further action at this stage.

July 2016 Update – No further action at this stage.

June 2016 Update – No further action at this stage.

May 2016 Update – No further action as this stage next PCG meeting Thursday 19 May 2016.

March / April 2016 Update – No further action as this stage.

February 2016 Update – No further action as this stage.

January 2016 Update – No further action as this stage.

December 2015 Update – No further action as this stage.

November 2015 Update – No further action at this stage.

October 2015 Update – No further action at this stage.

Resolution Number – 270514-03 – Donna Amory – Reconfiguring a Lot

That Council advise Donna Amory that:

- (a) A Development Application for Operational Works (roadworks, landscaping, stormwater and drainage works) reflecting the associated Development Permit for Reconfiguring a Lot (065/0150) will be prepared by Council in conjunction with the developer
- (b) The Development Application fee (\$230.00) will be waived.

Status:

March 2017 Update – No further update at this stage.

February 2017 Update – No further update at this stage.

January 2017 Update – No further update at this stage.

December 2016 Update - No further update at this stage.

November 2016 Update – Council's Planner is currently reviewing work to date and will advise further once this has been completed.

October 2016 Update - Council's Planner is currently reviewing work to date and will advise further once this has been completed.

September 2016 Update – Council's Planner is currently reviewing work to date and will advise further once this has been completed.

August 2016 Update – Council's Planner is currently reviewing work to date and will advise further once this has been completed.

July 2016 Update – Council's Planner is currently reviewing work to date and will advise further once this has been completed.

June 2016 Update – Council's Planner is currently reviewing work to date and will advise further once this has been completed.

May 2016 Update – No further update at this stage.

March / April 2016 Update – No further update at this stage.

February 2016 Update – No further update at this stage.

January 2016 Update – No further update at this stage.

December 2015 Update – No further update at this stage.

November 2015 Update – No further update at this stage.

October 2015 Update – No further update at this stage.

September 2015 Update – No further update at this stage.

August 2015 Update – No further update at this stage

July 2015 Update – No further update at this stage.

June 2015 Update – No further update at this stage.

May 2015 Update – No further update at this stage.

April 2015 Update – No further update at this stage.

March 2015 Update – No further update at this stage.

February 2015 Update – No further update at this stage.

January 2015 Update – No further update at this stage.

December 2014 Update – No further update at this stage.

November 2014 Update – No further update at this stage.

October 2014 Update – No further update at this stage.

September 2014 Update – No further update at this stage.

August 2014 Update – No further update at this stage.

July 2014 Update – Operational works development application currently being prepared.

Resolution Number – 151013-33 – Hinchinbrook Shire Flag

That Council delay development of the Shire Flag given the shire wide branding exercise is scheduled for execution in 2013 / 2014.

Further that development of a shire flag design is given consideration as part of the overall shire wide branding exercise.

Status:

March 2017 Update – No further action at this stage.

February 2017 Update – No further action at this stage.

January 2017 Update – No further action at this stage.

December 2016 Update – Briefing with Council to be arranged in the New Year.

November 2016 Update – Preparing Report to Council for December meeting.

October 2016 Update – No further action at this stage.

September 2016 Update – No further action at this stage

August 2016 Update – No further action at this stage

July 2016 Update – No further action at this time.

June 2016 Update – No further action at this time.

May 2016 Update – The Shire flag will be progressed now that the Brand Style guide has been adopted.

March / April 2016 Update – The Shire flag will be progressed now that the Brand Style guide has been adopted.

February 2016 Update – Shire flag to be considered after the Draft Shire Brand book has been adopted.

January 2016 Update – Shire flag to be considered after the Draft Shire Brand book has been adopted.

December 2015 Update – Draft Shire Brand book will be ready for Councillor consideration and adoption at January 2016 General Meeting. Shire flag to be considered after this has been adopted.

November 2015 Update – Awaiting completion of the Shire branding project the Hinchinbrook Way

October 2015 Update – Awaiting completion of the Shire branding project the Hinchinbrook Way.

September 2015 Update - Awaiting completion of the Shire branding project the Hinchinbrook Way.

August 2015 Update – Awaiting completion of the Shire branding project the Hinchinbrook Way.

July 2015 Update – Awaiting completion of the Shire branding project.

June 2015 Update – Awaiting completion of the Shire branding project.

May 2015 Update – Awaiting completion of the Shire branding project.

April 2015 Update – Awaiting completion of the Shire branding project.

March 2015 Update – Shire branding to be presented to Council on Tuesday 24 March 2015, including Shire flag.

February 2015 Update – To be confirmed following outcome of Economic Development Workshop on 3 March 2015.

January 2015 Update – Awaiting the progress of the Shire Wide Branding project.

December 2014 Update – Awaiting the progress of the Shire Wide Branding project.

November 2014 Update – Awaiting the progress of the Shire Wide Branding project.

October 2014 Update – Awaiting the progress of the Shire Wide Branding project.

September 2014 Update – Awaiting the progress of the Shire Wide Branding project.

August 2014 Update – Awaiting the progress of the Shire Wide Branding project.

July 2014 Update – Awaiting the progress of the Shire Wide Branding project.

June 2014 Update – Awaiting the progress of the Shire Wide Branding project.

May 2014 Update – Awaiting the progress of the Shire Wide Branding project.

April 2014 Update – Awaiting the progress of the Shire Wide Branding project.

March 2014 Update – The current shire flag has been discontinued from service.

February 2014 Update – Awaiting the progress of the Shire Wide Branding project.

January 2014 Update – No further progress to date.

December 2013 Update – No further progress to date.

November 2013 Update – No further progress to date.

Resolution Number – 180613-17 – Hinchinbrook Tourist Loop – Signage Plan

That Council approve the Tourist Loop based on Option B which incorporates the Loop passing through Four Mile Road and that the Loop be labelled as Tourist Drive as designated with a number as determined by DTMR.

That Council approve the aerial photograph of Hinchinbrook Island to be used on the Highway Signage as being the most suitable for the drive.

Status:

March 2017 Update – Signage panels are being designed.

February 2017 Update – RCP approved by DTMR.

January 2017 Update – Engineering drawings, RPEQ Certification and Safety Audit reports required by DTMR are in progress. RFQ for lighting installation of tower signage closes on 19 January 2017

December 2016 Update - RFQ for engineering drawings required for signage by DTMR closed on 29 November 2016. Successful candidate will be notified by 16 December 2016.

November 2016 Update – DTMR require engineering drawings for project consideration.

October 2016 Update - SEDTO to prepare a Report for Council consideration.

September 2016 Update – Completed and released for quotation. Quotation received, awaiting direction from council.

August 2016 Update – Work is progressing and development of print material is being prepared.

July 2016 Update – No further update at this stage.

June 2016 Update – Destination Node structures being released for request for quotation by 24 June 2016.

May 2016 Update – Design firm Dot Dash is currently finalising signage design with initial construction of the signage commencing in June 2016. The loop will be included in the Hinchinbrook Way regional brochure.

March / April 2016 Update – The Hinchinbrook Way Website to be operational 16 April 2016 and the loop information will be included from July. Design firm Dot Dash is currently finalising signage design with construction of the signage commencing in June 2016. The loop will be included in the Hinchinbrook Way regional brochure.

February 2016 Update – Material being prepared for brochure and website.

January 2016 Update – Material being prepared for brochure and website.

December 2015 Update – Final layout to be confirmed by Council at December General Meeting.

November 2015 Update – Final layout to be confirmed by Council at December General Meeting.

October 2015 Update – Briefing Session to Council on Hinchinbrook Way Drive on 13/10/2015.

September 2015 Update – Awaiting completion of the Shire branding project the Hinchinbrook Way.

August 2015 Update – Work progressing.

July 2015 Update – Work is progressing on the Hinchinbrook Way with documentation being prepared. It is expected that the documentation will be finalised by the end of September.

June 2015 Update – Work is progressing on the Hinchinbrook Way with documentation being prepared. It is expected that the documentation will be finalised by the end of September.

May 2015 Update – Work is progressing on the Hinchinbrook Way with documentation being prepared.

April 2015 Update – Work is progressing on the Hinchinbrook Way with documentation being prepared.

March 2015 Update – Timeframe to be confirmed on Tuesday 24 March 2015 at Economic Development Strategy presentation.

February 2015 Update – Signage Committee to be updated. Progress Associations to be updated in late march, early April on split project – directional signage and ‘Hinchinbrook Way – Drive tourism product’. Update to be presented to Council mid March 2015.

January 2015 Update – Senior Economic Development Officer is developing the strategy and documentation required to meet MRD requirements.

December 2014 Update – Senior Economic Development Officer has been developing the drive strategy. Information will be provided to Council at the Briefing Session on 2 December 2014.

November 2014 Update – Senior Economic Development Officer is working with TEL to finalise the tourist loop and register with DTMR.

October 2014 Update – No further progress this month. Will be one of the first actions the Senior Economic Development and Tourism Officer will be tasked with assisting the EMDP.

September 2014 Update – No further progress this month. Will be one of the first actions the Senior Economic Development and Tourism Officer will be tasked with assisting the EMDP

August 2014 Update – No further progress this month. Will be one of the first actions the Senior Economic Development and Tourism Officer will be tasked with assisting the EMDP.

July 2014 Update – Work has commenced on providing the relevant information for recognition by Townsville Enterprise Ltd of the new tourist loop.

June 2014 Update – Some preliminary discussions have been held with Townsville Enterprise Ltd.

May 2014 Update – TMR have advised that **essential criteria need to be met regarding the promotion of tourism routes. This includes the following:**

- **The route must have significant tourism and/or scenic appeal, including a reasonable frequency of quality tourist attractions to maintain the interest of the visitor**
- **The route MUST NOT be based on attractions which are strictly seasonal or are not a permanent feature of the route**
- **The route must allow for the safe passage of private passenger vehicles at all times (avoiding hazardous alignments or grades, or single lane roads)**
- **The route must use only suitably maintained roads, preferably sealed, which are also capable of accommodating the higher volumes of traffic attracted to the route**
- **Promotional material (e.g. map, brochure and website) covering the drive and attractions MUST be developed and made available through visitor information centres and other outlets on an ongoing basis. It is expected that tourist drives will not occur on expressway type roads**
- **Support of the Regional Tourist Organisation (RTO).**

EMDP has discussed options with Council's Works Engineer and we have divided the project into two (2) components once being the directional signage and the other being the tourist information signage. The Works Engineer will progress the directional signage and the EMDP will progress the tourist information signage. The Works Engineer believes she can move quite quickly to get approval from TMR for this standard signage and have it erected by the end of June. If possible space will be allowed on these signs for the insertion of tag lines and the route number at a later date. With regard to the tourism information signage the EDMP has contacted Townsville Enterprise Limited and Tourism and Events Qld about the development of a tourist loop this will take some time to develop to a standard which meets the TMR requirements.

April 2014 Update – Further consultation with TMR regarding Tourist Loop signage and necessary requirements to ensure approval.

March 2014 Update – Further consultation with TMR regarding the name and logo of the tourist drive is required. Options will be taken to the Signage Committee for discussions. Once the name and logo have been decided, final amendments to the signs will be required and then forwarded to TMR for final approval.

February 2014 Update – Feedback from TMR has been received. Amendments to signage and locations have been requested. Project to be reviewed based on comments provided from TMR.

January 2014 Update – An onsite location inspection of the four highway signs has occurred between HSC and TMR. Awaiting response from TMR regarding the outcome of the site visit. Further consultation is required within the HSC Engineering Department to determine the progression of all other signage.

December 2013 Update – DTMR are reviewing the proposal. MTS has organised a meeting to fast-track DTMR in providing a response.

November 2013 Update – DTMR are reviewing the proposal to provide a solution for the issues raised previously. Council is awaiting comment from DTMR.

October 2013 Update – Further consultation with DTMR has occurred and issues were raised regarding the area descriptions and the two main highway signs being too congested. Consultants are in the process of working up a solution to resubmit to DTMR for final approval.

September 2013 Update – DTMR recently informed that although the Northern Regional Office approved the proposal the Brisbane Office had some issues that need to be worked through. Further consultation with DTMR now required.

August 2013 Update – DTMR Townsville have approved the proposal but have sent it to Brisbane for final approval.

July 2013 Update – Signage and footing design has been completed. Waiting on Main Roads to issue a Route Number for proposal, once received Council will need to apply for a Road Corridor Permit from Main Roads. Purchase order has been issued for signage fabrication.

Resolution Number – 210513-30 – Pelorus Island

That Council formally write to the Department of Natural Resources and Mines and request confirmation that a Trustee Lease or Permit can be issued to a commercial operator for part of Pelorus Island.

Further that the Department be requested to provide examples of terms and conditions of instances where similar leases have been issued.

Status:

March 2017 Update – Department of Natural Resources and Mines are reviewing the draft plan and will advise of further requirements for the plan.

February 2017 Update – Department of Natural Resources and Mines are reviewing the draft plan and will advise of further requirements for the plan.

January 2017 Update – Further discussions with the Department of Natural Resources and Mines is planned.

December 2016 Update - No further progress.

November 2016 Update – No further progress.

October 2016 Update – Discussions were held with Department of Natural Resources and Mines Officers regarding the draft plan. Other alternative ways of allowing facilities on the island were discussed such as licensing will be investigated. This was discussed with DNRM representatives at a meeting on the 28/9/16 and they agreed that this is the best way forward at this point in time. Designs of QPWS toilets at Jourama Falls and requirements for toilets on islands given to EMECS for securing quotes for erection of a suitable public toilet on the island.

September 2016 Update – The State has not yet provided an official response to the proposed draft plan.

August 2016 Update – The draft has been submitted to the State. The State has provided some feedback for consideration.

July 2016 Update – Passed over to Economic Development Department.

June 2016 Update – No further update.

May 2016 Update – No further update.

March / April 2016 Update – No further update.

February 2016 Update – No further update.

January 2016 Update – No further update.

December 2015 Update – No further update.

November 2015 Update – No further update.

October 2015 Update – No further update.

September 2015 Update – No further update.

August 2015 Update – No further update.

July 2015 Update – No further update.

June 2015 Update – No further update.

May 2015 Update – No further update.

April 2015 Update – Meeting organised with Remote Area Dive to discuss a range of issues including permitting, food hygiene, sanitation and tourism development.

March 2015 Update – No further update.

February 2015 Update – No further update.

January 2015 Update – No further update.

December 2014 Update – No further update.

November 2014 Update – No further update.

October 2014 Update – No further update.

September 2014 Update – No further update.

August 2014 Update – No further progress.

July 2014 Update – No further progress.

June 2014 Update – No further progress.

May 2014 Update – No further progress.

April 2014 Update – No further progress.

March 2014 Update – No further progress.

February 2014 Update – No further update.

January 2014 Update – Officers have contacted QPWS and neighbouring Councils to obtain information as to the fees and charges applicable in the region for commercial camping on public reserves.

December 2013 Update – Preliminary investigations indicate that the most practical and efficient option for the control of commercial camping activities on the island is via existing Local Laws, similar to the Crystal Creek area. A Report will be prepared for Council's consideration recommending possible options and camping fees.

November 2013 Update – No further progress.

October 2013 Update – Moved from Executive Manager Development and Planning to the new responsibility of the Executive Manager Environment and Community Services who will progress on his return from leave.

September 2013 Update – No further update.

August 2013 Update – A letter has been received from the Department of Natural Resources and Mines with information on options of leases for Council to consider. A report to Council will be prepared for Councils consideration when these options have been investigated.

July 2013 Update – No response has been received from the Department at this time.

June 2013 Update – Council has written to the Department of Natural Resources and Mines requesting information.

BUSINESS ASSISTANCE SCHEME POLICY

Executive Summary

Council has developed this policy to support new innovative businesses in the Shire. The scheme aims to provide targeted assistance to fresh and original business opportunities that will result in employment and investment opportunities. The scheme incorporates the offsetting of some cost associated with expanding or establishing a new business which may include rates, permits, rent and free concessions. This scheme is aimed at creating healthy, sustainable, strong and growing businesses in the Shire.

This matter was considered by Council at the General Meeting of the 28 February, at which time it was agreed to lay this matter on the table pending further consideration. The draft policy has been reviewed and is now presented to Council for further consideration.

For Council Decision – Recommendation

That the Business Assistance Scheme Policy as presented be adopted.

Background

Council want to make Hinchinbrook Shire one of the most business friendly shires in North Queensland. To achieve this Council encourages the establishment of new and innovative businesses that are sustainable financially and environmentally and provide a long term benefit to the Hinchinbrook Shire Community.

The attached policy provides support for new innovative business start-ups and expansion of existing businesses into opportunities, products and services that do not already exist in the Hinchinbrook Shire. The applicant must be based in Hinchinbrook Shire and must be expanding or establishing a business that directly benefits the Shire by way of providing or producing a new product or service that is not already provided in the Shire. The applicant must be able to provide a business plan and have acquitted all previous grants and have no outstanding debts to Hinchinbrook Shire.

Attachments

Business Assistance Scheme Policy

Statutory Environment

Local Government Act 2009

Policy Implications

Corporate Plan 2014

Consulted With

Mayor
Deputy Mayor
Councillors
Chief Executive Officer

Financial and Resource Implications

Council will be required to make a budget provision for the scheme.

Risk Management Implications

Nil other than the funding provided to initiatives not achieving the outcomes of the policy.

Strategic Considerations

Corporate Plan 2014

Officers Comment

There are many opportunities for new services and products which skilled and entrepreneurial people can provide to create a business opening in the Shire. By offering support for the start up of a new business Council is able to foster and grow the local economy. Rather than competing with existing businesses and services the assistance is to initiate a service or product that is not already available locally. Small business is the back bone of Australia and employs a significant number of people. Creation of new businesses in the shire will enhance the lifestyle of the existing population as well as providing new employment opportunities for residents.

The draft policy presented to Council on the 28 February 2017, has been reviewed and the updated version is now attached.

1. Policy Statement

Council has a clear vision in making the Hinchinbrook Shire one of the most business friendly shires in North Queensland. To achieve this, Council encourages the establishment of new and innovative businesses that are sustainable financially and environmentally and provide a long term benefit to the Hinchinbrook Shire community.

Council is committed to securing the attraction of new industry and innovative business to compliment and/or add value to or significantly expand upon the already existing businesses and assist economic and employment growth. Council is willing to provide incentives and other assistance in accordance with this Policy to support that commitment.

GOALS

Council recognises that the creation of employment for the shire is one of the most critical challenges that it faces. One of our key goals is to achieve a sustainable and growing economy through:

- Competitiveness and employment opportunities, and
- The attraction of new and innovative businesses to the shire.

2. Scope

This policy is to provide support for new innovative business start ups in the Hinchinbrook Shire.

Applicants must be based in Hinchinbrook Shire and must be establishing a business that directly benefits the Shire by way of service provision and job creation. The applicant must be able to provide a business plan and have acquitted all previous grants and have no outstanding debts Hinchinbrook Shire.

3. Responsibility

All requests for support are to be lodged with Council by way of an application process. The assessment panel will review the application and make a recommendation to Council for consideration. The funding for the assistance is subject to availability of budget as determined by Council annually.

4. Definitions

Local Business is one that has an office within the Hinchinbrook Shire boundary and has one employee (or owner or more employees who reside in the Hinchinbrook Shire).

Assessment Panel will be a committee consisting of two (2) Councillors and two (2) Council Officers.

Eligible applicants are those that are:

- based in the Hinchinbrook Shire
- a registered Australian Business Number (ABN)
- establishing a business that directly benefits the Shire and provides a product or service not already provided for or which adds value to or significantly expands upon product or services in the shire not owing monies to Council ie that have acquitted all other Council grants and have no outstanding debts with Hinchinbrook Shire.

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

Policy Number: [Insert Policy Number]

Authorised By: [Insert Manager Name Or Resolution]

Document Maintained By: [Development and Planning]

Version No: [1]

Initial Date of Adoption: [Enter Date]

Current Version Adopted: [N/a]

Next Review Date: [Enter Date]

Economic benefit to the shire will be assessed against the business opportunities to:

- provide employment opportunities
- be sustainable
- generate economic activity
- be innovative and entrepreneurial
- improve the viability and vitality of our shire
- provide a service or product not already available locally.

5. Policy

Hinchinbrook Shire Council has developed this policy to support new businesses in the Shire. The scheme aims to provide targeted assistance that will result in employment and investment opportunities. The scheme incorporates the offsetting of some cost associated with establishing a new business which may include rates, permits, rent and fee concessions. The scheme is aimed at creating healthy, sustainable, strong and growing businesses in the shire.

Prior to applying for assistance, the applicant must discuss the scheme with the Executive Manager Development and Planning. **A business plan then must be submitted to support the proposal along with an application form** which can be downloaded from the Council website (www.hinchinbrook.qld.gov.au).

The Business Plan should include such details as; company principals, nature of the business, SWOT analysis, and financial analysis and must provide evidence that the business is financially viable and the applicants have sound management capabilities.

The panel will carry out an assessment of the application based on the set criteria and a written recommendation will be forwarded to the Council for consideration.

6. Guiding Principles

- All applications will be considered on merit and must pass the economic benefit test as described in this policy;
- The scheme does not provide retrospective funding;
- Assistance under the scheme is not 'as of right' assistance;
- Funding is subject to the applicant repaying any cash grant within a maximum period of six (6) months from the date of completion of the assistance period; and
- Funding is subject to the attainment of Council and other regulatory approvals.

7. Assessment Criteria

The assessment panel will assess applications for assistance under this scheme and shall consider any application on a case by case basis and interpret the policy accordingly.

The assessment will be based on an economic benefit test which includes:

- The number of jobs that the business will create;
- The proposed business is not in direct competition with an existing business in the shire
- The business is innovative and utilises new ideas
- The requested support provides value for money to the community.
- The proposal will provide economic benefits for the shire.

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

Policy Number: [Insert Policy Number]

Authorised By: [Insert Manager Name Or Resolution]

Document Maintained By: [Development and Planning]

Version No: [1]

Initial Date of Adoption: [Enter Date]

Current Version Adopted: [N/a]

Next Review Date: [Enter Date]

- The business will reduce the level of expenditure outside of the shire by local residents.
- The business will increase the expenditure in the shire from those living outside the shire.

8. Financial Assistance Available

The grant amount is dependent on each individual situation and is to be determined by Council.

Minimum Level of Assistance - Council has agreed that all eligible business will, in addition to other incentives as may be agreed to as undermentioned, be entitled to a base level of assistance in the form of \$500 (ex GST) comprising of either cash and/or in-kind assistance with Council licenses and/or fees.

Rate Concessions - will be considered to new businesses on an individual project basis and will be based on employment outcomes. Concessions will be considered for a maximum of 50% of rates and for a maximum of 3 years.

Rate concessions will only be considered for commercial and industrial rated properties.

Permits and Fees: Council may consider reimbursing permit costs for eligible businesses.

Rural Community Incentives - In recognition of the special needs of outlying communities (outside of Ingham), Council may provide assistance to support businesses located in those communities where the venture will generate increased economic benefit. These will be considered on a case by case basis, in consultation with the relevant portfolio Councillors.

Rent Subsidy - this form of assistance (**for a maximum of 6 months**) is to support eligible new businesses, where the provision of the subsidy removes a particular constraint to the development of the business. Businesses that wish to expand into or utilise unused Council property will also be considered on a case by case basis.

Other financial incentives - depending on the economic benefit provided by the development, Council may determine that other support is appropriate, this may include in-kind works or support to provide infrastructure, waiver of planning infrastructure charges or similar benefit at Council's discretion. Eligibility to receive this type of assistance is to be determined on a case by case basis.

9. Other

By accepting the assistance from Council the recipients agrees to submit a report to Council two (2) months from the date of assistance detailing progress of the business and a six (6) month final report.

Payment can only take place when a tax invoice has been submitted.

Should the business proposal as outlined in the application be deferred or withdrawn all assistance provided by Council must be reimbursed in full.

The applicant will be required to acquit the funding within two (2) months of the funding period finishing. This will include a statement of expenditure with copies of invoices and supporting documentation of the expenditure provided. A progress report may be required at the discretion of the Council.

The applicant will be required to pay back the funding over a six (6) month period after the date of completion of the assistance period. A repayment agreement will be entered into to facilitate the payback schedule.

10. Legal Parameters

Local Government Act 2009

11. Associated Documents

Business Assistance Scheme Application Form
Business Assistance Scheme Acquittal Form

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

Policy Number: [Insert Policy Number]

Authorised By: [Insert Manager Name Or Resolution]

Document Maintained By: [Development and Planning]

Version No: [1]

Initial Date of Adoption: [Enter Date]

Current Version Adopted: [N/a]

Next Review Date: [Enter Date]

FLUORIDATION OF SHIRE WATER SUPPLY

Executive Summary

This Report is asking Council to determine if fluoride should be removed from the Hinchinbrook Shire's water supply. Two actions have taken place leading up to this Report being a community meeting and a community survey.

For Council Decision – Recommendation

That Council determine whether fluoride should be removed from the Hinchinbrook Shire's water supply.

Background

On 29 October 2012 at a Special Meeting, Hinchinbrook Shire Council endorsed a previously resolved position to move forward with the water fluoridation project for the Shire's potable water supply.

Council has recently consulted Hinchinbrook residents in relation to fluoridation as follows:

- A public meeting was held on Tuesday 15 November 2016. There were two speakers:
 - Dr Michael Foley from Queensland Health who spoke for retaining fluoride in the Hinchinbrook water supply; and
 - Marilyn Haines from Queenslanders for Safe, Water, Air and Food Incorporated, who spoke against retaining fluoride in the Hinchinbrook water supply.
- ReachTEL conducted a survey of 658 Hinchinbrook Shire Council residents. The survey was conducted on the night of 20 February 2017.

Questions and results of the survey were as follows:

- *Question 1:*

Is your residence connected to the public water supply?

	Total	Female	Male	18-34	35-50	51-65	65+
Yes	95.1%	92.9%	97.3%	96.3%	94.8%	95.7%	93.2%
No	2.6%	3.7%	1.5%	2.5%	3.4%	2.7%	2.3%
Unsure	2.3%	3.4%	1.2%	1.2%	1.7%	1.6%	4.5%

- Question 2:

Do you support or oppose the addition of fluoride in the water supply?

	Total	Female	Male	18-34	35-50	51-65	65+
Support	33.9%	34.7%	33.2%	35.0%	22.4%	41.0%	36.9%
Oppose	50.7%	52.3%	49.1%	50.0%	58.0%	46.3%	48.3%
Undecided	15.4%	13.0%	17.7%	15.0%	19.5%	12.8%	14.8%

	Total	Q1 Yes	Q1 No	Q1 Unsure
Support	33.9%	34.2%	27.8%	26.7%
Oppose	50.7%	51.0%	55.6%	26.7%
Undecided	15.4%	14.7%	16.7%	46.7%

- Question 3:

How concerned are you about the health impacts of adding fluoride into the public water supply?

	Total	Female	Male	18-34	35-50	51-65	65+
Very concerned	35.0%	35.8%	34.1%	35.3%	43.1%	33.7%	28.4%
Somewhat concerned	28.9%	30.2%	27.5%	29.4%	35.1%	24.6%	27.3%
Somewhat unconcerned	16.6%	15.1%	18.0%	23.5%	10.9%	14.4%	19.3%
Not at all concerned	19.6%	18.8%	20.4%	11.8%	10.9%	27.3%	25.0%

	Total	Q1 Yes	Q1 No	Q1 Unsure
Very concerned	35.0%	35.5%	27.8%	20.0%
Somewhat concerned	28.9%	28.6%	50.0%	20.0%
Somewhat unconcerned	16.6%	16.5%	5.6%	33.3%
Not at all concerned	19.6%	19.5%	16.7%	26.7%

Attachments

Nil

Statutory Environment

On 28 November 2012, the State Government amended the *Water Fluoridation Act* with the primary alteration being the removal of the mandatory requirement to fluoridate all relevant public potable water supplies. The change in the legislation at that time included requirements around the decision. Section 7 of the *Water Fluoridation Act* states:

“(1) A local government may decide that fluoride be added to the water supply that supplies potable water to the community in its local government area if it is satisfied the decision is in the best interests of the community.

(3) A local government may decide that fluoride not be added to the water supply that supplies potable water to the community in its local government area if it is satisfied the decision is in the best interests of the community.”

Policy Implications

Nil

Consulted With

Hinchinbrook residents

Hinchinbrook Shire Councillors

Queensland Health

Queenslanders for Safe, Water, Air and Food Incorporated

Financial and Resource Implications

The initial cost to add fluoride to the Hinchinbrook Shire reticulated water system in 2010 was in the region of \$3.5 million. It will cost around \$50,000 to decommission the fluoride plant.

The annual operating cost of adding fluoride to the Hinchinbrook reticulation system is approximately \$141,000. Approximately \$77,000 of the annual costs is wages and as discussed previously with Council if we were to decommission Fluoride dosing, Council would still need to retain that treatment staff. The true savings if fluoride was removed is around \$64,000 per annum.

Risk Management Implications

There are two risk management issues:

- Managing dosing concentration risks.
A number of measures are in place in fluoride dosing facility to mitigate the risk of overdosing fluoride.
 - Managing Workplace Health and Safety risks for staff at the dosing facility.
Fluoride, like other water treatment chemicals requires strict control and risk management for its handling. These controls are in place.
-

Strategic Considerations

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.

Officers Comment

A community engagement process has been completed to assist Council gauge the community's position and make an informed decision.

When making the decision whether to fluoridate the water, Council must be satisfied that the decision they make is in the best interest of the community (S 7 of the *Water Fluoridation Act 2008*).

HINCHINBROOK CHAMBER OF COMMERCE, INDUSTRY AND TOURISM INC FINANCIAL ASSISTANCE

Executive Summary

In the past years Council has provided financial support in the sum of \$11,000.00 (including GST) to the Hinchinbrook Chamber of Commerce, Industry and Tourism (HCCIT) to support the organisation to continue to operate and undertake projects assisting local business and industry. HCCIT recently requested Council's ongoing support for 2017 and ask to consider increasing the support from \$11,000.00 (including GST) to \$15,000 to accommodate for the increase of costs accrued. The HCCIT are looking to move ahead with a retail promotion around the free coffee promotion presented to Council last year by a local retailer. Also the Townsville Chamber of Commerce has offered to include regional Chambers in their Year Book and there would be 8 pages for the HCCIT. The cost of producing the graphics is \$800.

For Council Decision – Recommendation

That Council approve financial support for the Hinchinbrook Chamber of Commerce, Industry and Tourism inc in the sum of \$15,000 (including GST) for the 2017 year.

Background

The HCCIT are a membership based, not for profit organisation to assist local business and industry in the Shire. The Chamber's goals include:-

- To inform and communicate with businesses so they make better decisions and develop better planning and business strategies
 - To implement Chamber projects which highlight, showcase and empower Hinchinbrook Businesses
 - Be a link to Local, State and Federal governments
-

Attachments

Letter received from HCCIT

Statutory Environment

Local Government Act 2009

Policy Implications

Nil

Consulted With

Chief Executive Officer

Financial and Resource Implications

Provision of \$11,000 (including GST) has already been made in the 2016/2017 budget for this assistance. There is no provision for an increase of assistance, however the increase of \$4,000 would possibly be able to be accommodated in Council's overall budget.

Risk Management Implications

Nil

Strategic Considerations

Hinchinbrook Economic Growth Strategy; Hinchinbrook Corporate Plan 2014-2019; and Hinchinbrook Operational Plan 2016.

Officers Comment

HCCIT's capacity to raise revenue is limited predominantly to annual membership fees and any grant funding they received. HCCIT provides support and representation to the business community and financial support by Council has a significantly positive effect on the Chamber's capacity to continue to assist the business community.

HCCIT recently requested Council's ongoing support for 2017 and ask to consider increasing the support from \$11,000.00 (including GST) \$15,000 to accommodate for the increase of costs accrued. The HCCIT are looking to move ahead with a retail promotion around the free coffee promotion. The Townsville Chamber have offered to include regional Chambers in their Year Book and there would be 8 pages for the HCCIT. The cost of producing the graphics is \$800

In 2011/2012 Council first provided assistance of \$11,000 (including GST) and since then there has been no increase to cover CPI Increases. In the 2013/2014 year budget an additional \$20,000 (including GST) was provided to the Hinchinbrook Chamber of Commerce, Industry and Tourism Inc to undertake a marketing initiative/s as identified by the Chamber through either the Remote Area Economic Development Training Program Report or the Marketing Workshop. After this the assistance dropped back to \$11,000 (Including GST).

22/02/2017

Mr Daniel McKinlay
Chief Executive Officer
Hinchinbrook Shire Council
P O Box 366
INGHAM QLD 4850

Dear Dan

I on behalf of the Hinchinbrook Chamber of Commerce Industry & Tourism would like to thank the Council for the \$11,000.00 contribution it has made to the Chamber each year for the provision of administrative support for chamber activities and projects associated with assisting the business community of Hinchinbrook.

This contribution is greatly appreciated as without it the Chamber would struggle to continue on the level it has.

Due to increasing costs ie. rent, wages, insurance, audit and general costs Chamber would like to ask Council if they would consider increasing this yearly amount as it has remained the same since 2012.

Some of the major activities Chamber has undertaken in the past year

- Radio advertising with 4KZ – focus on Marine, Nature and Food and Retail
- Workshops
- Gained a grant to assist six local business people complete Cert IV in Small Business
- Cash Mob Events
- Helping to organise the GFRAS/APEN Conference
- Decorating Empty Shops for Christmas and the Australian Italian Festival
- Keep Chamber Website up to date – Website Stats 2016
Visitors – 37,412 unique visitors – 26,498
Visitors on for 1 Hour + 1,611
Visitors on for 30 min – 1 Hour 1,572

We ask you give this your careful consideration.

Yours Sincerely



Karalee Venturato
Administration Officer

Per: Peter Reitano
Vice President

INSTRUMENT OF DELEGATION
(PLANNING AND DEVELOPMENT SERVICES)
HINCHINBROOK SHIRE COUNCIL to CHIEF EXECUTIVE OFFICER

Executive Summary

Requests have been made to Council to investigate ways in which to expedite Planning and Building applications that has been submitted in terms of the *Building Act 1975, Queensland Development Code (QDC)* as administrated in terms of Chapter 6 of the *Sustainable Planning Act 2009*. The delays have mainly been due to the Councils meeting schedule timelines.

Councils have certain duties which they must perform and powers that they may exercise pursuant to the *Local Government Act 2009*. One of the duties that are required to be performed is to process applications within the required timelines as reflected in relevant legislation.

Delegations are the way in which Council can comply with its obligations and powers providing delegation to the Chief Executive Officer, who may subsequently sub-delegate these powers and functions to relevant staff who perform the duties.

For Council Decision – Recommendation

That Council resolve that:

The powers referred to in the Register of Planning Delegations and Instrument of Delegation - Siting Dispensation Delegations, are delegated by the Hinchinbrook Shire Council to the Chief Executive Officer of the Hinchinbrook Shire Council pursuant of section 257 of the *Local Government Act 2009*.

Background

Requests have been received by Council to investigate ways in which to expedite Planning and Building applications that has been submitted in terms of the *Building Act 1975, Queensland Development Code (QDC)* as administrated in terms of Chapter 6 of the *Sustainable Planning Act 2009*.

The delays have predominantly been due to Councils meeting schedule, with General Meetings scheduled 6 – 7 weeks apart. This timeframe takes into consideration the report writing period (depending on the number and complexity of applications), plus agenda closure two weeks prior to the General Meeting date to allow the Executive Manager and Chief Executive Officer time to scrutinise the reports before the agenda is printed.

This timeframe exceeds the twenty (20) business day timeline as set by the *Sustainable Planning Act 2009* and reflected in Attachment C. Due to the inability to comply with the prescribed decision making periods, Planning and Development Services have to issue extensions to a decision making period, for most Residential Siting Applications. However with the upcoming July 2017 implementation of the *Planning Act*

2016, the option to extend a decision making period will not be available without prior approval from the applicant.

The *Sustainable Planning Act 2009* specifies processing timeframes that need to be met by Council when an application has been submitted. Typical Residential Siting Application timeframes is reflected in Attachment C. Please note that the timeframes indicate both an application with an associated request for further information and one without.

In accordance with s.257 of the *Local Government Act 2009* (LGA), Council may, by resolution delegate a power under the LGA or another Act to the Chief Executive Officer (CEO), with the exception of powers that an Act states must be exercised by resolution.

In accordance with s.259 of the LGA, the CEO may further delegate a power to an appropriately qualified Council employee, except where specifically directed by Council not to further delegate the relevant power.

Policy Implications

Nil

Financial and Resource Implications

There is no impact on the Hinchinbrook Shire Council budget unless a Council decision is contested

Risk Management Implications

The risk of not meeting statutory timeframes with the processing of Siting applications is being reduced.

Strategic Considerations

Council is required to deal with and assess planning concerns with reference to the following Legislation, Codes and Planning Instruments:-

- *Local Government Act 2009*;
 - *Sustainable Planning Act 2009 (SPA)*;
 - *Building Act 1975*;
 - *Queensland Development Code (QDC)*;
 - Corporate Plan – Strategic Goal of Economic Development (Item 2.4 – An integrated approach to town and regional planning that strengthens local identity and lifestyle); and
 - Operational Plan – Strategic Goal of Economic Development (Item 2.4 – An integrated approach to town and regional planning that strengthens local identity and lifestyle).
-

Comments

A significant contributing factor to the delivery of quality planning services is ensuring an efficient and effective response to administrative matters, which can be achieved through delegating authority in these matters, where it is lawful and administratively responsible to do so.

Attachments

- Attachment A - details the proposed delegations register, seeking to improve the delivery of planning services through the delegation of powers for Siting Dispensation applications where compliance or non-compliance with the provisions of the relevant legislation, Statutory Instruments (e.g. Planning Scheme, State Planning Policies) and Council Policies can be effectively and efficiently determined at officer level.
- Attachment B - details proposed Instrument of Delegation – Siting Dispensations, seeking to qualify the extent of the Siting Dispensation Delegation.
- Attachment C - Siting Application Timeframes.
- Attachment D - details further information in relation to the administration of applications, inclusive of siting relaxation applications.

1. Building Act 1975 and Building Regulations 2009

Schedule 1 of the *Building Act 1975* details the parts of the Queensland Development Code (QDC) that have legislative effect. The Queensland Development Codes as referred to in the Act are 'default' standards that must be applied unless a local government's planning scheme contains 'alternative standards'.

2. Queensland Development Code (QDC)

The Hinchinbrook Shire Planning Scheme 2005 does not specify building setbacks except for Rural Lots. The QDC parts reflecting setbacks are thus applicable to the Hinchinbrook Shire excluding Rural Lots.

3. Sustainable Planning Act 2009 (SPA)

SPA s.324 provides the guidance for the decision making process within set timelines as reflected by the IDAS process (for Siting Dispensation allocation timeframe please refer to Attachment C) if said timeframes cannot be met the application is a Deemed Approval in terms of s.331.

s.331 of SPA also specifies procedures to be followed in relation to Deemed Approvals.

PROPOSED REGISTER OF PLANNING DELEGATIONS (SITING DISPENSATION) BY THE HINCHINBROOK SHIRE COUNCIL TO THE CHIEF EXECUTIVE OFFICER

No.	Dele- gate	Description of power delegated	Legislation	NOTES
001	CEO	Power to act as the “assessment manager” for all applications received by Council under Chapter 6 of the Sustainable Planning Act 2009. <ul style="list-style-type: none">• Building Act 1975• Queensland Development Code (QDC)	The power of delegated includes (without limitation) the power to take all actions of an assessment manager as detailed in Sections; 256, 259, 260, 261, 262, 266, 267, 268, 272, 274, 276, 277, 279, 280, 286, 297, 303, 304, 305, 309, 310, 313, 314, 315, 316, 317, 318, 324, 325, 327, 328, 331, 334, 337, 339, 348, 350, 352, 354, 355, 357, 362, 363, 364, 368, 371, 373, 374, 375, 376, 378, 381, 383, 386, 387, 389, 417, 418, 419, 428, 433 and 434, of the <i>Sustainable Planning Act 2009</i>	Limited power to act as the “assessment manager” for Siting Dispensation applications received by Council under Chapter 6 of the Sustainable Planning Act 2009 The delegation is subject to the conditions as reflected in the Instrument of Delegation - Siting Dispensations

ATTACHMENT B – Instrument of Delegation

INSTRUMENT OF DELEGATION SITING DISPENSATIONS

The application must comply with the following criteria to be determine an Delegated Application

Side / Rear Boundary

- Side Boundary setback must be 0.6 m or more from the outer projection of the structure;
- Rear Boundary setback must be 0.6 m or more from the outer projection of the structure;
- If the structure is enclosed then said approval must condition the space between the structure and the boundary line to be;
 - The area between the structure and the side boundary line be provided with a hardened surface and kept clean of any vegetation;
 - The area between the structure and the side boundary line may not be used as storage space;
- This delegation is only applicable on one side boundary setback.

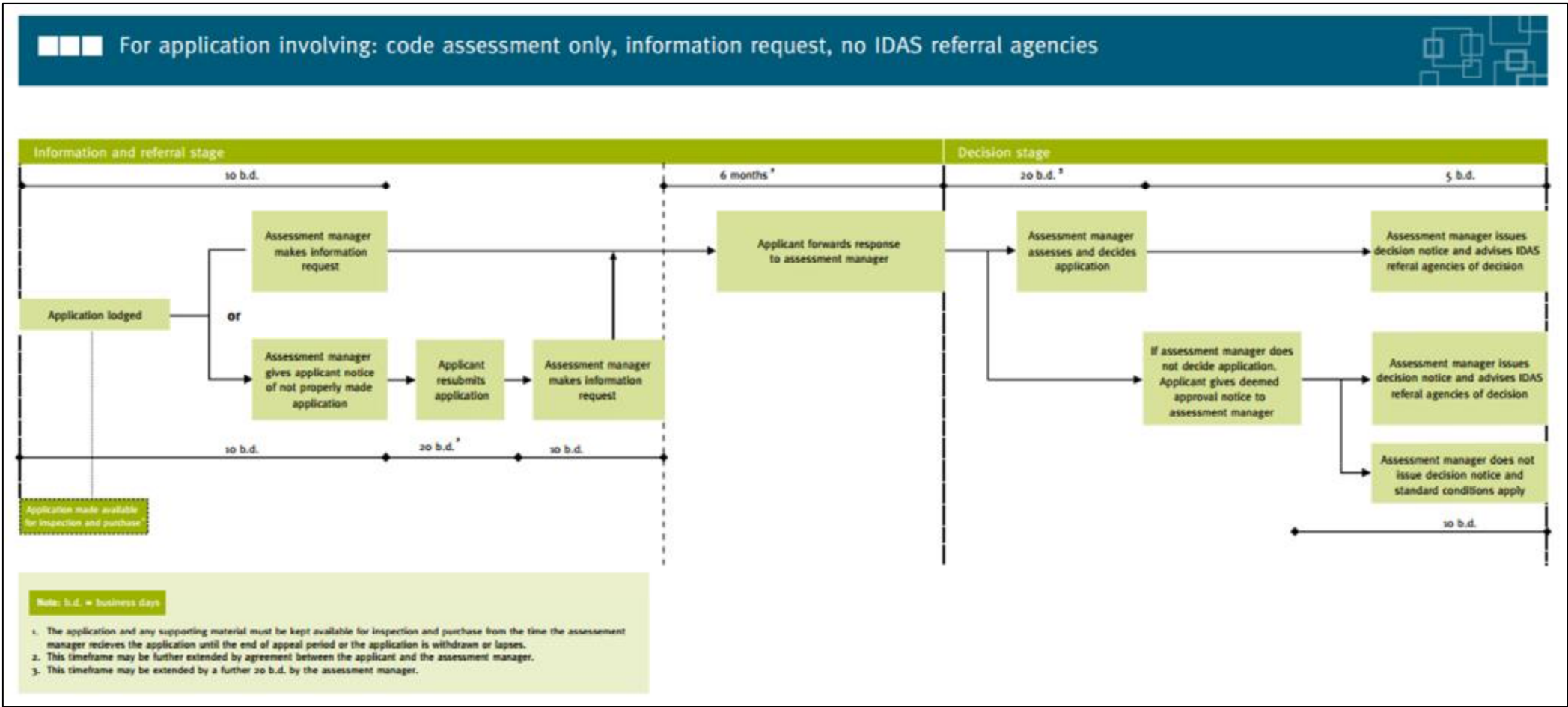
Carports

- Carports may not be enclosed
- Open carports must be conditioned to remain open on three sides

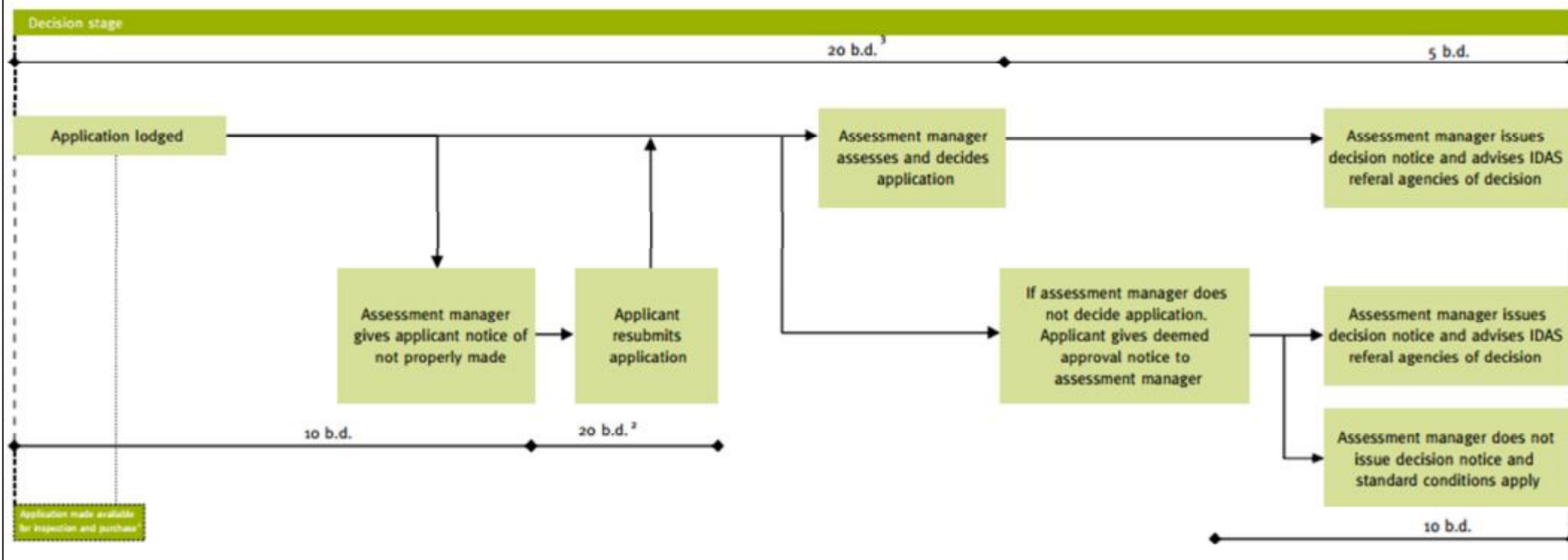
Procedure on receiving a Siting Dispensation Application

1. On receipt of an application, the Executive Manager Development and Planning Services (EMDP) will process the Siting Dispensation application;
2. When the Siting Dispensation application has been processed the EMDP arrange for a copy to be emailed to all Councillors inclusive of;
 - draft recommendations;
 - draft conditions; and
 - evidence of neighbour non-objection.
3. If no concerns are raised by the Councillors to the application and proposed conditions within three (3) working days of notification;
 - the DELEGATE may exercise the delegation;
 - process the application for approval;
 - in accordance with the draft recommendations and conditions as notified.
4. Mechanism to “Call-in”
 - If Councillors have a concern they may raise it via email to the CEO and all Councillors for discussion and resolution;
 - When Councillors raise a concern the delegated processing for the relevant Siting Dispensation application will be put on hold for a period of two (2) working days to;
 - resolve the issue raised;
 - if the issue cannot be resolved within the allocated timeframe a report will be prepared for a Council Meeting.

ATTACHMENT C – Siting Application Timeframes



■ ■ ■ For application involving: code assessment only, no information request, no IDAS referral agencies



Note: b.d. = business days

1. The application and any supporting material must be kept available for inspection and purchase from the time the assessment manager receives the application until the end of any appeal period or the application is withdrawn or lapses.
2. This timeframe may be further extended by agreement between the applicant and the assessment manager.
3. This timeframe may be extended by a further 20 b.d. by the assessment manager.

Building Act 1975, Schedule 1

Schedule 1 of the *Building Act 1975* details the parts of the Queensland Development Code (QDC) that have legislative effect.

Relationship with the Building Code of Australia

The Building Code of Australia also provides a nationally uniform set of technical building standards. However, it currently contains numerous additional provisions specific to Queensland. As the number of these provisions increases, it is not practical to include them in the national code. For example, new mandatory standards for Queensland, such as 'Fire safety in budget accommodation', are included in the Queensland Development Code rather than the Building Code of Australia.

Some of the Queensland variations to the Building Code of Australia are inserted into the Queensland Development Code. The application of these standards is mandatory and is enforceable by building certifiers.

If there is an inconsistency between the Building Code of Australia and the Queensland Development Code, the Queensland Development Code prevails.

Design and siting standards for detached housing

QDC MP Parts 1.1 and 1.2 of the Queensland Development Code contain the siting standards previously incorporated in the standard Building Regulation. The Queensland Development Codes MP 1.1 and 1.2 are 'default' standards that must be applied unless a local government's planning scheme contains 'alternative standards'. If alternative standards are contained in a planning scheme, they must be applied instead of the Queensland Development Code requirements.

Queensland Development Code (QDC) – mandatory parts

Part number	Mandatory part name	Publication date
Part 1.0	Siting and amenity—Detached housing and duplexes	
MP 1.1	Design and siting standards for single detached housing on lots under 450m ² (previously part 11)	11 March 2010
MP 1.2	Design and siting standards for single detached housing on lots 450m ² and over (previously part 12)	11 March 2010
MP 1.3	Design and siting standards for duplex housing	11 March 2010

Sustainable Planning Act 2009 (SPA)

s.324 Decision generally

- (1) In deciding the application, the assessment manager must—
 - (a) approve all or part of the application; or
 - (b) approve all or part of the application subject to conditions decided by the assessment manager; or
 - (c) refuse the application.
- (2) The assessment manager's decision must be based on the assessments made under division 2.
- (3) The assessment manager's decision must not be inconsistent with a State planning regulatory provision.

s.331 Deemed approval of applications

- (1) If the assessment manager does not decide the application within the decision-making period, including any extension of the period, the applicant may before the application is decided give written notice (a deemed approval notice) to the assessment manager that the application should be deemed to have been approved by the assessment manager.
- (5) For this Act, the assessment manager is taken to have decided to approve the application on the day the deemed approval notice is received.
- (6) Despite section 334(2), the assessment manager must, within 10 business days after receiving the deemed approval notice, give the applicant a decision notice approving the application or approving the application subject to conditions.

ENVIRONMENT AND COMMUNITY SERVICES ACTIVITY REPORT FOR FEBRUARY 2017

Executive Summary

This Report is presented for the information of Council and includes an activity update for February 2017.

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment

Nil

EHO ACTIVITIES FOR FEBRUARY 2017

- | | |
|-------------------------------|---|
| • Food premises - | 3 |
| • Public Health inspections - | 4 |
| • Environmental inspections - | Nil |
| • Complaints/Enquiries - | Noise - Nil, Odour - 1, Smoke/Dust - 1, Food – 4, Waste - 2 |
| • Other | Flying Foxes – 1, Tattoo Business - 1 |

EHO PROJECTS FOR FEBRUARY 2017

- Attended LAWMAC in Cairns
- Research on crocodile enclosures
- Work with GHD re: Groundwater Analysis in lieu of pre-wet season monitoring
Development of Site Development Plan for Warrens Hill Waste Management Facility
- Safety Committee
- Business Improvement Team

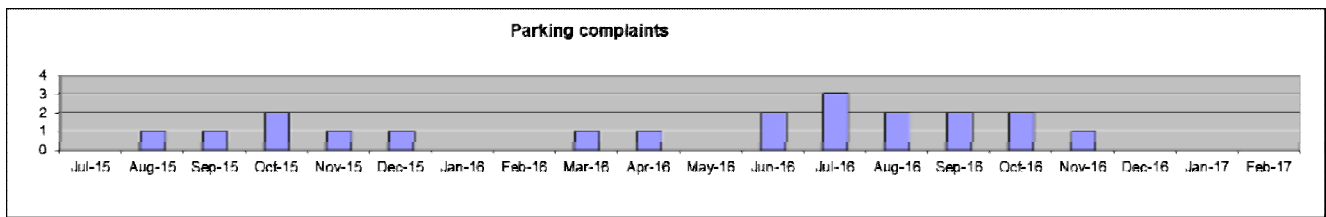
MISCELLANEOUS FOR FEBRUARY 2017

- Assist with overgrown allotment inspections, dog complaint and dog attack investigations, dog impoundments
- Review and amend cemetery maintenance and grave digging procedures
- Health Search for prospective buyer of food business
- Monitor ongoing control of public health risks (vector control) at various premises

Author: *Tudor Tanase*
Position: *Executive Manager Environment and Community Services*
Date: *13/03/2017*

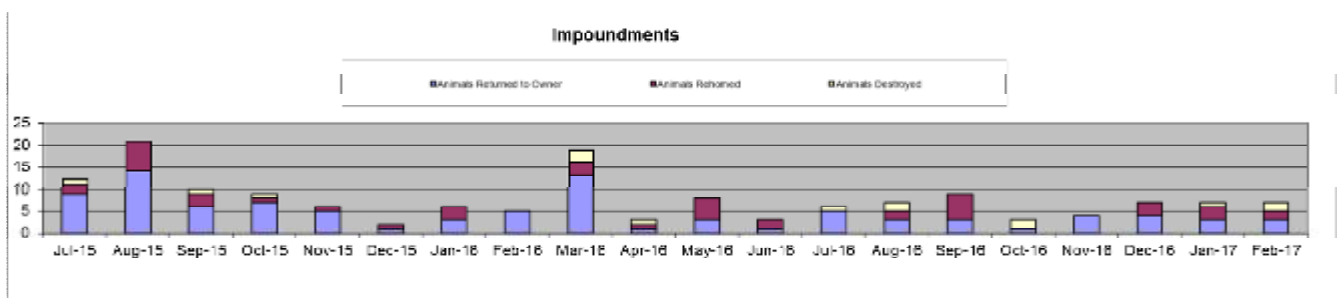
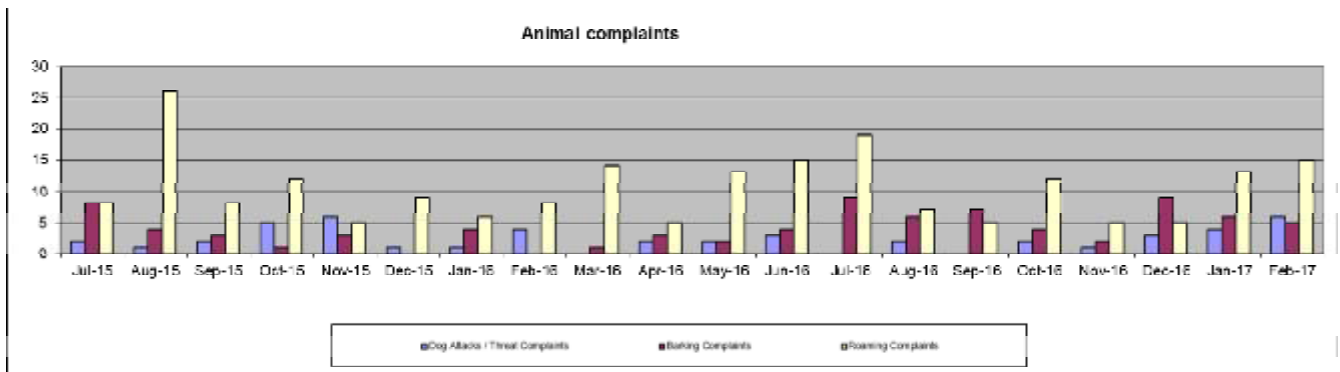
ENVIRONMENT & COMMUNITY SERVICES REPORT FOR MONTH ENDING FEBRUARY 2017

LOCAL LAWS



POUND OPERATION

- Number of dogs impounded - 7
- Number collected by owner - 3
- Number re-housed - 2
- Number destroyed - 2
- Roaming complaints - 15
- Dog attacks/threats - 6



PRESCRIBED ACTIVITY INSPECTIONS

- Inspections : 10

ENVIRONMENT & COMMUNITY SERVICES ACTIVITY REPORT FOR MONTH ENDING FEBRUARY 2017

CEMETERY OPERATIONS

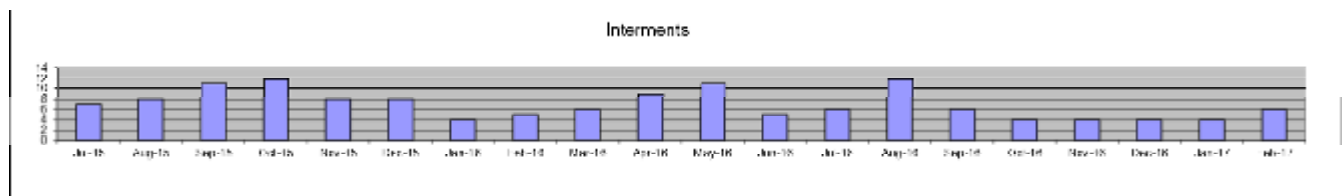
- Number of Services: 6

Maintenance

- One of two concrete plinths has been installed in the New Ingham Cemetery Lawn Division

Other

- Second Lawn Division plinth and Beam Division plinth to be installed in March



LOCAL LAWS MISCELLANEOUS

- Upcoming – Complaint management and good decision making training to be attended on 7th and 8th March

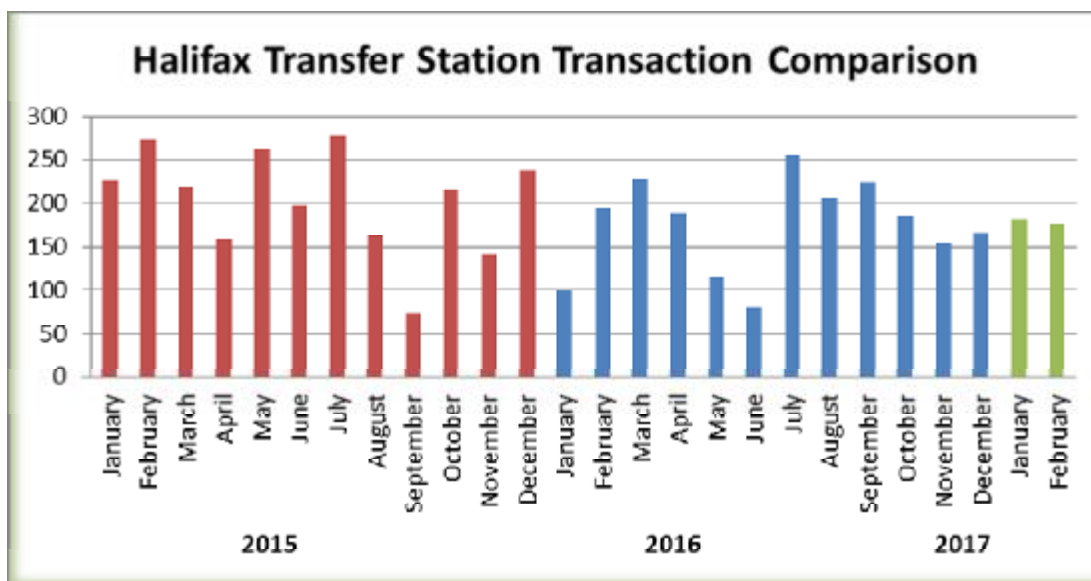
WASTE MANAGEMENT

- Halifax

Gross Revenue \$427.00

ITEM	# TICKETS
Batteries	2
Green waste	40
Household waste	20
Voucher Green waste	41
Voucher household waste	61
Steel	11
Waste oil	1
Total transactions	176

ENVIRONMENT & COMMUNITY SERVICES
ACTIVITY REPORT FOR MONTH ENDING FEBRUARY 2017



- Warren's Hill

Gross Revenue - \$42,469.00

Total transactions – 1473

Total waste - 950 tonnes

ITEM	AMOUNTS
Clean fill	192 tonnes
Commercial and industrial waste –	215 tonnes
Construction and demolition -	4.5 tonnes
Commercial green waste -	11 tonnes
Domestic green waste -	35 tonnes
Halifax skip transfer -	14 tonnes
Household self haul waste	27 tonnes
Commercial household waste –	257 tonnes
Illegal dumping -	0 tonnes
Oil Waste -	1185 litres
Regulated waste asbestos –	2 tonnes
Disaster waste -	0 tonnes
Vouchers green -	202deliveries
Vouchers household -	234 deliveries

ENVIRONMENT & COMMUNITY SERVICES
ACTIVITY REPORT FOR MONTH ENDING FEBRUARY 2017



NATURAL RESOURCE MANAGEMENT

HSC in partnership with the Herbert River Catchment and Landcare Group hosted a native plant propagation workshop at the Council Nursery. A total 10 residents attended the three hour workshop, including seed collection, propagation techniques and general seedling care.

The Hinchinbrook Community Feral Pig Management program has continued to report low numbers of pigs being sighted. This resulted in only 12 feral pigs being controlled. Council is still awaiting news on the funding application under the Qld Pest Initiative round two, to support feral pig management along the coast line. The total applied for was \$76,000.00 over two years.

Weed management has focused on Pond Apple, Singapore daisy, general weed control in TYTO and a number of HSC Water and Sewage work sites. Staff also carried out Navua sedge control at the Ingham Showgrounds.

VECTOR CONTROL

CRMS - 4
Inspections - 7
Mosquito Controls - 75

COMMUNITY ASSETS - USES

Halifax Hall	Showgrounds	Shire Hall	Park use	Hinchinbrook Meeting Place
12	17	1	1	0

ENVIRONMENT & COMMUNITY SERVICES

ACTIVITY REPORT FOR MONTH ENDING FEBRUARY 2017

AQUATIC CENTRE

Attendance Figures:

- Junior Squad – Approximately 30
- Senior Squad– 12-15
- Adult Squad - 10-12 per three sessions weekly
- Learn to swim - Morning and afternoon sessions progressing well, no figures provided
- School Swimming - Four primary and two secondary schools utilising, two secondary school carnivals held
- Physio Rehab - Six-eight regular clients per week
- Public Swimmers – 1105

Maintenance by Council:

- Fibreglass repair organised for 50 metre pool
- Gate latch on 25 metre pool replaced
- Pool chlorinator probe replaced and recalibrated
- Shower solenoid in staff toilet area replaced
- Contractor organised to repair 50 metre pool concourse coating, will result in closures in April and May

Other

- Incident occurred on 27 February with recently repaired fold down seat in disabled toilet area. When seat detached from wall, client fell on top of seat which resulted in alleged lower back pain. No first aid required, welfare check made on 28 February. The seat is routinely cleaned and no signs of separation were noted at any time in its ten days of use. The seat will be replaced with a different model with retractable legs instead of the cantilevered model which has failed.
- As requested, pool lessees have been in contact with two of three design and construction companies in relation to the wading pool upgrade. Awaiting portfolios to be sent
- As requested, pool lessee has been in contact with a mobility specialist in regards to a lifting hoist and wheelchair to accompany the use of new pool access hoist which Council has ordered

PUBLIC OPEN SPACES

- Tender offers finalised for Cenotaph upgrade and pre start work has commenced
- Taylors Beach Downstream Swimming Enclosure net has been lowered and is operational

PARK MAINTENANCE

- Pre start meetings with workers for playground upgrades have been conducted

BIKE AND WALKWAYS

- General upkeep

ENVIRONMENT & COMMUNITY SERVICES

ACTIVITY REPORT FOR MONTH ENDING FEBRUARY 2017

MANAGEMENT ACTIVITY

Management activity for February focussed on improving efficiencies within ECS and developing better workflows to ensure that requests and tasks are processed in a streamlined manner and without the risk of being "lost in the system". The announcement of the Work for Queensland funding has meant that four new and challenging projects have been added to the ECS project list. A few more have resulted out of the mid year budget review and have also been added to the list. Consequently workloads have been assessed and additional resources have been identified so as to ensure that the projects are commenced and delivered on time.

Customer service review has continued to be a major priority and the CRM review and rollout project has increased its momentum. While stop gap measures have already been put in place to temporarily address the major issues identified, it is expected that the ECS CRM system will be fully functional, capable of reporting statistical and individual data with accuracy and ease and even able to be accessed by the public by the end of the financial year. The planning and works/water and sewerage CRM implementation is also being pursued but it is too early for clear time lines and defined completion dates.

Capital Works Progress Report:

[illegible]

ENVIRONMENT & COMMUNITY SERVICES
ACTIVITY REPORT FOR MONTH ENDING FEBRUARY 2017

Construction	Assessment	Procurement
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Project Description <i>(Project Code)</i>	Programme Estimate 2016/2017			2016/2017 Expenditure	Comments & Project Timeline														
	HSC Budget	Other Source	Total																
2000636 – Cemetery shoring box	\$8,000	-	\$8,000	-															
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast														
					Actual														
200648 – Carpenter work shed	\$70,000	-	\$70,000	\$47,256															
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast														
					Actual														
200661 – Aquatic Centre – disability upgrades	\$50,000	-	\$50,000	-		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast														
					Actual														

ENVIRONMENT & COMMUNITY SERVICES

ACTIVITY REPORT FOR MONTH ENDING FEBRUARY 2017

Construction
Assessment
Procurement

Project Description <i>(Project Code)</i>	Programme Estimate 2016/2017			2016/2017 Expenditure	Comments & Project Timeline															
	HSC Budget	Other Source	Total																	
200639 - Playgrounds upgrade	\$30,000	-	\$30,000	\$21,569		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
200639 - Mt Fox playground	\$15,000	-	\$15,000	-		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
200639 - BBQ shelter – Jack Bonning Park	\$20,000	-	\$20,000	-		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
200639 – Aerator at Memorial Gardens (not commenced)	\$20,000	-	\$20,000	-		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
200644 – Reseal Forrest Beach walking track	\$12,000	-	\$12,000	-		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
200646 – Lannercost Street offices refurbishment	\$50,000	-	\$50,000	\$13,998		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
200691 – Loading dock cover (note: + \$8,000 carry over)	\$15,000	-	\$15,000	\$20,108 complete		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															

ENVIRONMENT & COMMUNITY SERVICES
ACTIVITY REPORT FOR MONTH ENDING FEBRUARY 2017

Project Description (Project Code)	Programme Estimate 2016/2017			2016/2017 Expenditure	Comments & Project Timeline												
	HSC Budget	Other Source	Total			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
200756 – Netball Courts extend roof of toilets	\$10,000	-	\$10,000	\$1,477		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
200761 – Ingham CBD CCTV Project	\$16,000	-	\$16,000	\$15,091 complete		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
200697 – New Bus Shelter McIlwraith Street	\$30,000	-	\$30,000	-		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
200666 – Halifax Hall roof replacement	\$25,000	-	\$25,000	-		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Cemetery Lowering Device	\$16,000	-	\$16,000	-		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Dungeness Car Park CCTV	\$40,000	-	\$40,000	-		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Halifax Transfer Station – New green waste slab	-	\$120,000	\$120,000	-		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Netball Courts amenities upgrade	-	\$40,000	\$40,000	-		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												

ENVIRONMENT & COMMUNITY SERVICES
ACTIVITY REPORT FOR MONTH ENDING FEBRUARY 2017

Project Description <i>(Project Code)</i>	Programme Estimate 2016/2017			2016/2017 Expenditure	Comments & Project Timeline														
	HSC Budget	Other Source	Total			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
Aquatic Centre wading pool upgrade	-	\$150,000	\$150,000	-															
					Forecast														
					Actual														
Kelly Theatre upgrade	-	\$40,000	\$40,000	-															
					Forecast														
					Actual														
K-9 Kube (fleet)	\$15,000	-	\$15,000	-															
					Forecast														
					Actual														
Totals	\$974,000	\$350,000	\$1,010,000	\$231,405															

EXECUTIVE MANAGER ENVIRONMENT AND COMMUNITY SERVICES MONTHLY STATUS REPORT – MARCH 2017

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number – 280217-33 – Request for Placement of Bench Seat

That Council approve the request based on the following conditions:

- All costs associated with the purchase of bench seat and plaque to be met by the person requesting;
- Council is engaged to procure a standard recycled plastic bench seat;
- Council is engaged to assemble and erect the seat and affix a plaque containing wording to be agreed by Council;
- That Mrs Leola Coyne liaise with Management Officer Parks and Gardens to agree upon a suitable location to place the seat.

Status:

March 2017 Update – Letter sent to Mrs Coyne to advise her request was accepted. Mrs Coyne to contact Environment and Community Services Department to progress the matter of the location and plaque details.

Resolution Number – 280217-32 – Councillor Opportunities – Attendance at LAWMAC Meetings and Conferences

That Council approve Councillor Andrew Lancini or Councillor Wally Skinner (proxy) to attend four (4) LAWMAC Meetings for the following dates: 23 and 24 February 2017, 25 and 26 May 2017, date yet to be determined for September/October 2017 (Annual General Meeting) and 24 and 25 November 2017.

Status:

March 2017 Update – Dates noted for Councillor attendance.

Matter Closed

Resolution Number – 310117-26 – Disability Access Hinchinbrook Aquatic Centre

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

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

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

Status:

March 2017 Update – Supplier is finalising site specific installation drawings and will advise of timeline for delivery and installation.

February 2017 Update – CMA platform lift has been ordered.

Author: Tudor Tanase

Position: Executive Manager Environment and Community Services

Date: 13 March 2017

Resolution Number – 291116-20 – JJ and MJ Morrissey Trustee Lease of Reserve for Camping R.1041 – Lot 46 on Crown Plan WU44 and Lot 47 on Crown Plan WU46

That Council approve draft Trustee Lease documents be drawn up and offered to Mr John Morrissey and Mrs Marilyn Morrissey over the Reserve for Camping R.1041 – Lot 46 on Crown Plan WU44 And Lot 47 on Crown Plan WU46 total land area approx. 125.6ha subject to the following terms:

- Compliance with all clauses for a Trustee lease;
- Annual rental of \$424.20 (excl. GST) with annual CPI increase as at March quarter included in Trustee Lease terms (calculated 1 May annually);
- Twenty (20) year Lease term;
- Minimum Public Liability insurance of \$20,000,000; and
- All expenses associated with Trustee Lease preparation, including lease application, survey fees if required and registration with Department of Natural Resources and Mines of the Lease are paid by Mr John Morrissey and Mrs Marilyn Morrissey.

Status:

March 2017 Update - In progress.

February 2017 Update – In progress.

January 2017 Update – In progress.

December 2016 Update – In progress.

Resolution Number – 251016-20 – Recruitment of Vacant Permanent Position – Management Officer Land and Property

That the matter be deferred to the next General Meeting.

Status:

March 2017 Update – No further update.

February 2017 Update – Position is currently vacant.

January 2017 Update – Short term contract replacement in place.

December 2016 Update – Short term contract replacement in place.

November 2016 Update – Arrangements have been made to devolve major disaster management responsibilities of the position to the Grants Officer. Land and facility management responsibilities will be taken over by EMECS in the short term, however medium and long term plans are uncertain at this stage.

Resolution Number – 310516-25 – Halifax Clock

That Council approve the installation of a memorial clock at Halifax on the condition that the Lower Herbert Halifax Lions Club take responsibility for the installation, maintenance, upkeep and replacement/removal of the clock, subject to satisfactory arrangements with Council as to the location and siting of the clock.

Status:

March 2017 Update - No further update.

February 2017 Update – No further update.

January 2017 Update – MOPG spoken to a member of the Club and this matter is being progressed.

December 2016 Update – No further update.

November 2016 Update – No further update.

October 2016 Update – No further update.

September 2016 Update – No further update.

August 2016 Update – The Lower Herbert Halifax Lions Club have submitted a design of the clock to the engineers and are waiting on approval for a suitable footing for the "red brick twist" structure proposed for the main street in Halifax.

July 2016 Update – No further update.

June 2016 Update – Lions Club notified of resolution and Officers to progress this matter.

Resolution Number – 081215-28 – Dog Park

That Council approve the development of a Dog Park, subject to the following conditions:

1. that the construction of the Dog Park be funded and executed by the Ingham Dog Park Working Group
2. that the Dog Park be operated and maintained by Council
3. that the Dog Park be located in Palm Creek Park, east of Menzies Street, in the area known as "The Lakes".

Status:

March 2017 Update - Fountains are being installed.

February 2017 Update – Fountains have been scheduled for installation.

January 2017 Update – Locations have been finalised and communicated to Councillors.

December 2016 Update – Meeting organised to finalise locations.

November 2016 Update – DPWG was invited to present at a Connect Session.

October 2016 Update – Quotes for designs compliant with the CBD streetscape style guide were sourced and forwarded to DPWG.

September 2016 Update – Ongoing. DPWG were proposing a change of use for the monies to be spent on fountains for multi-use by humans and animals in the one unit to be installed at various parks across the region.

August 2016 Update – As the sponsoring body for Ingham Dog Park Working Group (DPWG), Hinchinbrook Community Support Centre has submitted the request to Gambling Community Benefit Fund for an extension to the timeframe for spending the \$35,000 grant (acquittal originally due July 2016). No notification of success has been received by DPWG and as such, no Report to Council will be submitted this month.

July 2016 Update – Proposed change of scope for project to be discussed by Council at next available Council session with a view to Report to Council for new resolution.

June 2016 Update – Report carried over for June meeting.

May 2016 Update – Report to Council to be presented at 31 May 2016 meeting.

March / April 2016 Update – The Dog Park Working Group have had onsite meetings with Council and conducting further enquiries to local residents as to comments on having a Dog Park in their vicinity. Council waiting on reply back from the Dog Park Working Group.

February 2016 Update – EMECS, CEO and Councillors met with Pam Lane at location to discuss relocation of proposed site. Pam Lane to contact Council after sourcing further requirements. Ongoing.

January 2016 Update – Acknowledgement letter sent to Pam Lane. No further update.

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

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

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

2015 / 2016 financial year

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

2016 / 2017 financial year

• Capital to be allocated as part of the 2016 / 2017 budget	<u>\$190,000</u>
TOTAL COUNCIL CAPITAL ALLOCATION	<u>\$290,000</u>

Status:

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

February 2017 Update – UDP briefing with Council and ISMAC.

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

December 2016 Update – In progress.

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

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

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

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

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

June 2016 Update – Ongoing.

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

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

February 2016 Update – In progress.

January 2016 Update – In progress.

December 2015 Update – In progress.

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

October 2015 Update – Expression of interest lodged with DNPSR.

Resolution Number – 290915-39 – Halifax Progress and Tourism Association Inc. Proposed Transfer of Interest – Trustee Lease for Halifax Sports Reserve and Hall – Argaet Street, Halifax

That Council grant 'in principle' approval for issue of a Trustee Lease for the Sports Reserve and Hall located on Argaet Street, Halifax over Lot 191 on SP112466 and Lot 204 on CWL2068 (total land area 2.79ha) to Halifax Progress and Tourism Association Inc., subject to the following terms:

- compliance with all clauses for a Trustee Lease according to the Land Act 1994, including the requirement that Halifax Progress and Tourism Association Inc. are responsible for the maintenance and upkeep of the land
- five year Trustee Lease term at \$20 excl GST per annum rental
- That the sports reserve and hall be made available to the wider community of Hinchinbrook Shire including private and community group bookings, free of charge and without biases, managed through an appropriate booking system
- minimum Public Liability insurance of \$20,000,000 for the term of the Lease and copy of policy provided to Council annually by Halifax Progress and Tourism Association Inc.
- approval for rates rebate for Incorporated Associations for relevant water and property rates be granted to the Halifax Progress and Tourism Association Inc.
- that Council shall maintain the hall building with regards to general fair wear and tear but not due to damages incurred during usage
- that the cost of all damages, deemed due to negligence or by any other reason as a result of client use of the facility by Council, shall be met by Halifax Progress and Tourism Association Inc.
- that Halifax Progress and Tourism Association Inc. promptly report any general fair wear and tear maintenance items to Council.

Status:

March 2017 Update - No further update. Recommended to be closed and only reactivated if there is renewed interest for such a project. Notice of Motion put forward for consideration at March General Meeting.

February 2017 Update – No further update. Recommended to be closed and only reactivated if there is renewed interest for such a project.

January 2017 Update – No further update. Recommended to be closed and only reactivated if there is renewed interest for such a project.

December 2016 Update – No further update.

November 2016 Update – No further update.

October 2016 Update – No further update.

September 2016 Update – Correspondence received from HPTA requesting Lease of Hall only. Further negotiations and discussion with Council and HPTA required.

August 2016 Update – No further update.

July 2016 Update – No further update.

June 2016 Update – No further update, no further correspondence from HPTA Inc. received.

May 2016 Update – HPTA notified of council's decision that the current resolution shall stand as is.

March / April 2016 Update – No further information available – matter in hands of the HPTA Inc.

February 2016 Update – To be provided at February General Meeting.

January 2016 Update – No further update.

December 2015 Update – Update to be provided at December Council meeting.

November 2015 Update – Halifax Progress Association attending Connect Session to put forward proposal regarding details of Trustee Lease.

October 2015 Update – HPTA advised.

Matter Closed

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

*That Council rename the Dungeness Park the **Bill Bursill Park**.*

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

Status:

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

February 2017 Update – In progress.

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

December 2016 Update – Awaiting approval from the family.

November 2016 Update – No further update.

October 2016 Update – Ongoing.

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

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

July 2016 Update – No further update.

June 2016 Update – No further update.

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

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

February 2016 Update – In progress.

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

December 2015 Update – In progress.

November 2015 Update – In progress.

October 2015 Update – In progress.

September 2015 Update – In progress.

Resolution Number – 280715-25 –Hinchinbrook Meeting Place - Reserve for Botanical Gardens and Nursery R.635

That Council approve commencement of the process to re-survey and re purpose, via application to the Department of Natural Resources and Mines, to become a reserve for recreation in the area currently occupied by the structures known as the Hinchinbrook Meeting Place within the reserve for Botanical Gardens and Nursery, in Lot 3 on Crown Plan I22484.

That Council resume management of the facility and offer the facility for hire to community groups and individual community members with terms and conditions for hire based on those currently used for the Showgrounds and Halifax Hall accessing the existing fee structure for the Hinchinbrook Meeting Place detailed in Councils 2015/2016 Commercial Charges, Regulatory Fees and other Charges.

Status:

March 2017 Update – No further update.

February 2017 Update – Briefing to Council will occur in March.

January 2017 Update – A further Briefing will be organised if requested by Council.

December 2016 Update – Update provided at Briefing Session of 6 December 2016.

November 2016 Update – Ongoing.

October 2016 Update – Ongoing.

September 2016 Update – Ongoing.

August 2016 Update – Ongoing.

July 2016 Update – Ongoing.

June 2016 Update – Ongoing.

May 2016 Update – In progress.

March / April 2016 Update – In progress.

February 2016 Update – In progress.

January 2016 Update – Land repurpose in progress. Council managing property.

December 2015 Update – No further update.

November 2015 Update – In progress. No further update.

October 2015 Update – Meeting planned with users to explain application process for community grants.

September 2015 Update – Land repurpose in progress.

August 2015 Update – Users advised of Council's resolution by letter. Hire terms and conditions on Council website and forwarded to current users. Process to repurpose land in progress.

Resolution Number – 030215-01 – Anzac Memorial Upgrade

That Council fund paving works at the Ingham ANZAC Cenotaph site to enhance its visual amenity and usability by the public.

That the estimated cost of this work of \$11,000 (excl GST) be allocated from the general budget.

Status:

March 2017 Update - Construction of the upgrade to the Cenotaph is underway and progressing well given the inclement weather.

February 2017 Update – Officers continuing to assist RSL to organise the works.

January 2017 Update – Invoice has been paid to the Club for \$11,000 inc GST.

December 2016 Update – Approved and requests for quotations have been advertised on Tenderlink.

November 2016 Update – No further update.

October 2016 Update – Revised plans are with the RSL for their consideration before seeking Expressions of Interest for works to commence.

September 2016 Update – RSL have advised they have been successful in obtaining a grant of \$36,000. This potentially brings the available budget up to \$47,000. Preliminary discussions are being held concerning the upgrades which are now possible.

August 2016 Update – No further update.

July 2016 Update – No further update.

June 2016 Update – Funds to be carried forward.

May 2016 Update – In progress. Council is still waiting for the confirmation on release of the \$11,000.

March / April 2016 Update – Invoice received for \$11,000, awaiting confirmation on release of payment.

February 2016 Update – Invoice to be requested from RSL for \$11,000.

January 2016 Update – R.S.L. request second quote from different contractor. Discussions continuing.

December 2015 Update – Discussions continuing.

November 2015 Update – Parks and Gardens Management Officer has contacted RSL to remind them of the need to commence any desired projects in a timely manner and has agreed to meet with RSL after remembrance ceremony on 11 November to update on proposed works.

October 2015 Update – No further update.

September 2015 Update – No further update.

August 2015 Update – No further update.

July 2015 Update – No further update.

June 2015 Update – No further update.

May 2015 Update – No further update.

April 2015 Update – No further update.

March 2015 Update – Discussions with RSL indicated that they would prefer to delay works until after ANZAC Day 2015.

Resolution Number – 150714-21 – Additional Land for Forrest Glen Retirement Village

That Council approve the commencement of the process to acquire additional reserve land for lease from Department Natural Resources and Mines of approximately 0.475ha to create a buffer zone around the existing sub-surface irrigation system at Forrest Glen Retirement Village facility.

That should the land acquisition be successful, Council approve HSC Engineering Department to commence application to amend the Environmental Authority Release Limits to be the same as those for the Standard Conditions of Approval on the basis that the land area is adequate to create a buffer zone around the existing sub-surface irrigation system.

Status:

March 2017 Update - Ongoing.

February 2017 Update – Ongoing.

January 2017 Update – Ongoing.

December 2016 Update – Ongoing.

November 2016 Update – Ongoing.

October 2016 Update – Ongoing.

September 2016 Update – Ongoing.

August 2016 Update – DNRM have granted an extension until 9 January 2017 in accordance with Section 442 of the Land Act 1994, to allow the below offer requirement to be finalised:

- a) Hinchinbrook Shire Council to continue to address Native Title by way of Compulsory acquisition for area of land described as Lot 1 on Drawing TSV2014-59.

If Council believe they will be unable to comply with the above offer requirement by 9 January 2017, Council should apply in writing for an extension of time.

July 2016 Update – Council requested an extension of time from 8 July to allow native title issue to be addressed.

June 2016 Update – Correspondence received from NQLC on behalf of the Applicant (Nywaigi Peoples) to RNM. The comparison of the draft work plan against the current work plan shows only one amendment being the inclusion of item 12 which requires the State to complete its assessment of the connection material by 21 September 2016.

- 12. On or before 21 September 2016, the State to complete its assessment of connection material provided by the Applicant and advise the Applicant whether or not it accepts connection for the purpose of substantive mediation.**

It is advised by RNM that this inclusion will not materially affect or change Council's rights in the matter at all, and proposes not to submit any comments to NQLC regarding the updated work plan.

May 2016 Update – Ongoing.

March / April 2016 Update – At the suggestion of Council's Lawyers, all native title matters currently under issue shall be dealt with as one agenda item. The Land Title Claim for Lot 382 by the Nywaigi people, which is now going to be part of a claim for a much larger parcel of various State Reserve Land lots. Following discussion with Solicitor Cheryl Thompson for the North Queensland Land Council, Council is quietly confident that a compulsory acquisition proposal for part of Lot 382 will be successful, albeit a slow process.

Council needs to finalise the above acquisition issue first to address grey water issues at the Forest Glen Retirement Village, before negotiating with DNRM the transfer of the retirement village (on State Leasehold land) to a registered provider, with a preference for Hinchinbrook Community Support Centre.

Council decided not to register for NRSCH before 31 December 2014, it has to finalise its exit from the social housing system (e.g. by transferring to another registered provider) by 30 June 2017. It may take some time for Council to negotiate transfer arrangements with DNRM. It will also take some months for this department public works and housing to process a transfer request when received, obtain approval at the delegated level and finalise the program financials and the required new contract documentation.

February 2016 Update – No further update.

January 2016 Update – Nywaigi Native Title Applicants / representatives attending 16 February Connect Session.

December 2015 Update – No further update.

November 2015 Update – Nywaigi Native Title Applicants / representatives attending November Connect Session.

October 2015 Update – Native Title negotiations in progress.

September 2015 Update – Council has now received instructions from the Nywaigi Native Title applicants. They are ready to proceed by way of agreement regarding the compulsory acquisition of part of Lot 382 on SP136985.

They wish to speak with the Hinchinbrook Shire Council in terms of their economic development 2020 program. Meeting to be arranged – TBA date

August 2015 Update – Meeting with North Queensland Land Council on 11 August 2015.

July 2015 Update – Ongoing.

June 2015 Update – Required address of native title in process by RNM.

May 2015 Update – No further update.

April 2015 Update – Ongoing.

March 2015 Update – Native title extinguishment options being considered in conjunction with solicitors

February 2015 Update – Council notified by DNRM that the land requested requires Native Title extinguished. Further negotiations underway.

January 2015 Update – No further update.

December 2014 Update – DNRM confirmed land requested with HSC – matter being considered for approval by DNRM.

November 2014 Update – No further progress.

October 2014 Update – No further progress.

September 2014 Update – Application acknowledged by DNRM awaiting approval or other.

August 2014 Update – Process for request for additional land commenced.

Resolution Number – 240614-28 – Trustee Permits under the Land Act 1994 to the Respective Hut Owners Within the Halifax Bay and Seaforth Community Purpose Reserves under the Control of the Hinchinbrook Shire Council

That Council approve the issue of trustee permits under the Land Act 1994 to the respective hut owners within Halifax Bay and Seaforth community purpose reserves under the control of Council.

That the particulars of the trustee permits are in accordance with the terms and conditions as set out in the agreement to offer a trustee permit and compliance with the requirements of offers for the term of three years attracting a rental figure in the sum of \$663 per annum, applicable property rates, payment of \$236.20 application fee and \$187.20 permit registration fee.

Status:

March 2017 Update - Ongoing.

February 2017 Update – Letters are being sent to owners of huts whose trustee permits are due to expire inviting them to reapply.

January 2017 Update – Latest update from DNRM indicates that the permitting process is under review due to Native Title implications.

December 2016 Update – Teleconference held with DNRM; advised that they are waiting for legal advice concerning non compliant hut.

November 2016 Update – Ongoing.

October 2016 Update – Ongoing. Awaiting information from DNRM concerning their intended course of action.

September 2016 Update – Findings from HSC surveyor and DNRM currently under consideration – Report pending from DNRM.

August 2016 Update – Illegal huts under investigation with site inspection to further determine responsible agency for Seaforth Huts – HSC surveyor, DNRM and Council compliance officers attending 22 August 2016 (weather permitting).

July 2016 Update – Ongoing.

June 2016 Update – Several once only opportunities to change ownership taken up in the Crystal creek reserve. Illegal and abandoned huts process ongoing.

May 2016 Update – Ongoing.

March / April 2016 Update – Ongoing.

February 2016 Update – EMECS met with a DEHP representative 5 February to do onsite inspections.

January 2016 Update – Ongoing.

December 2015 Update – Ongoing.

November 2015 Update – Ongoing. One illegal hut and two abandoned huts to be dealt with and final huts currently under permitting process. Process extended due to DNRM advising allowable for a 'once only' opportunity to change ownership of huts.

October 2015 Update – Ongoing.

September 2015 Update – Ongoing.

August 2015 Update – Ongoing.

July 2015 Update – Ongoing.

June 2015 Update – Ongoing.

May 2015 Update – No further update.

April 2015 Update – Ongoing – Three more trustee permits issued in April 2015.

March 2015 Update – Ongoing.

February 2015 Update – Council has lodged nine Trustee Permits that meet the DNRM criteria for huts. Three huts under investigation for compliance currently and several more currently under investigation.

January 2015 Update – No further update.

December 2014 Update – In progress, awaiting DNRM submission of final AP plans.

November 2014 Update – In progress.

October 2014 Update – DNRM and Council officers have carried out joint inspections to check the current location and state of huts with a view of commencing the enforcement process.

September 2014 Update – Two further hut owners have come forward. Offers issued awaiting return before registering all applications.

August 2014 Update – Four of the eleven trustee permits have been received by Council before the offer expiry date of 31 July 2014. (extended from original 20 June expiry date).

July 2014 Update – Council advised DNRM that offers for trustee permit to occupy have been issued to Hut owners 5, 7, 10, 11, 14, 16 and 22 in accordance with the conditions as agreed between HSC & DNRM via registered mail. Permit offer expiration date has been extended to close of business on 31 July 2014. A meeting of all hut owners was convened at TYTO Conference Centre 6.30pm 28 June 2014 to address any concerns or information required to finalise the acceptance of offers.

Resolution Number – 180613-24 – National Regulatory System for Community Housing (NRSCH)

That Council advise the Department of Housing and Public Works that we no longer wish to be a community housing provider and that we intend to investigate the possibility of a local community housing provider taking over ownership of the Forrest Glen Retirement Units.

Status:

March 2017 Update - Ongoing.

February 2017 Update – Ongoing.

January 2017 Update – Ongoing. Recommended to be closed due to the fact that this matter is closely related to Resolution 150714-21 (Additional Land for Forrest Glen Retirement Village) and dependant on the outcome of the Native Title process (the Nywaigi claim).

It is noted that the action arising from the resolution has been completed in 2014 (i.e. the Department was advised the “we no longer wish to be a community housing provider and that we intend to investigate the possibility of a local community housing provider taking over ownership of the Forrest Glen Retirement Units”).

December 2016 Update – Ongoing.

November 2016 Update – Ongoing.

October 2016 Update – Ongoing.

September 2016 Update – Ongoing.

August 2016 Update – Ongoing.

July 2016 Update – Ongoing.

June 2016 Update – Ongoing.

May 2016 Update – Ongoing.

March / April 2016 Update – Ongoing see Council resolution 150714-21.

February 2016 Update – Ongoing.

January 2016 Update – Ongoing.

December 2015 Update – Ongoing.

November 2015 Update – Ongoing.

October 2015 Update – Ongoing.

September 2015 Update – Ongoing.

August 2015 Update – Ongoing.

July 2015 Update – Ongoing.

June 2015 Update – Compulsory address of native title process in place – registration on hold till further land can be acquired following native title resolution. Department of Public works and housing updated as appropriate.

May 2015 Update – No further update.

April 2015 Update – No further update.

March 2015 Update – No further update.

February 2015 Update – No further update.

January 2015 Update – No further update.

December 2014 Update – No further update.

November 2014 Update – Discussions held with HCSC.

October 2014 Update – Further correspondence sent to Department formalising the exit plan.

September 2014 Update – No further update.

August 2014 Update – No further update.

July 2014 Update – Report to Council for July meeting to approve process as advised by DEHP to seek an extension of land to create a buffer zone around the existing sub-surface irrigation system to facilitate the Environmental Authority Release Limits to be the same as those for the Standard Conditions of Approval.

This action shall allow the Bio Cycle sewerage treatment plant results to comply with the release limit specified for nitrogen in the Environmental Authority.

June 2014 Update – No further update.

May 2014 Update – No further update.

April 2014 Update – No further update.

March 2014 Update – Council officers reviewing the financial arrangements for Forest Glen (in particular any provisions for maintenance and depreciation funds) and will forward this to DHPW. This will allow DHPW to advance the options to progress Council's relinquishing of ownership.

February 2014 Update – No further update.

January 2014 Update – No further update.

December 2013 Update – Following advice from DHPW, Council officers will review the financial arrangements for Forest Glen (in particular any provisions for maintenance and depreciation funds) and will forward this to DHPW. This will allow DHPW to advance the options to progress council's relinquishing of ownership.

November 2013 Update – Conference call proceeded 23 October 2013 between EMECS, CSO, DHPW's representatives; Rose Hogarth, Julie Cosgrove, Candy Butler and Tanya Davern to discuss Council responsibility as social housing provider and way forward to relinquish this responsibility considering the options open to Council. Awaiting further advice from DHPW.

October 2013 Update – Conference call booked with Rose Hogarth from Department Housing and Public Works upon EMECS Tudor Tanase's return 16/10/13 to discuss Council's options and the way forward.

September 2013 Update – No further update.

August 2013 Update – No response has been received from the Department of Housing and Public Works at this stage.

July 2013 Update – A letter has been sent to the Department of Housing and Public Works advising Council no longer wishes to be a community housing provider and requesting details of contact in the Department to discuss Council's options.

General Meeting 29/01/2010 – Foreshore Management Plans

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

Status:

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

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

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

December 2016 Update – In progress.

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

October 2016 Update – Ongoing.

September 2016 Update – Quote requests being sent to consultants.

August 2016 Update – Ongoing.

July 2016 Update – In progress.

June 2016 Update – In progress.

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

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

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

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

December 2015 Update – In progress.

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

October 2015 Update – No further update.

September 2015 Update – Formal request sent to Terrain.

August 2015 Update – No further update.

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

June 2015 Update – No further update.

May 2015 Update – No further update.

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

March 2015 Update – Terrain NRM are reviewing the matter.

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

January 2015 Update – No action by EMDP as yet.

December 2014 Update – No action by EMDP as yet.

November 2014 Update – No action by EMDP as yet.

October 2014 Update – No action by EMDP as yet.

September 2014 Update – No action by EMDP as yet.

August 2014 Update – No action by EMDP as yet.

July 2014 Update – No action by EMDP as yet.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016/2017 – HINCHINBROOK SPORTSFISHING CLUB INC

Executive Summary

Application for Community Grant received from Hinchinbrook Sportfishing Club Inc. seeking financial assistance in the sum of \$1,500 (excl GST) to assist with running costs for the 2017 North Qld Sportfishing Championships.

For Council Decision – Recommendation

That Council decline the application received from the Hinchinbrook Sportfishing Club Inc. for the payment of \$1,500 (excl GST) from the 2016/2017 Community Grants budget on the grounds that a previous grant of \$600 has already been approved and paid during the current financial year.

Background

On 9 May 2016, Hinchinbrook Sportfishing Club Inc. made application for total funding of \$1,047, to be used as follows: to assist with the annual fee for hire of the Showgrounds Clubhouse venue for the 2016/2017 period (\$297); funding to offset expenses associated with the GBRMPA Islands clean up weekend (fuel etc) in August 2016 (\$250); catering and venue hire for Hinchinbrook Family, Kids and Community Educational Days for the 2016/2017 period (\$500).

Council approved \$600 in August 2016 towards this application from the 2016/2017 budget.

On 5 January 2017 the Club has again applied for funding. The application is for \$1,500 and is for events occurring between 1 March 2017 and 31 May 2017, in particular for the North Queensland Sportfishing Championships (\$1,000), educational activities (\$200) and hire of meeting venue (\$300).

It is noted that the current Policy states that *“only one grant per organisation [...] shall be considered in any one financial year”*. Consequently the officer recommendation is to decline this application and suggest to the applicant that they lodge an application for 2017/2018.

Attachments

Community Grant Application from Hinchinbrook Sportsfishing Club Inc.

Supporting Letter from Hinchinbrook Sportsfishing Club Inc.

Statutory Environment

Local Government Act 2009

Policy Implications

Community Grants Policy 2015

Consulted With

Tudor Tanase, Executive Manager Environment and Community Services

Adam Royle, Hinchinbrook Sportsfishing Inc. President

Financial and Resource Implications

This item has not been specifically allocated in the 2016/2017 Community Grants Budget.

Risk Management Implications

Nil

Strategic Considerations

Corporate Plan: Strategic Direction 4.3

Officers Comment

The following table represents the 10 year budget for previously approved annual grants allocated to various Community Groups as initially developed.

			13/14yr	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22
HCSC	annual		36,207	37,293	38,412	39,564	40,751	41,974	43,233	44,530	45,866
HR Museum & Gallery	annual		3,853	3,853	3,853	3,853	3,853	3,853	3,853	3,853	3,853
ECCLI	annual		1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Blue Care	annual		4,330	4,330	4,330	4,330	4,330	4,330	4,330	4,330	4,330
Meals on Wheels	annual		3,318	3,418	3,520	3,626	3,734	3,846	3,962	4,081	4,203
Arts Festival	annual		1467	1467	1467	1467	1467	1467	1467	1467	1467
Museum of Tropical QLD	annual		5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
HCSC Bus Service	3 years		3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Special childrens Christmas Parties			200	200	200	200	200	200	200	200	200
ISHS Presentation Night			40	40	40	40	40	40	40	40	40

**Note 3% annual increase allocated for HCSC and Meals on Wheels

The following table represents annual funding applied for by community groups by 30 April 2016 closing date in the 2016/2017 budget. Budgeted and requested amounts detailed.

Community Grants Budget		Requested	Budgeted
Community Group			2016/17 Excl. GST
Hinchinbrook Community Support Centre (HCSC)	annual	38,182	39,564
HCSC Bus Service	annual	3,000	3,000
HCSC Community Grants Officer	annual	22,727	20,000
Herbert River Museum and Gallery	annual	5,000	3,853
Ethnic Community Care (ECCLI)	annual	3,000	1,500
Blue Care	annual	4,300	4,330
Meals on Wheels	annual	5,000	3,626

Arts Festival	annual	1,500	1,467
Museum of Tropical Qld (2nd yr of 3yrs)	annual (3yrs)	7,800	7,800
Hinchinbrook Sportfishing Club	unallocated	1,047	600
Ingham Animal Rescue and Rehoming	unallocated	5,000	1500
Total		\$96,556 of \$103,000	\$87,240 of \$103,000

RTC

28/3/16



HINCHINBROOK
SHIRE COUNCIL

APPLICATION FOR COMMUNITY GRANT

APPLICATION AND AQUITTAL FORMS

Application for Community Grant

Application for event occurring in:

- ☒ 1 March – 31 May - applications close 31 January
- ☐ 1 June – 31 August – applications close 30 April
- ☐ 1 September – 30 November – applications close 31 July
- ☐ 1 December – 28 February – applications close 31 October

Applicant/Organisation

Name of Organisation: Hinchinbrook Sportfishing Club

Address: 17-25 Cooper Street, Ingham Qld 4850 (PO Box 896)

Contact Person: Adam Royle

Position: President

Telephone Number: 0417610446

E-mail Address: hinchinbrooksfsc@yahoo.com

1. Amount requested and details of how funds will be expended (include date/s and venue)

\$300 - Hire of Meeting Venue (Shed 409, Ingham Showgrounds)

\$200 - Family & Kids Events & Educational Activities (workshops etc)

\$1000 - North Queensland Sportfishing Championships

\$1500

Please note that a supporting letter has been included for the North Qld Sportfishing Championships

2. Information Regarding the Organisation

- a) Is your group based in the Hinchinbrook Shire Council area? ☒ Yes / No
- b) Is your group not-for-profit? ☒ Yes / No

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- c) What services or activities does your group provide to members of the Hinchinbrook community?

Social, educational and competitive events, workshops and outings based on fishing & boating activities. Most activities cater for families and we have a strong junior based.

- d) Describe in broad terms the principal objective of your organisation.

To promote & support outdoor activities and experiences in particular, but not solely related to, fishing & boating. This includes responsible fishing & boating practices and environmental stewardship amongst the recreational fishing community.

- e) Has your group requested financial or other type of assistance from Council for this event / project?

Yes / No

If yes, please provide details: (Not previously for the North Qld Sportfishing Championships)

- f) Are you raising funds on behalf of another group that has requested assistance from Hinchinbrook Council?

Yes / No

If yes, please provide details: _____

3. Additional Information - Any additional information which you consider necessary


"Please refer to supporting letter"

4. How will your Organisation acknowledge the Council's Community Grant?

Hire of Venue & Club Activities & Events - Acknowledgment through club Facebook page & as an official club supporter etc.

NQ Sportfishing Championships - "Please refer to supporting letter"

5. Payment – should your application be successful payment will be made via electronic funds transfer. Please complete the attached EFT form

Name: Adam Royle Signature: 

Date: 5.01.17

Return to:

Chief Executive Officer
Hinchinbrook Shire Council
Community Grant Application
PO Box 366
Ingham Qld 4850

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- organisations receiving a general rate remission entitlement
- organisations receiving funds from Council under the economic development Events and Festivals policy
- organisations receiving funds from Council under the Regional Arts Development Fund

Acknowledgement

All applicants successful in obtaining a grant must acknowledge Council's contribution in all publicity relating to events or activities to which the grant applies.

Council will require the applicant to carry out the following in recognition of its annual / ongoing support of events:

- display Council's logo/banner "Sponsored by Hinchinbrook Shire Council" at event (minimum size A3)
- provide Council with a Letter of Thanks and acquittal form at conclusion of event
- display district promotional material at event (where possible and appropriate)
- mention Council's support in media / news articles (where possible)
- display Council's logo on programmes / newsletter (where possible)
- mention Council sponsorship at the event and if applicable, mention Council sponsorship in "Thank you to sponsors" advertisement

Acquittal

The attached acquittal form must be completed to confirm that the grant has been expended for the purpose it was requested. Organisations will not be eligible for future Community Grants if an acquittal form has not been returned.

Applications outside of the Community Grants Policy

Applications that do not meet the criteria of the Community Grants Policy will not be considered.

Applicants wishing to request a grant or sponsorship outside the scope of the Policy, such as for a significant or large-scale event, should make application in writing to the Chief Executive Officer, detailing all assistance required, for consideration by Council. The appropriate application form should be used for this purpose and is available upon request from Council. Such requests will be considered in relation to Council priorities and budget constraints.

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Legal Parameters

Local Government Act 2009

Local Government Regulation 2012

Associated Documents

- Hinchinbrook Shire Council Community Grants Procedure No.____
- Hinchinbrook Shire Council Application for Grant – Form F000_
- Hinchinbrook Shire Council Acquittal Declaration – Form F000_

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Acquittal Declaration (to be returned after the funds are expended)

Applicant/Organisation

Name of Organisation: _____

Address: _____

Contact Person: _____

Position: _____

Telephone Number: _____

E-mail Address: _____

Declaration:

I declare that the community grant received from Hinchinbrook Council has been spent according to the stated purpose on the application form.

Activity : _____

Date/s activity was undertaken: _____

Name: _____

Position in Organisation: _____

Signature: _____

Date: _____

Return to:

Chief Executive Officer

Hinchinbrook Shire Council

Community grant Acquittal

PO Box 366 Ingham Qld 4850

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Associated Documents

- Hinchinbrook Shire Council Community Grants Policy No.1
- Hinchinbrook Shire Council Community Grants Procedure No.1
- Hinchinbrook Shire Council Application for Community Grant – Form F0001
- Hinchinbrook Shire Council Acquittal Declaration – Form F0001

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HINCHINBROOK SHIRE COUNCIL

ELECTRONIC FUNDS TRANSFER APPLICATION

Account Name: Hinchinbrook Sportfishing Club Inc

Bank Name: Commonwealth Bank of Australia

Bank Address: Cnr Lannercost Street & Townsville Road, Ingham Qld 4850

Bank BSB Number: 064810

Bank Account Number: 00903357

.....

Contact Phone Number: 0417610446

Contact Person: Adam Royle

Email Address for Remittance: hinchinbrooksfsc@yahoo.com

PLEASE PRINT CLEARLY

.....

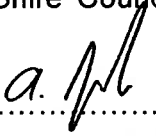
All information will be held in the strictest confidence.

Conditions of Direct Credit

1. Hinchinbrook Shire Council (HSC) is under no obligation to verify the above bank account details and any changes in the above particulars must be notified to HSC in writing.
2. Payment will be deemed to have been made when HSC has instructed its bank to credit the above account. HSC will not be responsible for any delays in payment or errors due to factors outside the reasonable control of HSC.
3. HSC reserves the right at any time to terminate or suspend this direct credit payment system and to pay by cheque or in any other manner which HSC may determine from time to time.
4. The vendor agrees to repay HSC on demand any payments credited to the vendor in error and HSC reserves the right to set off the amount of any overpayment made in error against future debt or liability owing by HSC to the vendor.

.....

I/We apply to have our payment paid by way of Direct Credit, to the account shown above, from the Hinchinbrook Shire Council and accept the above Conditions pertaining to this service.

Authorised Signature: 

Name of Authorised Person: Adam Royle

Please return completed form to: Accounts Payable Officer
Hinchinbrook Shire Council
PO Box 366
Ingham Qld 4850
Phone No: (07) 4776 4643
Fax No: (07) 4776 3233

Purpose

This policy has been developed to administer grant requests of not greater than \$1,000.00 per annum from Hinchinbrook Shire based not for profit entities that deliver activities within Hinchinbrook.

This policy will provide eligibility criteria and guidance on the allocation of grant funds.

The maximum funds available for Community Grants will be determined by Council and included in the budget each financial year.

All requests for a Council grants up to the value of \$1,000.00 must be made through the application process outlined in this policy.

Grant requests of \$1,001 or more may be applied for via the Community Grant application form and will be determined by Council Resolution.

Background

Hinchinbrook Shire Council regularly receives requests for assistance from organisations and individuals.

Council recognises the value in providing support to community programs and activities and endeavours to assess local community needs in an open transparent way.

Objectives

- a) To recognise the contribution to the development of community self-help and the provision of community services made by locally based non profit groups and organisations.
- b) To enable financial allocations to reflect the Council's commitment to its community development role.
- c) To provide encouragement to groups and organisations by:
 - (i) supplementing the funds that organisations have raised themselves for their own activities
 - (ii) enhancing the quality of service delivery and facilities
 - (iii) assisting the development of services and facilities, excluding operational costs
 - (iv) promoting increased access and usage of community resources, services and facilities.
 - (v) facilitating the establishment of projects and services.
 - (vi) providing a grant as an initiating contribution for an organisation where difficulty is experienced in raising funds, where the organisation has demonstrated that its programmes are in response to a perceived need in the community and where it can be reasonably assumed that the organisation will become established as a result of this grant.
- d) To ensure an equitable and consistent process:
 - (i) To ensure that Council has a consistent, equitable and transparent process to respond to requests for Community Grants
 - (ii) To ensure all potential applicants have equitable access to grant funding

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- (iii) To ensure that grant funding decisions represent value for money in achieving Council's goal of recognising the contribution to the development of community self-help and the provision of community services made by locally based non profit groups and organisations.

Community Grant Scope

A grant is defined as any direct monetary contribution, from Hinchinbrook Shire Council, which is made to a not for profit entity operating in the Hinchinbrook Shire that seeks to deliver community development outcomes, community programs and activities to support local community needs in an open transparent way.

Requests for funds that seek to deliver economic development outcomes are not within the scope of this Policy.

Financial Scope

This policy will address grant requests up to and including amounts of \$1,000.00 per annum

Grant requests over \$1,000.00 per annum will not be managed under this policy but may be applied for via the associated Community Grant Application Form.

Legislative Reference

The Council is permitted to make Community Grants in the form of grants or provide assistance in accordance with sections 194-195 of the Local Government Regulation 2012 (Local Government Act 2009).

Sections 194 - 195 state

194 Grants to community organisations

A local government may give a grant to a community organisation only—

(a) if the local government is satisfied—

(i) the grant will be used for a purpose that is in the public interest; and

(ii) the community organisation meets the criteria stated in the local government's community grants policy; and

(b) in a way that is consistent with the local government's community grants policy.

195 Community grants policy

A local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy), which includes the criteria for a community organisation to be eligible for a grant from the local government.

Policy

Requests for consideration of a grant will be accepted according to Council's quarterly review schedule. Requests must be submitted to the Chief Executive Officer on the prescribed form.

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Applications will be assessed quarterly, by Council's Community Services Department, creating four funding rounds each year.

Only one grant per organisation meeting this Policy criterion shall be considered in any one financial year.

Applications will be assessed against the criteria established under this policy and ranked against other applications in that round. The highest ranked applications will be funded within the budget available for that round.

Each funding round will only assess applications for activities to be held or costs to be incurred during the following quarter. Requests received earlier than this will be held over until the appropriate funding round.

An exception will be made for applications from Community Groups for annual financial support. Requests for consideration of an annual grant shall close 30 April for assistance required for the following financial year.

Applications will not be considered for activities that have already been delivered.

Criteria

To be considered eligible for a grant an individual, group or organisation must:

- operate within the Hinchinbrook Shire by way of a demonstrated client base, membership base or similar
- be not for profit (Council may request the submission of the most recent annual financial report or other documentation to demonstrate this criteria)

Demonstrate how the grant will:

- benefit the Hinchinbrook Shire or
- strengthen the Hinchinbrook Community

Demonstrate that any monies raised through activities associated with the grant will be used or distributed to benefit the Hinchinbrook community.

Exclusions

The following requests are excluded from eligibility:

- assistance to attend conferences, workshops or skills training activities
- Recipients of any other financial or other type of assistance from Council for the same activity
- Be raising funds on behalf of another group which is itself a recipient of financial assistance from Council
- sponsorships of individuals or groups to attend or participate in national or international sports or events

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Hinchinbrook Sportfishing Club
PO Box 896, Ingham Qld 4850
hinchinbrooksfsc@yahoo.com

05.01.2017

Supporting Letter – 2017 Hinchinbrook Shire Council Community Grant Application

Attn: Chief Executive Officer

The Hinchinbrook Sportfishing club is excited to announce that we have recently been given the opportunity to host the North Queensland Sportfishing Championships.

This is an equal opportunity event catering for male, female and junior anglers with a very family friendly atmosphere. It invites participants from across 23 Qld sportfishing clubs to come together, compete and to socialise.

The Hinchinbrook SFC has plans to develop this event even further and turn it into a premier "must fish" event on the North Qld fishing calendar. In order to do this we are looking for your support by way of a \$1000 community grant.

In return, our club is offering the Hinchinbrook Shire Council (HSC) the opportunity to become the sole level three sponsor. This would entitle the HSC to naming rights as the events "Major Sponsor".

The \$1000 will be used to fund the following items & activities;

- Venue & Equipment hire (Halifax hall)
- Event promotion & materials
- Event games, entertainment, kids activities & awards

Pending council approval, we would acknowledge this support by way of;

- Displaying the HSC banner and logo at the presentation dinner & awards evening
- Placing the HSC logo on the official Facebook event page, Hinchinbrook Sportfishing club page and on any relevant material distributed to participants.
- An invitation for a HSC representative to attend and open the event's presentation evening

We look forward to hearing from you soon and if you have any questions or would like to discuss this proposal further please don't hesitate to call me.

Kind regards

Adam Royle
President
Hinchinbrook SFC
0417610446

HSC INVASIVE PLANTS AND ANIMALS, SURVEILLANCE PROGRAM

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.

For 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, commencing on Thursday 30 March 2017.

Background

The *Biosecurity Act 2014* effectively superceded 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 and/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.

Attachments

Hinchinbrook Shire Council Invasive Plants and Animals Surveillance Program (DRAFT)

Statutory Environment

Biosecurity Act 2014

Policy Implications

Nil

Consulted With

Matthew Buckman (Pest Management Officer)

Michael Graham (Biosecurity Queensland)

Travis Sydes (FNQROC)

Financial and Resource Implications

Legislative requirement and included in current budget.

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 and/or to monitor the measures taken in response to a biosecurity risk.

Strategic Considerations

Operational Plan 2016/2017 - Strategic Direction 2.4.2 - Implement the Hinchinbrook Pest Management Plan in co-operation with primary producers and other key stakeholders by June 2017

Officers Comment

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 review and update all documentation in compliance with all provisions under the new Act and aims to have the Hinchinbrook Shire Council's Biosecurity Plan, previously known as Hinchinbrook Pest Management Plan, rolled out in May 2017.

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1. BIOSECURITY PROGRAM

1.1 PROGRAM NAME

The surveillance program (biosecurity program) for *invasive biosecurity matters* 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;
 - (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;
- (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) are:

- To confirm the presence, or determine the extent of the presence, of *invasive biosecurity matters* s48(1)(a-d) in the Hinchinbrook Shire Council local government area.
- To confirm the absence of *invasive biosecurity matters* 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 2013 to 2017, *pest specific strategies*.
<http://www.hinchinbrook.qld.gov.au/documents/10232/44205/Pest%20Management%20Plan.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 Shire Council Biosecurity Plan 2013 to 2017** (HSCBP).

- To monitor compliance with requirements about prohibited matter or restricted matter listed (see Tables 1 & 2) in the Hinchinbrook Shire Council Biosecurity Plan 2013 to 2017.
 - **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.
 - **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 *HSCBP 2013 to 2017*.

#	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>	Gambagrass	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	3
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 *HSCBP 2016 to 2020*.

#	Species	Common Name	Categories
1	<i>Sus scrofa</i>	Pig (feral)	3,4,6
2	<i>Canis familiaris dingo</i>	Dingo	3,4,5,6
3	<i>Canis familiaris</i>	Dog (wild/feral)	3,4,6
4	<i>Oryctolagus cuniculus</i>	Rabbit	3,4,5,6
5	<i>Felis catus</i>	Cat (feral)	3,4,6
6	<i>Vulpes vulpes</i>	Fox	3,4,5,6
7	<i>Axis axis</i>	Chital deer	3,4,6
8	<i>Capra hircus</i>	Goat (feral)	3,4,6

Under the *Biosecurity Act 2014* local government are responsible for ensuring *invasive biosecurity matter* 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:

- Prioritise 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;
- Identify the roles and responsibilities of all stakeholders involved and provide direction on priority pest management activities;
- Outline everyone's obligations to minimize the impact of biosecurity risks on people, the economy and the environment
- Clearly identify 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.
- Ensure 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 manned helicopters 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.
- For animal species this may require collecting whole or 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.
- 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.

Power to carry out aerial controls measures

The power to carry out aerial control measures is authorised by a biosecurity program under the Act⁴.

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.

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.

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*”.
- 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

<After Council resolution, insert the date this document was sent to the Director General of Biosecurity QLD and detail consultation advice that Biosecurity is happy to work with Council under this Program.>

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 matters* 48(1)(a-d) (the Program) in Hinchinbrook Shire Council Local Government area, on the basis that:-

I am satisfied that the invasive bio security matter listed in the bio security program, "*Hinchinbrook Shire Council, Invasive Plants and Animals, Surveillance Program*", pose a significant biosecurity risk to biosecurity considerations in Queensland; and

I am satisfied that surveillance activities are required to determine the presence or absence of these invasive biosecurity matter; and

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 biosecurity surveillance program, the "*Hinchinbrook Shire Council, Invasive Plants and Animals, Surveillance Program*".

<insert details of Council resolution>

3.1 BIOSECURITY MATTER

The biosecurity matter to which the Program relates is *invasive biosecurity matters* 48(1)(a-d).

3.2 PURPOSE OF THE PROGRAM

The purpose of the HSC Invasive Plants and Animals Surveillance Program (the Program) are:

- To confirm the presence, or determine the extent of the presence, of *invasive biosecurity matters* 48(1)(a-d) in the Hinchinbrook Shire Council local government area.
- To confirm the absence of *invasive biosecurity matters* 48(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 1 & 2) in the Hinchinbrook Shire Council Biosecurity Plan 2013 to 2017.
- 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 2013 to 2017, *pest specific strategies*.
<http://www.hinchinbrook.qld.gov.au/documents/10232/44205/Pest%20Management%20Plan.pdf>
- To monitor compliance with requirements about prohibited matter or restricted matter listed (see Tables 1 & 2) in the Hinchinbrook Shire Council Biosecurity Plan 2013 to 2017.
 - **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.
- **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. (web link to the pest plan and include the pest specific strategies/maps)

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 Program⁶ 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	<i>Searching a place to check for the presence or absence of invasive biosecurity matter</i>
Take for examination a thing, or a sample of or from a thing, at the place	<i>Inspect, examine and film to assist with tracing of carriers to and from a place.</i>
Place an identifying mark in or on anything at the place	<i>Take samples for the purposes of diagnostic analysis, to ascertain the presence or absence of invasive biosecurity matter</i>
Place a sign or notice at the place	<i>Identify carriers such as <insert example> with tags, notices, flags or signs for any purpose consistent with the Program.</i>
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>Producing a written and/or electronic note(s) to support Program activities.</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>Taking GPS coordinates to ensure accuracy of location details of carriers or invasive biosecurity matter</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 a document such as sale/movement record that is relevant to the objectives of the Program.</i>
Remain at the place for the time necessary to achieve the purpose of the entry	
The authorised officer may take a necessary step to allow the exercise of a general power	
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	
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	

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.

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.

¹³ Section 296(5) defines **film** to include photograph, videotape and record an image in another way.

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”.
- 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 30 March 2017 and will continue until 30 June 2018. 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 <http://www.hinchinbrook.qld.gov.au/>

From the start of the Program, the Authorisation for the Program **HSC 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.

REVIEW OF DELEGATIONS UNDER THE 'BIOSECURITY ACT 2014' – COUNCIL TO CHIEF EXECUTIVE OFFICER

Executive Summary

Delegations from Council to CEO under the *Biosecurity Act 2014* is identified in the attached excerpt of the draft Register of Delegations 2017 require formal approval by Council.

For Council Decision – Recommendation

That all powers referred to in the draft 'Register of Delegations - Council to CEO' relating to the *Biosecurity Act 2014*, attached to this report, are delegated by Council to the Chief Executive Officer of Council pursuant to section 257 of the *Local Government Act 2009*.

Background

It is a requirement of the *Local Government Act 2009* (LGA) Section 260 for Local Governments to have in place a 'Register of Delegations'.

This section states:

1. The Chief Executive Officer must establish a register of delegations that contains the particulars prescribed under a regulation;
2. The Chief Executive Officer must record all delegations by the local government, Mayor or the Chief Executive Officer in the register of delegations;
3. The public may inspect the register of delegations.

The *LGA Section 257(4)* provides that a delegation to the Chief Executive Officer must be reviewed annually by the local government.

In collaboration with King & Co Solicitors and the Local Government Association of Queensland, a complete list of delegations which may be delegated from Council to the Chief Executive Officer was prepared and is regularly reviewed by them for the use of local governments. The last review was finalised in March 2017.

The delegations in relation to the *Biosecurity Act 2014* have been re-examined by Council officers for the purpose of up-dating Council's Delegations Register.

A formal resolution needs to be made to approve these delegations.

These delegations are an essential requirement for the conduct of the day to day business of Council. Once this resolution is made, the *Biosecurity Act 2014* delegations will form part of Council's Register of Delegations which are currently still under revision with the aim to bring to the April Council meeting.

Attachments

Draft Register of Delegations – *Biosecurity Act 2014*

Statutory Environment

Local Government Act 2009

Policy Implications

Keeping and maintaining a Register of Delegations – Council to CEO is in line with the legislative requirements of the Local Government Act.

Consulted With

Dan McKinlay, Chief Executive Officer

Tudor Tanase, Executive Manager Environment and Community Services

LGAQ

Financial and Resource Implications

Nil

Risk Management Implications

Failure to adopt the *Biosecurity Act 2014* delegations would result in Council not being legally able to pursue its obligations in relation to natural resource management.

Strategic Considerations

Corporate Plan 2014-2019, Strategic Direction 4.5

Officers Comment

Nil

REGISTER OF DELEGATIONS COUNCIL TO CEO

Biosecurity Act 2014

Version information:

Date Updated:	01/03/2017
Reprint No:	01/03/2017

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION OR SUB- DELEGATION IS SUBJECT	SUB DELEGATION FROM CEO TO COUNCIL OFFICERS
5.1	Chief Executive Officer	Power, in a circumstance listed in subsection (1), to advise an inspector of the presence of the biosecurity matter.	Section 36(2) <i>Biosecurity Act 2014</i>			
5.2	Chief Executive Officer	Power, in a circumstance listed in subsection (1), to advise an appropriate authorised officer of the presence of the biosecurity matter that is a relevant restricted matter.	Section 42(2) <i>Biosecurity Act 2014</i>			
5.3	Chief Executive Officer	Power to carry out the main function of a local government under the Act.	Section 48 <i>Biosecurity Act 2014</i>			
5.4	Chief Executive Officer	Power to consult with the Minister.	Section 50(3) <i>Biosecurity Act 2014</i>			
5.5	Chief Executive Officer	Power to comply with a notice issued by the Minister pursuant to subsection (4).	Section 50(5) <i>Biosecurity Act 2014</i>			
5.6	Chief Executive Officer	Power to agree with the chief executive that Council cannot achieve substantial compliance with the notice.	Section 51(2) <i>Biosecurity Act 2014</i>			

REGISTER OF DELEGATIONS COUNCIL TO CEO

Biosecurity Act 2014

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION OR SUB- DELEGATION IS SUBJECT	SUB DELEGATION FROM CEO TO COUNCIL OFFICERS
5.7	Chief Executive Officer	Power to comply with a request from the Minister for a written report made pursuant to subsection (1).	Section 52(2) <i>Biosecurity Act 2014</i>			
5.8	Chief Executive Officer	Power to prepare and approve a biosecurity plan for invasive biosecurity matter for Council's area.	Section 53 <i>Biosecurity Act 2014</i>			
5.9	Chief Executive Officer	Power to keep a copy of the biosecurity plan available for inspection.	Section 54 <i>Biosecurity Act 2014</i>			
5.10	Chief Executive Officer	Power to consult with the chief executive about the suitability and priority of the activities.	Section 59 <i>Biosecurity Act 2014</i>			
5.11	Chief Executive Officer	Power to pay the amount required by a notice issued by the Minister pursuant to this section.	Section 60(5) <i>Biosecurity Act 2014</i>			
5.12	Chief Executive Officer	Power, as a building authority for a barrier fence, or as an owner of land affected by the amendment, to consult with the chief executive about the amendment of the barrier fence map.	Section 91(3) <i>Biosecurity Act 2014</i>			
5.13	Chief Executive Officer	Power, as a building authority for a barrier fence, in the circumstance set out in subsection (1), to build and pay for a gate or grid in the fence.	Section 92(2) <i>Biosecurity Act 2014</i>			

REGISTER OF DELEGATIONS COUNCIL TO CEO

Biosecurity Act 2014

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION OR SUB- DELEGATION IS SUBJECT	SUB DELEGATION FROM CEO TO COUNCIL OFFICERS
5.14	Chief Executive Officer	Power, as a building authority for a barrier fence, to undertake the activities set out in subsections (a) and (b).	Section 93 <i>Biosecurity Act 2014</i>			
5.15	Chief Executive Officer	Power, as a building authority for a barrier fence, to enter a place in the circumstances set out in subsection (1).	Section 94 <i>Biosecurity Act 2014</i>			
5.16	Chief Executive Officer	Power, as a building authority for a barrier fence, to enter into an agreement with another person about making an opening in the fence for a particular purpose and period.	Section 95 <i>Biosecurity Act 2014</i>			
5.17	Chief Executive Officer	Power, as a building authority for a barrier fence, to give a notice to a person requiring the person to restore the fence.	Section 96(2) <i>Biosecurity Act 2014</i>			
5.18	Chief Executive Officer	Power, as a building authority for a barrier fence, to carry out the restoration of the barrier fence and recover the reasonable costs from the person to whom notice was given pursuant to subsection (2).	Section 96(4) <i>Biosecurity Act 2014</i>			
5.19	Chief Executive Officer	Power, as a building authority for a barrier fence part, to appoint a person employed or engaged by Council to exercise powers under the Act in relation to the barrier fence part.	Section 100 <i>Biosecurity Act 2014</i>			

REGISTER OF DELEGATIONS COUNCIL TO CEO

Biosecurity Act 2014

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION OR SUB- DELEGATION IS SUBJECT	SUB DELEGATION FROM CEO TO COUNCIL OFFICERS
5.20	Chief Executive Officer	Power, as a building authority for a barrier fence part, to give directions to a barrier fence employee.	Section 101(2) <i>Biosecurity Act 2014</i>			
5.21	Chief Executive Officer	Power, as a relevant entity, to consult with the chief executive about a proposed making of a code of practice.	Section 105 <i>Biosecurity Act 2014</i>			
5.22	Chief Executive Officer	Power to make written submissions on a proposed guideline.	Section 107 <i>Biosecurity Act 2014</i>			
5.23	Chief Executive Officer	Power to apply to an inspector for a biosecurity emergency order permit.	Section 121 <i>Biosecurity Act 2014</i>			
5.24	Chief Executive Officer	Power to apply to an inspector for a biosecurity instrument permit.	Section 132 <i>Biosecurity Act 2014</i>			
5.25	Chief Executive Officer	Power as a registrable biosecurity entity to apply for registration.	Sections 145 and 147 <i>Biosecurity Act 2014</i>			
5.26	Chief Executive Officer	Power as a registrable biosecurity entity to apply for a registration exemption.	Section 146 <i>Biosecurity Act 2014</i>			

REGISTER OF DELEGATIONS COUNCIL TO CEO

Biosecurity Act 2014

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION OR SUB- DELEGATION IS SUBJECT	SUB DELEGATION FROM CEO TO COUNCIL OFFICERS
5.27	Chief Executive Officer	Power to make written submissions in response to a notice from the chief executive.	Section 150(3)(b) <i>Biosecurity Act 2014</i>			
5.28	Chief Executive Officer	Power, in the circumstances referred to in subsection (1) to apply for deregistration as a biosecurity entity.	Section 152 <i>Biosecurity Act 2014</i>			
5.29	Chief Executive Officer	Power to comply with a requirement of the chief executive made under subsection (2) or (3).	Section 156(2) <i>Biosecurity Act 2014</i>			
5.30	Chief Executive Officer	Power as a registered biosecurity entity, owner or occupier to give the chief executive a restricted place notice.	Section 160(2) <i>Biosecurity Act 2014</i>			
5.31	Chief Executive Officer	Power to apply to the chief executive for the removal of the entry for a restricted place from the biosecurity register.	Section 164 <i>Biosecurity Act 2014</i>			
5.32	Chief Executive Officer	Power to apply to the chief executive for the end of a declaration of a designated animal as a restricted animal.	Section 164A <i>Biosecurity Act 2014</i>			
5.33	Chief Executive Officer	Power to apply to the chief executive for the end of a declaration of a designated biosecurity matter as a restricted biosecurity matter.	Section 164B <i>Biosecurity Act 2014</i>			

REGISTER OF DELEGATIONS COUNCIL TO CEO

Biosecurity Act 2014

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION OR SUB- DELEGATION IS SUBJECT	SUB DELEGATION FROM CEO TO COUNCIL OFFICERS
5.34	Chief Executive Officer	Power to give the chief executive further information or a document about the application.	Section 165 <i>Biosecurity Act 2014</i>			
5.35	Chief Executive Officer	Power as a registered biosecurity entity to give the chief executive a change notice.	Section 170(2) <i>Biosecurity Act 2014</i>			
5.36	Chief Executive Officer	Power to apply to the chief executive for a travel approval for the movement of a special designated animal.	Section 181 <i>Biosecurity Act 2014</i>			
5.37	Chief Executive Officer	Power, as a receiver of a special designated animal at a saleyard, to take the action referred to in subsections (a) and (b).	Section 187 <i>Biosecurity Act 2014</i>			
5.38	Chief Executive Officer	Power, as a receiver of a special designated animal at a restricted agricultural show, to take the action referred to in subsection (2).	Section 188 <i>Biosecurity Act 2014</i>			
5.39	Chief Executive Officer	Power, as a receiver of a special designated animal at a place, to take the action referred to in subsection (2).	Section 190 <i>Biosecurity Act 2014</i>			
5.40	Chief Executive Officer	Power, in the circumstances referred to in subsection (1), as a receiver of a special designated animal to advise an inspector of the circumstances in subsection (1).	Section 193(2) <i>Biosecurity Act 2014</i>			

REGISTER OF DELEGATIONS COUNCIL TO CEO

Biosecurity Act 2014

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION OR SUB- DELEGATION IS SUBJECT	SUB DELEGATION FROM CEO TO COUNCIL OFFICERS
5.41	Chief Executive Officer	Power, to comply with all reasonable directions the inspector gives.	Section 193(3) <i>Biosecurity Act 2014</i>			
5.42	Chief Executive Officer	Power, as a relevant person, to create a movement record for a designated animal and to give the record to the conveyor or drover of the animal.	Section 194(2) <i>Biosecurity Act 2014</i>			
5.43	Chief Executive Officer	Power, as a relevant person, to keep and produce a movement record for a designated animal in accordance with the requirements of this section.	Section 197 <i>Biosecurity Act 2014</i>			
5.44	Chief Executive Officer	Power, as person who receives a copy of a movement record, to keep and produce the copy of the movement record for in accordance with the requirements of this section.	Section 198(2) and (7) <i>Biosecurity Act 2014</i>			
5.45	Chief Executive Officer	Power, in the circumstances referred to in subsection (4) and as a person who accepts delivery of the animal at the end of the movement, to create, keep and produce a record complying with subsection (6).	Section 198(5) and (7) <i>Biosecurity Act 2014</i>			

REGISTER OF DELEGATIONS COUNCIL TO CEO

Biosecurity Act 2014

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION OR SUB- DELEGATION IS SUBJECT	SUB DELEGATION FROM CEO TO COUNCIL OFFICERS
5.46	Chief Executive Officer	Power, as a person having responsibility for the organisation and operation of an agricultural show, to keep a record in the appropriate form for the designated animal.	Section 199 <i>Biosecurity Act 2014</i>			
5.47	Chief Executive Officer	Power to apply for a prohibited matter permit or a restricted matter permit and to take all steps required to bring the application to finalisation and obtain a decision on the application.	Sections 214 and 215 <i>Biosecurity Act 2014</i>			
5.48	Chief Executive Officer	Power to apply for the renewal of a prohibited matter permit or a restricted matter permit and to take all steps required to bring the application to finalisation and obtain a decision on the application.	Sections 225 and 226 <i>Biosecurity Act 2014</i>			
5.49	Chief Executive Officer	Power to comply with a direction of the chief executive issued pursuant to subsection (2).	Section 229 <i>Biosecurity Act 2014</i>			
5.50	Chief Executive Officer	Power to apply for the transfer of a prohibited matter permit or a restricted matter permit.	Section 230 <i>Biosecurity Act 2014</i>			
5.51	Chief Executive Officer	Power to consult with an interested entity about a proposed biosecurity program.	Section 235(3)(d) <i>Biosecurity Act 2014</i>			

REGISTER OF DELEGATIONS COUNCIL TO CEO

Biosecurity Act 2014

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION OR SUB- DELEGATION IS SUBJECT	SUB DELEGATION FROM CEO TO COUNCIL OFFICERS
5.52	Chief Executive Officer	Power to consult with the chief executive about a proposed biosecurity program.	Section 239(1) <i>Biosecurity Act 2014</i>			
5.53	Chief Executive Officer	Power to consult with the chief executive and an invasive animal board before authorising a biosecurity program.	Section 239(2) <i>Biosecurity Act 2014</i>			
5.54	Chief Executive Officer	Power to give make copies of a biosecurity program authorisation available for inspection and purchase at Council's public office.	Section 241 <i>Biosecurity Act 2014</i>			
5.55	Chief Executive Officer	Power to apply to the court for an order against the person convicted of an offence against the Act to pay the costs Council has incurred in taking a thing or doing something else during the investigation of the offence.	Section 358 <i>Biosecurity Act 2014</i>			
5.56	Chief Executive Officer	Power, as a relevant body, to stay the original decision, fix conditions on the stay, fix the period of a stay and revoke a stay.	Section 364 <i>Biosecurity Act 2014</i>			
5.57	Chief Executive Officer	Power, as the issuing authority, after receiving an internal review application to conduct an internal review and make a decision.	Section 365 <i>Biosecurity Act 2014</i>			
5.58	Chief Executive Officer	Power, as the issuing authority, to give notice of an internal review decision.	Section 366 <i>Biosecurity Act 2014</i>			

REGISTER OF DELEGATIONS COUNCIL TO CEO

Biosecurity Act 2014

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION OR SUB- DELEGATION IS SUBJECT	SUB DELEGATION FROM CEO TO COUNCIL OFFICERS
5.59	Chief Executive Officer	Power, as the issuing authority, to make a new decision following the receipt of directions from the court.	Section 372(1) <i>Biosecurity Act 2014</i>			
5.60	Chief Executive Officer	Power, as the issuing authority, to give effect to a decision of the court to substitute the internal review decision with a new decision.	Section 372(2) <i>Biosecurity Act 2014</i>			
5.61	Chief Executive Officer	Power, as the issuing authority for a biosecurity order, to give notice of the amount of the debt.	Section 380(2) <i>Biosecurity Act 2014</i>			
5.62	Chief Executive Officer	Power to register a charge over the land for an unpaid amount and to release the charge once the unpaid amount has been paid.	Section 381 <i>Biosecurity Act 2014</i>			
5.63	Chief Executive Officer	Power, as a third party, to appear at the hearing of an application for a cost recovery order.	Section 383 <i>Biosecurity Act 2014</i>			
5.64	Chief Executive Officer	Power to enter into a government and industry agreement with the Minister or the chief executive.	Section 391 <i>Biosecurity Act 2014</i>			
5.65	Chief Executive Officer	Power to enter into a compliance agreement with the chief executive.	Section 393 <i>Biosecurity Act 2014</i>			

REGISTER OF DELEGATIONS COUNCIL TO CEO

Biosecurity Act 2014

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION OR SUB- DELEGATION IS SUBJECT	SUB DELEGATION FROM CEO TO COUNCIL OFFICERS
5.66	Chief Executive Officer	Power to apply to the chief executive to enter into a compliance agreement with the State.	Section 396 <i>Biosecurity Act 2014</i>			
5.67	Chief Executive Officer	Power to give the chief executive further information or a document required to decide the application.	Section 399(1)(b) <i>Biosecurity Act 2014</i>			
5.68	Chief Executive Officer	Power, as the other party to a compliance agreement, to make written representations to the chief executive following receipt of a show cause notice.	Section 405 <i>Biosecurity Act 2014</i>			
5.69	Chief Executive Officer	Power, as the holder for a relevant authority, to apply to the chief executive to amend the conditions of the authority and to take all steps necessary to obtain a decision on the application.	Sections 479 and 480 <i>Biosecurity Act 2014</i>			
5.70	Chief Executive Officer	Power, as the holder for a relevant authority, to make written representations about the show cause notice to the chief executive.	Section 485 <i>Biosecurity Act 2014</i>			
5.71	Chief Executive Officer	Power, as the holder for a relevant authority, to ask the chief executive to cancel the authority.	Section 490 <i>Biosecurity Act 2014</i>			
5.72	Chief Executive Officer	Power, as the holder for a relevant authority, to comply with a notice requiring the return of the document evidencing the authority.	Section 491(3) <i>Biosecurity Act 2014</i>			

REGISTER OF DELEGATIONS COUNCIL TO CEO

Biosecurity Act 2014

OFFICE OF THE CEO ACTIVITY REPORT FOR MONTH ENDING 28 FEBRUARY 2017

Executive Summary

This Report is presented for the information of Council and includes an activity update for the month ending 28 February 2017.

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment

Nil

CAPITAL WORKS CURRENTLY IN PROGRESS

- See attached

MEDIA ENGAGEMENT

- Media releases sent - 15
- Media enquiries carried out – 14
- Hinchinbrook Shire Council Facebook page – 1,605 likes (1,575 likes as at 31 January)
- Most engaged post from January – Positions Vacant: Administrative Assistant, 4,400 impressions (4,400 from organic reach and 0 from paid reach), 745 post clicks, 80 reaction/comments/shares
- Press articles – 48
- TV coverage – Nil
- Radio coverage – 13

HUMAN RESOURCE SERVICES

HRS activities include addressing all other HR matters which are not identified in this Report.

Advertised Vacancies:

- Economic Development Officer Vacancy Reference: 100611 – 4 months fixed term full time
- Regional Events Coordinator Vacancy Reference: 100591 – 12 months fixed term full time (maternity relief)
- Executive Assistant – Corporate Services Vacancy Reference: 100321 – permanent full time

Employees Resignations:

- Patrolman – 10 years 6 months

Work Experience:

- Gilroy College student – Environment and Community Services – Nursery - ongoing

General:

- Training continues for staff undertaking; Cert III in Civil Plant Operations, Cert III in Civil Operations, Cert IV in Civil Supervision and Cert III in Driving Operations. 2 of the employees undertaking the Cert III in Driving Operations have successfully gained their MR licences. Employees undertaking Cert III in Civil Plant Operations are regularly having time on various plant proving their competencies.
- Personnel Files: Revamping of employee personnel files (hard copy) continues, consisting of dividing all paperwork into related groups making it easy to identify the history of actions within each separate category. This not only aids periodic reviews or audits ensuring that the necessary documents have been completed and filed, and date sensitive documents have not expired, but also meets best practice standards. This is going to be lengthy processes as HRS are only working on files as time allows.
- HRS has commenced checking PD's within Personnel Files cross referencing with newer versions identifying all that need to be updated so they can be sent out to all managers ensuring these are up to date to the current responsibilities of each position ready for the commencement of Performance Appraisals
- Templates: to meet best practice: HRS have commenced updating old templates to ensure productivity when preparing documents.
- Continuation of Policy and Procedures updating for CEO approval.
- Employee sessions showing results of employee survey were organised and run in January by the CEO.

WORKPLACE HEALTH AND SAFETY

- Incident Reports
See attached report
- Hazard Reports
Nil
- Public Liability Claims
Nil
- Workers Compensation and Rehabilitation
See attached report
- WHS Training
 - First Aid Course – 10 employees – delivered by ICE Training

PARTNERSHIP, REGIONAL AND STATE ACTIVITIES

- North Queensland Regional Organisation of Councils - NQROC
 - 24 February – REDROC and NQROC Meetings, Townsville
- Far North Queensland Regional Organisation of Councils – FNQROC
 - 13 February - Deputy Mayor and Executive Manager Engineering Services attendance at FNQROC Meeting, Cairns

EMERGENCY DISASTER MANAGEMENT

- Activities
 - LDMG Meeting – 22 February
- Training
 - Nil

PROJECTS

- CSI Project

The CSI issues are to be split into two areas:

1. Technical – will be managed by the IT Department;
2. Operational – will be managed by the relevant work area.

Work on this is progressing with a Review of CRM issue for Environment and Community Services with Tech One to take place on 14 March with a view to developing a plan to resolve these.

- Customer Service Charter

Draft Charter presented to Council Briefing on 14 February and further briefing to occur 21 March.

- Internal Audit – Fuel Management

Summary of progress attached

MANAGEMENT ACTIVITY

- Conference Attendance

- Nil

- Training Attendance

- 8 February - LGAQ Media and Social Media Training for Elected Members

- Meeting Attendance

In addition to the meetings already documented the CEO attended the following meetings:-

- 2 February – Discussions with Mayor and Department of Infrastructure Local Government and Planning
- 2 February – Audit Committee Chairperson Discussions
- 4 February – Meeting with Mayor and Overseas Investment Centre representatives
- 6 February – Nywaigi ILUA Telconference
- 6 February – Staff Meeting
- 7 February – Councillor Connect Session
- 10 February – Discussions with local business owner
- 10 February – Onsite drainage inspections
- 10 February – Audit Committee Chairperson Interviews
- 14 February – Councillor Briefing Session
- 16 February – Workplace Health and Safety Committee Meeting
- 17 February – Discussions with Mayor and Department of State Development
- 21 February – Portfolio and Councillor Only Sessions
- 22 February – Employee Feedback Meetings x 3
- 22 February – Ingham Showgrounds Management Advisory Committee Meeting
- 23 February – Employee Feedback Meetings x 5
- 28 February – General Meeting

- Events

- 2 February – Building Better Regions Fund Workshop with Regional Development Australia, AusIndustry and Department of State Development
- 28 February – How to do Business with Council Supplier Information Event

BUSINESS IMPROVEMENT TEAM

Key initiatives arising from the Business Improvement Team meetings to date are as follows:

- Software program for grave maps - mapping software to be available on mobile devices
- Change to Higher Duties Procedure
- Introduction of Sustainability Policy and Procedure
- Inspection Apps for Field Work
- Commission full review of Ergon costs
- Council website events calendar
- Filling of sandbags in times of natural disasters
- Stone spreader for 3 tonne truck
- Wheel nut indicators
- Annual Leave Forms
- Sick Day Leave Request Form
- Vehicle Tick and Flick
- Depot Wash Down Bay Improvements
- Front Mounted Rotary Broom
- Information pamphlets in foyer

MAYORAL DISCRETIONARY FUND

- Nil

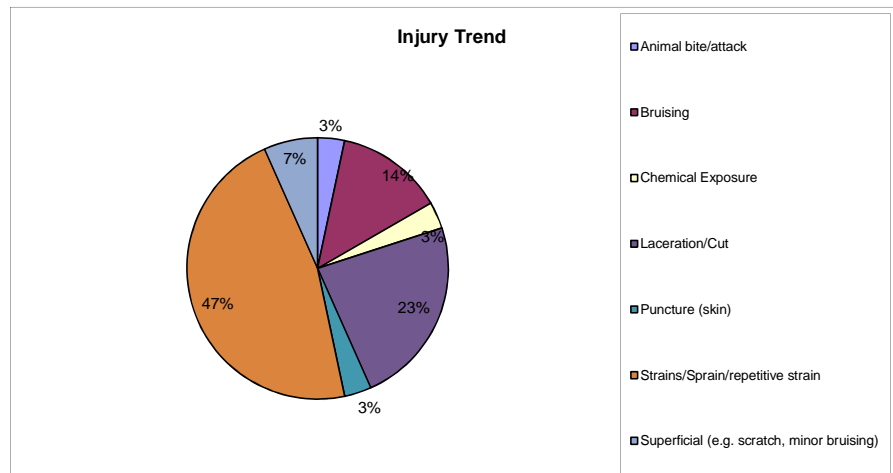
Office of the CEO Capital Progress Report:

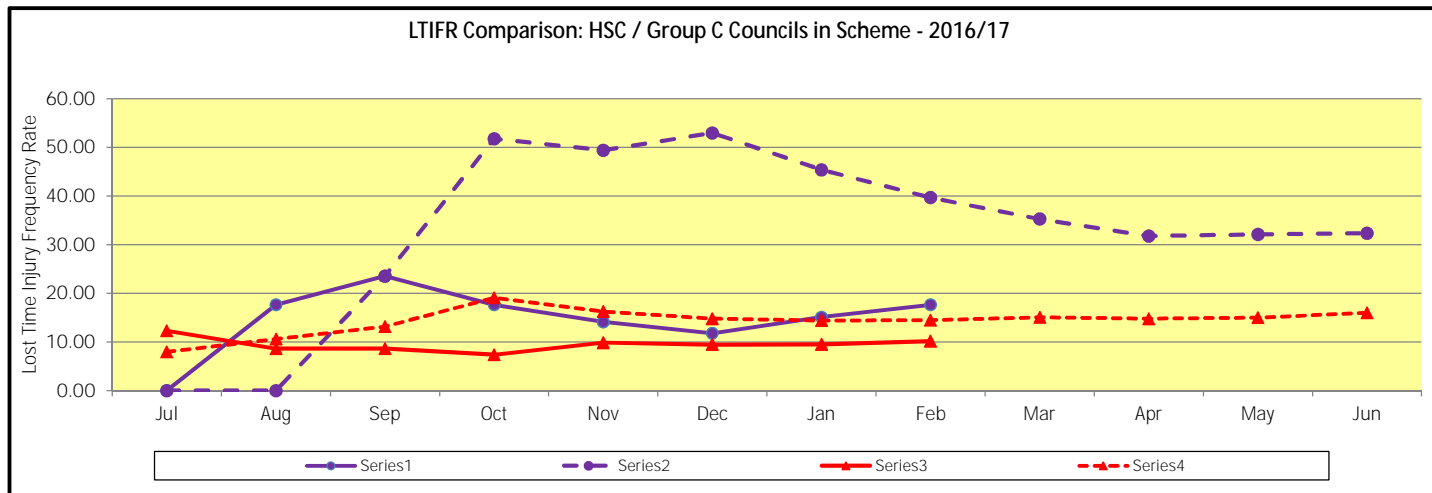
P	Procurement
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Project Description <i>(Project Code)</i>	Programme Estimate 2016/2017			2016/2017 YTD Expenditure	Comments & Project Timeline																		
	HSC Budget	Other Source	Total																				
CSI Project (includes \$166,000 carryover) 2016/2017	\$166,000	\$0	0	Feb 2017 \$25,501																			
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun						
					Forecast																		
					Actual																		
New Website 2016/2017	\$30,000	\$0	\$30,000	Feb 2017 \$6,625																			
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun						
					Forecast																		
					Actual																		
Contingency 2016/2017	\$300,000	\$0	\$300,000	Feb 2017 \$0.00																			
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun						
					Forecast																		
					Actual																		

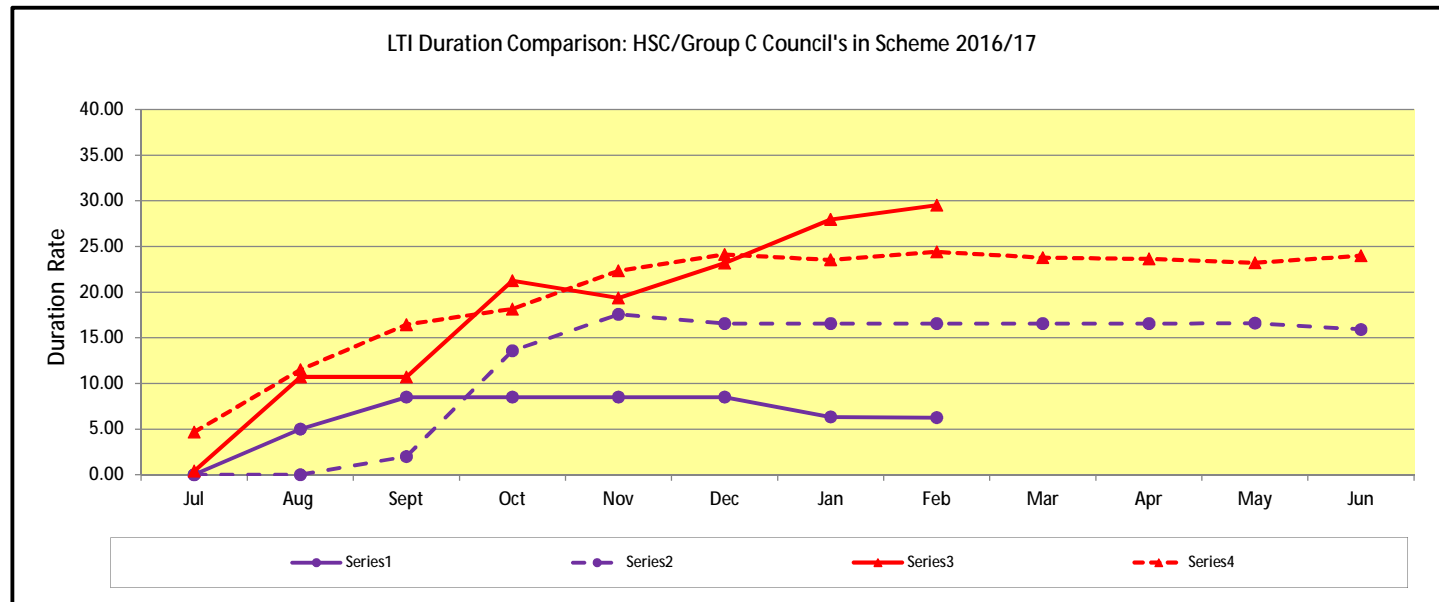
Nature of Injury 2016/2017

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Totals	Injury trend
Amputation													0	0%
Animal bite/attack								1					1	3%
Bruising			1		1	1		1					4	13%
Burn													0	0%
Chemical Exposure				1									1	3%
Concussion													0	0%
Crush Injury													0	0%
Dermatitis													0	0%
Dislocation													0	0%
Eye Injury or Irritation													0	0%
Fracture													0	0%
Heat Stress													0	0%
Infection													0	0%
Internal Injury													0	0%
Irritation (Skin)													0	0%
Laceration/Cut	1	1	2		2		1						7	23%
Multiple													0	0%
Near Miss													0	0%
Noise Induced Hearing Loss													0	0%
Psychological													0	0%
Puncture (skin)				1									1	3%
Strains/Sprain/repetitive strain	1	6	2		1	2	2						14	47%
Superficial (e.g. scratch, minor bruising)	1				1								2	7%
Systemic													0	0%
Toxin (e.g. snake, spider bite)													0	0%
Totals	3	7	5	2	5	3	3	2	0	0	0	0	30	100%





LGW Data		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
HSC LTIFR YTD	Series1	0.00	17.65	23.53	17.65	14.12	11.76	15.12	17.65				
HSC LTIFR 2015-2016	Series2	0.00	0.00	23.53	51.76	49.41	52.94	45.37	39.70	35.29	31.76	32.08	32.35
Group C LTIFR YTD (Councils with wages \$10-20 mil)	Series3	12.32	8.62	8.62	7.39	9.85	9.44	9.50	10.16				
Group C LTIFR 2015-2016	Series4	7.94	10.58	13.14	19.09	16.26	14.78	14.43	14.47	15.05	14.78	15.00	16.01



LGW Data		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
HSC Duration Rate YTD LGW data.	—●—	0.00	5.00	8.50	8.50	8.50	8.50	6.33	6.25				
HSC Duration Rate 2015 - 2016	- -● - -	0.00	0.00	2.00	13.57	17.57	16.56	16.56	16.56	16.56	16.56	16.60	15.91
Average duration rate for Group C	—▲—	0.40	10.71	10.71	21.25	19.35	23.17	27.96	29.52				
Duration Rate Group C 2014 - 2015	- -▲ - -	4.67	11.50	16.44	18.16	22.33	24.14	23.54	24.40	23.77	23.65	23.23	23.99

Workers Comp and Rehabilitation 2016/2017

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Totals
New Claims (accepted)	0	4	0	0	2	0	1	2					9
Lost Time Injuries	0	3	0	0	1	0	1	1					6
Medical Treatment Only	0	1	1	0	1	0	0	0					3
Time Lost (hours) Workers Comp	76.5	91.5	109.5	0	8.5	0	84	15					385
Suitable duties (hours) Rehab	273.5	308.5	0	0	0	0	30.5	0					612.5

Internal Audit : Fuel Management Summary

Area	Ref	Audit Recommendation	Status/Response	Expected Completion Date
Depot		Diesel Pump Calibration		
	5.1	The diesel pump be correctly calibrated to ensure that the DataFuel console and the pump are properly synchronised. This will enable greater accuracy in reported information and allow more reliable data analysis to detect anomalies that may require further investigation.	Datafuel has now provided information to calibrate/synchronise the console and pump. Initial Expected Completion Date of 31 January deferred until 14 February. Requires calibration by external party, currently receiving quotes.	Mid April 2017
		Segregation of Duties		
	5.2.1	Receipts of fuel be processed by the Finance Officer who captures supplier's invoices.	Fuel is part of the Inventory system and as such it is not applicable or feasible for the Accounts Payable officer to receipt fuel deliveries. The purchase order process is followed so orders have to be receipted prior to matching & payment by Accounts Payable. Any issues/discrepancies would be highlighted or investigated.	NA
	5.2.2	Bulk issues of fuel should be made on requisitions signed by supervisors and managers.	This is not really practical and the electronic capture of fuel usage and its subsequent review means that this not necessary neither	NA
	5.2.3	At least once a month the dipping procedure should be witnessed by the Depot manager and the fuel reconciliation completed by a Finance Officer.	Stores officers dip prior to & after every fuel delivery to check quantity delivered. As part of the month end process Stores dip again to check & reconcile the stock report & going forward this will be witnessed by the Depot Manager.	Completed
	5.2.4	All new, unused fuel key-tags should be kept in a secured location by the Fleet Manager and only issued to stores when a new item of plant is issued and recorded in a register. The process to replace a lost fuel key-tag should include a statement from the operator when the tag is lost.	The Fleet Manager currently keeps a record of all plant called 'Fuel Rego' & this will be expanded to incorporate key-tag information & become a plant register. This spreadsheet is locked by the Fleet Manager. Fleet Manager will be responsible for the safe keeping of key-tags & Stores will be responsible for the activating/deactivating of key-tags on Datafuel under instruction from Fleet Manager. Key-tags cannot be used until activated & we re-cycle old keys rather than return to Datafuel as there is a cost incurred for new ones.	Completed
	5.2.5	Old key-tags should be recorded on the register and returned to DataFuel for recycling or destroyed immediately.	Covered in 5.2.4	Completed
	5.2.6	Management should consider implementing a fuel key-tag register, and conduct period "audits" of the fuel key-tag register against the fleet register to ensure completeness and demonstrate that fuel key-tag use is being monitored	Stores Manager has updated the " Fuel Rego' spreadsheet with key-tag numbers & is now liaising with Fleet Manager to complete an audit.On going process.	Mid April
		Small Fuel Containers Not identified		
	5.3.1	All small containers be engraved with the words "Property of HSC" and identified with a unique number.	Not feasible to do as engraving would create a weak point in the container & other labelling could easily be removed.	NA
	5.3.2	Periodic reconciliations should be undertaken by Stores and Fleet Officers to ensure that all containers are official Council Property and are also fully accounted for. Discrepancies should be investigated.	When full, these containers are locked away & are issued to a particular item of plant rather than a specific person. Various employees may handle the same container, return or re-fill making full reconciliation difficult. Empty containers are a low value item & don't have a long shelf life however to address the issue Stores will prepare a simple spreadsheet to keep count of containers & record lost or damaged containers where possible. Stores keeping record of fuel containers issued.	Complete
Tanker and Fuel Pods		Tanker and Fuel Pod Records Should be Formalised		
	6.1.1	The records of fuel issues from the tanker should be maintained in a register that is retained by the tanker operator.	A new Fuel Management System has been ordered which will record fuel issues from the tanker and communicate these transactions to system software.	31-Mar-17
	6.1.2	Ideally, issues of fuel from the tanker should be signed for by another person, if the tanker driver is the same individual as the plant operator.	The new system negates the need for manual signing	NA
	6.1.3	The fuel pod issues should be recorded in a register that is kept with the utility vehicle and issues should be signed for by the plant operator	The new system will enable this	31-Mar-17
Data Capture into Technology One				
	7.1.1	Management conduct discussions with the vendors of DataFuel and Starcard to determine whether the information can be downloaded in a manner that would allow integration into Technology One.	We have already started looking into this with the assistance of a TechOne consultant. Further consultancy time is required to progress, including fully testing the system.	30-Jun-17
	7.1.2	Alternatively, management may wish to explore the use of spreadsheet data, with the use of macro's, to allow data to be formatted and uploaded into the Technology One system.	see 7.1.1	30-Jun-17
	7.1.3	Determine whether BP have an electronic platform that Council could utilise to receive data, including odometer readings.	Accounts Payable Supervisor will contact BP Halifax to make initial enquiries.AP confirmed BP do have an electronic platform.	Completed
	7.1.4	Utilise the Caltex Online Business Centre reporting capability through their online portal which contains a number of detection reports that are in a format that allows data analysis.	see 7.1.1	30-Jun-17
	7.1.5	Remind all operators of the purpose and importance of the odometer/hour readings. Regular incorrect records should be treated as deliberate attempts to corrupt data and disguise activities.	Done. Review of records will be ongoing.	Completed
	7.1.6	Once data is uploaded into Technology One, Fleet Officers should routinely analyse the usage of fuel to confirm that usage patterns appear reasonable (and, if not, investigated). The key fuel data analytics that could be considered are: \$ Fuel tank size vs actual volume purchased (Indicates more than one car being filled at a time) \$ Number of purchases in a month (Indicates potential for filling another car on the key/card) \$ Weekend and out of hours' purchases (Indicates that personal vehicles may be filled)	To be reviewed and implemented based on outcomes achieved via the automation of Datafuel and Caltex fuel entries and invoices into CSI. This is work in progress but is a high priority	30-Jun-17

OFFICE OF THE CHIEF EXECUTIVE OFFICER MONTHLY STATUS REPORT – MARCH 2017

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number – 280217-42 – Works for Queensland Infrastructure Program

That The Chief Executive Officer write to the Premier and Deputy Premier of Queensland thanking them for the \$2.222 million that Council received under the Works for Queensland Infrastructure Program and also request that the Works for Queensland Infrastructure Program remains in place until regional unemployment trends return back down to the state and national level as the funding:

- Provides important infrastructure upgrades for Council and means Council will reinvest in the future of our region; and
- Provides an important employment boost for our region with a number of new jobs to be created.

Status:

March 2017 Update – Correspondence sent to Premier and Deputy Premier.

Matter Closed

Resolution Number – 280217-38 – Leave of Absence - Councillor Maria Bosworth

That leave of absence is granted to Councillor Maria Bosworth for the period Wednesday 22 March to Wednesday 5 April 2017 inclusive.

Status:

March 2017 Update – Leave noted.

Matter Closed

Resolution Number – 280217-37 – Councillor Opportunities – Attendance at 2017 Australian Coastal Councils Conference

That Mayor Ramon Jayo attend the 2017 Australian Coastal Councils Conference at Redcliffe from Wednesday 3 May to Friday 5 May 2017 as Council's representative.

Status:

March 2017 Update – Mayor registered to attend Conference.

Matter Closed

Resolution Number – 310117-38 – Recruitment of Vacant Permanent Position – Human Resource Manager

That Council approve to replace the Manager Human Resources position.

Status:

March 2017 Update - Debi Jackson, The Human Resources Coordinator is currently acting in the Human Resource Manager role for three months and David Gornalle has been appointed as a Workplace Health and Safety Advisor for three months also.

February 2017 Update – The Human Resources Coordinator is currently acting in the Human Resource Manager role and attempting to source a Workplace Health and Safety Officer for three months to progress WHS matters.

Resolution Number – 310117-37 – Light Fleet Vehicle Utilisation

That the Report be received and noted.

Status:

March 2017 Update – To be further reported on by 30 June 2017.

February 2017 Update – To be further reported on by 30 June 2017.

Resolution Number – 310117-30 – Councillor Opportunities – Attendance at Financial Sustainability Summit

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

Status:

March 2017 Update – Mayor, CEO and Councillor Skinner are now registered to attend the Summit.

February 2017 Update – Mayor, CEO and Councillor Tack are registered to attend the Summit. Matter Closed

Resolution Number – 260416-33 – Councillor Maria Bosworth – Stop in Hinchinbrook Initiative

That Council respond to Brian Fenoglio advising as follows:

1. That Council will prepare and distribute advertising material to a maximum value of \$2,500 conditional upon evidence of the initiative being accepted by retailers and agreement towards self-administration being produced to Council with all advertising material incorporating the Hinchinbrook Way logo.
2. That Council agree to reallocate the sum of \$2,500 from current year budget.

Status:

March 2017 Update – No further update.

February 2017 Update – Suggested that concept of Free Coffee Promotion be reconsidered next calendar year.

January 2017 Update – Suggested that concept of Free Coffee Promotion be reconsidered next calendar year.

December 2016 Update – Suggested that concept of Free Coffee Promotion be reconsidered next calendar year.

November 2016 Update – Suggested that concept of Free Coffee Promotion be reconsidered next calendar year.

October 2016 Update – No further progress.

September 2016 Update – No further progress.

August 2016 Update – Proposal continuing to be discussed with invited participants.

July 2016 Update – Proposal continuing to be discussed with invited participants.

June 2016 Update – Council has funded \$1,500 to Robert Clark to administer the "Shop the Hinchinbrook Way – Coffee's on Us" initiative. Meeting of interested participants held on Wednesday 8 June 2016.

May 2016 Update – Advice provided to Brian Fenoglio regarding Council's decision. Letter yet to be forwarded to all retailers seeking their involvement in initiative.

Resolution Number – 290915-47 – Southern Atherton Tablelands Development Scheme (SATDS)

That Council agree to:

- The formation of a Southern Atherton Tablelands Steering Committee with the objectives of exploring the potential benefits of the Southern Atherton Tablelands Development Scheme and lobbying for funding to prepare appropriate feasibility studies and master planning.

- Endorsement of the Steering Committee consisting of two representatives from each of Hinchinbrook Shire Council, Tablelands Regional Council and Herbert River Improvement Trust and one each from Townsville Enterprise, Advance Cairns and the Department of State Development, subject to agreement from each organisation.
- A Memorandum of Understanding between participating organisations to initially form the basis for the Steering Committee, delegating authority to the Committee to develop its own Terms of Reference and to authorise expenditure of available funds to achieve its objectives.
- A seeding fund contribution for the Committee as part of its first 2015 / 2016 budget review.

Status:

March 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.

February 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.

January 2017 Update – CEO of Tablelands has verbally confirmed that Hinchinbrook Shire Council has been included in the funding agreement re: flood mitigation. Still waiting to see copy of agreement.

December 2016 Update – CEO has formally written to Tablelands Regional Council asking confirmation that funding agreement has been changed to also reflect flood mitigation in its own right.

November 2016 Update – Council still awaiting confirmation that funding agreement has been changed to also reflect flood mitigation in its own right.

October 2016 Update –The Tablelands Regional Council passed the following resolution at its last Council meeting:

- *Write to the members of the Southern Atherton Tablelands Irrigation Development and Flood Mitigation Steering Committee and thank them for their hard work and dedication in advocating for the development of the Southern Tablelands region;*
- *Endorse working together with Hinchinbrook Shire Council and Herbert River Improvement Trust to support the investigation of new dams, weirs, pipelines and channels to support significant new irrigated agricultural development in the upper Herbert River, taking into consideration flood mitigation and power generation possibilities;*
- *Continue to advance the National Water Infrastructure Development Fund agreement for the purpose as stated above;*
- *Approve the expenditure of up to \$10,000 (ex-GST) for project management leading up to the finalisation of the Grant Deed and that these funds be expended from joint funds provided by the Herbert River Improvement Trust and Hinchinbrook Shire Council with their express agreement.*

Hinchinbrook Shire Council is still confirming the change to the agreement to reflect flood mitigation in its own right.

September 2016 Update – Steering Committee meeting was held at the Tablelands Shire Council on 5 September 2016. In attendance were Mayor Ramon Jayo, Councillor Wally Skinner along with CEO. Key outcomes were:

- 1. Joint Arrangement between the Tablelands Regional Council (TRC) and Hinchinbrook Shire Council (HSC) and Herbert River Improvement Trust (HRIT) – to be negotiated*
- 2. Note that each party may be required to contribute a further \$25,000 each to the project in order to meet the current terms of the funding arrangement (applicant's contribution) pending consideration by the relevant parties*
- 3. HSC and HRIT to draft an agreement between themselves*
- 4. TRC and HSC to exchange letters in agreement of the way forward with expenditure of funds for the project management in the interim with an anticipated cost of \$10,000 ex GST via an agreed scope between the parties*
- 5. TRC negotiate with the terms of the grant deed*
 - o Item 1 – leave as it currently exists in the draft*
 - o Item 2 - Activity - Scope to include reference to flood mitigation and power generation such as: "whilst recognising that some flood mitigation capacity may be provided for the Lower Herbert Floodplain"*

- Item 3 – Clarification around pre-feasibility and feasibility – can this be done with the total funds
- Item 4 – commencement and term – negotiation to start and be completed before the end of this term of local government
- Item 5 – Milestone payments – negotiate
 - § 35 % to engage contractors
 - § 35 % on receipt of investigation reports
 - § 20 % on receipt of draft pre-feasibility study
 - § 10 % on receipt of pre-feasibility study
- Item 6 – negotiate \$75,000 initial contribution from the parties and see if day-labour can be costed to this contribution

6. Joint media release agreed between the parties

7. Respective CEO's to present report covering the above to their next General Meetings.

August 2016 Update – No further progress.

July 2016 Update – No further update.

June 2016 Update – Meeting held between Hinchinbrook Shire Council Mayor and CEO and Tablelands Regional Council Mayor and CEO on Friday 10 June 2016. Decided that Mayor and CEO would visit Tablelands in the future to receive a full briefing with the Tablelands Regional Council.

May 2016 Update – No further update at this stage.

March / April 2016 Update – Meeting was held on 9 March 2016. Business Case has also been developed for a Preliminary Indicative Economic Analysis completed by Cummings Economics. Department of Agriculture and Water Resources were considering recommending \$750,000 in funding to focus on economic viability and business case development of the preferred infrastructure for the proposal.

A flying minute will need to be confirmed at the next meeting of the Committee as follows:

- That Committee Members agree to \$750,000 in funding to focus on economic viability and business case development of the preferred infrastructure for the proposal
- That Committee Members agree to employing GHD under Local Buy, for an amount up to \$4,000, to amend the original application to provide a revised project plan and budget which will focus on economic viability and business case development of the preferred infrastructure for the proposal, for an amount of \$750,000.

February 2016 Update – Draft Memorandum of Understanding and Contribution Agreement for the Joint Steering Committee now received. Tablelands Regional Council's Mayor and Deputy Mayor are keen to progress the matter to facilitate an inaugural meeting of the Joint Steering Committee being held as soon as possible in February.

January 2016 Update – Correspondence dated 4 December 2015 received from Tablelands Regional Council (TRC) advising of their adoption on 19 November 2015 of the Report. TRC will now form the Steering Committee and prepare a draft Memorandum of Understanding in consultation with member organisations. TRC adopted a further resolution on 3 December 2015 to provide \$25,000 seed funding. Expressions of Interest under the National Water Infrastructure Development Fund close 21 January 2016 and they will proceed to lodge an EOI.

December 2015 Update – Understand that Tablelands Regional Council have adopted the Report but yet to receive correspondence from them in relation to this.

November 2015 Update – Tablelands Regional Council have not yet considered the matter at a formal Council meeting but this will be reported to their Ordinary Meeting on 19 November 2015 and will advise Council of the outcome after that point.

October 2015 Update – Letter written to Tablelands Regional Council advising them of resolution outcomes.

LATE BUSINESS ITEMS FROM GENERAL MEETINGS

- GENERAL MEETING – 31 JANUARY 2017

Item 3.2

COUNCILLOR MARIA BOSWORTH – CHRISTMAS DECORATIONS

Councillor Bosworth requested a list of the donations received and decorations purchased.

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

March 2017 Update – This is progressing.

February 2017 Update – EMECS completing a review of Christmas decorations received from 2015 and 2016 year donations and funds expended on decorations in those years.

Item 3.3

COUNCILLOR MARIA BOSWORTH – SHIRE WASH DOWN BAY

Councillor Bosworth raised the matter of the Shire not having an official wash down bay for weed / seed / spread.

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

March 2017 Update – Council has attempted to procure a weed seed spread prevention wash down bay a few years back, to be installed on Townsville Road at the Southern entry to Ingham. The estimated total cost was in excess of \$500,000 and beyond our reach at that point. There are basic wash down facilities at the Depot however entry of private plant into the Depot is not permitted and would be impractical due to workplace and public safety concerns. Small, portable facilities can be manufactured or purchased and are expected to cost approximately \$50,000 but have a very short life span and are work intensive to deploy. Suggest this matter be closed.

February 2017 Update – Matter not yet progressed.

- GENERAL MEETING – 29 NOVEMBER 2016

Item 3.1

COUNCILLOR KATE MILTON – UNDERCOVER HORSE SPORTS ARENA

Councillor Milton advised that she took the opportunity to visit the undercover horse sports arena at Mareeba recently and questioned whether Council Officers have investigated other arenas also.

Executive Manager Environment and Community Services has viewed the Charters Towers arena and confirmed the 6 metre recommended height of the building.

Action - Briefing session to occur regarding horse sports arena design tenders.

Meeting to be organised with the Ingham Showgrounds Management Advisory Committee (ISMAC).

March 2017 Update – Meeting held with stakeholders on 22 February 2017 and detailed design is occurring.

February 2017 Update – Meeting set with stakeholders on 22 February 2017.

January 2017 Update – ISMAC meeting was held 14 December 2016. Council has since engaged UDP to develop the design of the arena. Feedback was sought from ISMAC members and desired specifications and options were received from two members.

December 2016 Update – Briefing on design RFQ to be held and meeting with ISMAC to be organised.

Item 3.2

COUNCILLOR MARC TACK – BARKING AND ROAMING DOGS

Councillor Tack raised the issue of barking and roaming dogs at the beach areas which is escalating.

It was noted that Council request information to be available to the public for complaints about barking and roaming dogs and for owners of these animals.

It was also clarified that in residential areas, residents are only allowed to have two dogs on their properties and should they wish to have more dogs, they are required to apply for a permit from Council.

Action – Environment and Community Services to release information to the public via media and website (fact sheets) communicating to residents the course to take to complain about barking and roaming dogs for action by Council Officers.

Staff also to take measures to educate problem dog owners regarding controls available for owners to be put in place to alleviate their barking and roaming animals.

Staff to inform complainants of their role to collect evidence towards their complaint.

Dog patrols to be stepped up at the beach areas with patrols to be carried out at different times and not the same time and day of the week for each respective area.

Investigations to be carried out for the words "Dog Catcher" to be placed in large lettering on the Council patrol vehicle alerting residents to the fact that the vehicle is patrolling.

March 2017 Update – Preliminary design has been completed and magnetic signs are being ordered. The signs will be placed on both doors (45cm x 45cm) and state "Animal Control [top row] Local Laws [bottom row]".

February 2017 Update – Public education occurring and patrols have been intensified. Signage is in the process of being procured.

January 2017 Update – Public education on dog control matters is occurring via the media and one on one. Dog patrols are being carried out in conjunction with overgrown allotment inspections. The vehicle used for animal management is also used for a broad range of local law enforcement matters and consequently "dog catcher" would be inappropriate and misleading. We are organising signage for the vehicle to state "animal control – local laws"

December 2016 Update – In progress.

- GENERAL MEETING – 25 OCTOBER 2016

Item 3.1

COUNCILLOR MARIA BOSWORTH – ANNUAL SENIORS MORNING TEA

Councillor Bosworth raised whether Council could apply for grant funding for the annual Seniors Morning Tea event with a larger venue used such as the Shire Hall to accommodate all Shire seniors and local entertainers used.

Action – Executive Manager Development and Planning to review.

March 2017 Update – Council to discuss at March Briefing Session.

February 2017 Update – EMDP has requested Council's Grants Officer to investigate funding opportunities for Council to hold a Seniors Morning Tea in the Shire Hall.

January 2017 Update – EMDP has requested Council's Grants Officer to investigate funding opportunities for Council to hold a Seniors Morning Tea in the Shire Hall.

December 2016 Update – EMDP has requested Council's Grants Officer to investigate funding opportunities for Council to hold a Seniors Morning Tea in the Shire Hall.

November 2016 Update – EMDP has requested Council's Grants Officer to investigate funding opportunities for Council to hold a Seniors Morning Tea in the Shire Hall.

Item 3.3

COUNCILLOR ANDREW LANCINI – LUCINDA SWIMMING ENCLOSURE

Councillor Lancini raised whether Council could investigate other treatments for the eastern side of the Lucinda Swimming Enclosure (e.g. recycled plastic slats) to alleviate sand encroachment which currently causes problems on the eastern side of the enclosure.

Action – Executive Manager Engineering Services and Executive Manager Environment and Community Services to brief Council at a future Briefing Session.

March 2017 Update – Noted on future Briefing Session list.

February 2017 Update – Noted on future Briefing Session list.

January 2017 Update – Noted on future Briefing Session list.

December 2016 Update – Noted on future Briefing Session list.

November 2016 Update – Noted on future Briefing Session list.

Item 3.5

MAYOR JAYO – SELLING OFF RESERVE LANDS

Mayor Jayo raised with Council the concept of disposing of various state reserve lands to rationalise Council's park maintenance costs.

Action - Executive Manager Environment and Community Services to prepare a listing of all Parks and Reserves presently maintained by Council on behalf of the State together with utilisation records for presentation to Council at a future Briefing Session.

March 2017 Update – Flood and storm surge risk overlays emailed to Councillors. Three out of the four parks are in flood areas; the fourth one is flood and storm surge free and appears to be suitable for residential development.

February 2017 Update – Still progressing.

January 2017 Update – Briefing held on 6 December 2016. It was agreed to look at a sample batch of parks which have already been identified as having the potential to be disposed of. Four parks were investigated:

Morehead Street Park Lot 4 on RP724554 is freehold land registered to Council. Council can dispose of this property at any time.

Mylrea Park 31 CWL3558, The description for this is now Lot 31 on SP250793 and is a reserve for park and recreation.

Eddie Bourke Park 24 CWL3411, This is a reserve for park and recreation

Mungalla Park 395 CWL3302, This is a reserve for park and recreation

The above 3 properties are have been dedicated as reserves for a community purpose. Should Council be considering to purchase a community purpose reserve, the process would be as follows:

- 1. Community consultation (undertaken by Council);*
- 2. Most appropriate use and tenure assessment (undertaken by Department of Natural Resource and Mines (the Department)); and*
- 3. Assessment of priority in terms of the Land Act 1994.*

December 2016 Update – Briefing to be held with Council on Tuesday 6 December 2016.

November 2016 Update – Noted on future Briefing Session list.

- GENERAL MEETING - 26 APRIL 2016

- 3.1 COUNCILLOR MARY BROWN – SHIRE DIRECTIONAL SIGNAGE IN FRONT OF PUBLIC TOILETS AT VINCE CORBETT PARK, FORREST BEACH

Forrest Beach Progress Association have reported that the directional signage is unreadable and of poor quality. Executive Manager Environment and Community Services advised that the electronic notice board was originally thought to be able to notify the public however Council is currently in the process of awaiting receipt of a signage design.

Action - Outcome of investigations to be provided to Council.

March 2017 Update – Directional signage continues to be progressed by SEDTO.

February 2017 Update – Faded sign removed and will be replaced with directional signage being progressed by SEDTO.

January 2017 Update – The existing faded sign will be removed before end of January 2017.

December 2016 Update – Applying for Queensland Transport Infrastructure Funding (QTIF) and envisage regardless of funding that the sign will be erected at Forrest Beach no later than 30 June 2017.

November 2016 Update – No further update.

September / October 2016 Update – Senior Economic Development and Tourism Officer (SEDTO) advised update at PCG meeting on 15 September 2016. Council progressing signage through the Hinchinbrook Way Drive.

August 2016 Update - Senior Economic Development and Tourism Officer (SEDTO) is continuing to progress the Hinchinbrook Way Drive Signage and will provide an update to Council at the CBD Project Control Group (PCG) Meeting on 15 September 2016.

July 2016 Update - The Senior Economic Development and Tourism Officer (SEDTO) has had initial discussions with the Forrest Beach Progress Association (FBPA) regarding the signage and the FBPA has advised they support the signage and information to be provided in the Hinchinbrook Way Drive Loop.

June 2016 Update – Forrest Beach Progress Association have been in discussion with Senior Economic Development and Tourism Officer (SEDTO) regarding the possibility of rebranding the sign, including an update of the information (which has already been completed) to follow the Hinchinbrook Way style guide.

Acting Executive Manager Environment and Community Services has discussed this with SEDTO who has assumed responsibility for this project in regards to design.

May 2016 Update – FBPA have advised that they would prefer to wait for the new precinct sign to be installed before considering whether this sign is still needed or wanted.

April Update – The draft design for the new sign has been finalised and is being sent to FBPA and Council for approval.

- 3.5 MAYOR RAMON JAYO – CANECUTTER MEMORIAL

Consideration of donation of a Canecutter Memorial from Mario Torrisi to Council. Council to determine a suitable location for the Memorial to be displayed.

Action - Refer to the Chief Executive Officer to follow up a suitable location.

March 2017 Update – The Canecutter is due to be installed the week commencing 13 March and the concrete slab is complete.

February 2017 Update –

1. The RCP with all documents requested by DTMR was lodged on 2 February 2017;

2. *MBC have been engaged to install the footing;*
3. *Hinchinbrook Traffic Control will be engaged for traffic control in accordance with the DTMR approved TMP;*
4. *Council's work crew will install the canecutter;*
5. *It is envisaged works will be completed by early March, subject to weather;*
6. *It is noted the Canecutter Committee consisting of Pat Lynch, Mario Torrisi and Mark Spina have requested an acknowledgement sign be installed next to the artwork. SEDTO has recommended that this aspect be considered following the installation of the artwork and that a brass ground mounted acknowledgement plaque may be the most suitable solution.*

January 2017 Update – DTMR have given preliminary support. Major concern is that the footing needs to be on the ground. SEDTO progressing with a footing design in progress.

December 2016 Update – Still awaiting feedback from DTMR.

November 2016 Update – Still awaiting feedback from DTMR.

September / October 2016 Update – Still awaiting feedback from DTMR.

August 2016 Update – Still awaiting feedback from DTMR.

July 2016 Update – Awaiting feedback from DTMR.

June 2016 Update – The Department of Transport and Main Roads have been contacted regarding installation of the statue on the southern side of Lannercost Street median pedestrian crossover shelter. Awaiting feedback.

Further meeting held with Canecutter Committee in relation to interpretative content for signage and final design.

May 2016 Update – The Ingham CBD Project Control Group considered this matter at its meeting held on 16 June 2016 as follows:

It was agreed between all parties that the following preferred options be approved:

1. *That the installation be named: The Herbert River Cane Cutter*
2. *That the Herbert River Cane Cutter statue be incorporated into the Hinchinbrook Way Walk*
3. *That the statue be installed on the southern side of the Lannercost Street median pedestrian crossover shelter located opposite the Canegrowers building*
4. *That the statue be installed on a small plinth (100mm-200mm high)*
5. *That lighting be incorporated into the design*
6. *That an interpretive sign as per the Hinchinbrook Way walk design standard be prepared and installed*
7. *That the acknowledgement of monetary contributions towards the statue's construction be incorporated into a new complimentary installation to be designed and installed by Council*
8. *That Council officers consult with Mario Torrisi, Pat Lynch, Mark Spina and local representatives from Canegrowers and Wilmar regarding interpretative content for signage and final design of acknowledgement installation*
9. *That Council consider and approve the above described works within the scope of the Ingham CBD project*
10. *That Council request that monetary contributions collected by Mario Torrisi that exceed the purchase value of the statue be allocated towards costs for the above described installation works and additional complimentary works.*

April Update – Memorial was collected from Potters Society and placed in secure storage at Council's Depot. Report to be completed for June General Meeting.

CHIEF EXECUTIVE OFFICER – ANNUAL LEAVE

Executive Summary

During any periods of leave of absence by the Chief Executive Officer, Council is required to appoint an Acting Chief Executive Officer. The CEO has approved leave from Friday 7 April 2017 to Monday 17 April 2017 inclusive. As such the appointment of the Executive Manager Development and Planning to the role of Acting Chief Executive Officer is seen as necessary.

For Council Decision – Recommendation

That Council approve leave of absence for the Chief Executive Officer from Council from Friday 7 April 2017 to Monday 17 April 2017 inclusive and appoint Executive Manager Development and Planning to the position of Acting Chief Executive Officer for the nominated period.

Background

This is usual practice.

Attachments

Nil

Statutory Environment

Queensland Local Government Act 2009

Policy Implications

Not applicable

Consulted With

Executive Manager Development and Planning

Financial and Resource Implications

Overall no financial impact.

Risk Management Implications

Nil

Strategic Considerations

Nil

Officers Comment
Nil



HINCHINBROOK
SHIRE COUNCIL

COUNCILLOR ACTIVITY REPORT

AS AT 28 FEBRUARY 2017

MAYOR RAMON JAYO
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01/02/2017		Growing Agriculture Working Group - Planning Session (Townsville)				10.00 - 12.00pm
01/02/2017					Discussions with CEO - Cost Centres	3.00pm - 4.00pm
02/02/2017				Gilroy Santa Maria College - Year 12 Induction Mass		9.00am - 11.30am
02/02/2017		Meet with DILGP - M Lessells				12.30pm - 1.30pm
02/02/2017		Discussions - Audit Committee Chair				4.15pm - 4.45pm
02/02/2017				Canegrowers - QSL Update		5.00pm - 6.00pm
04/02/2017				Met with delegation of Chinese Investors		10.30am - 12.00pm
06/02/2017					Meeting with resident	11.00am - 11.30am
06/02/2017					Teleconference with Gilkerson Legal - Nywaigi ILUA	1.00pm - 2.00pm
06/02/2017					Site Inspection - New Cemetery Road	2.00pm - 2.30pm
06/02/2017					Discussions with EMES, CEO and Infrastructure Engineer - Flood Maps	4.30pm - 5.00pm
07/02/2017	Councillor Connect Session					9.00am - 5.00pm
08/02/2017		Sunrice Meeting with growers - on site				7.45am - 10.45am
08/02/2017					Meeting with resident	11.30am - 12.00pm
08/02/2017			LGAQ Media Training			12.00pm - 4.00pm
09/02/2017				Story Time - Ingham Library		10.30am - 11.30am
09/02/2017		Meeting with Catalyst Power representatives				12.30pm - 2.00pm
10/02/2017					Site Inspection - New Cemetery Road	9.00am - 10.00am
10/02/2017		Interview - Audit Committee Chair				10.30am - 11.30am
10/02/2017		Interview - Audit Committee Chair				12.00pm - 1.00pm
14/02/2017	Councillor Briefing Session					9.00am - 5.00pm
15/02/2017				ISHS Student Leader Investiture Ceremony		9.00am - 10.30am
15/02/2017					ABC Radio Interview re: Fluoride	10.35am - 10.40am
15/02/2017					Meeting with President Crystal Creek Hut Owners	4.15pm - 4.45pm
16/02/2017		Media Enquiry, Herbert River Express				12.30pm - 1.00pm
16/02/2017		CBD PCG Meeting				3.00pm - 5.00pm
17/02/2017		Meet with CEO & James Doyle Dept. State Dev.				1.00pm - 2.00pm
17/02/2017				St Teresa's College - Cocktails and Conversations		6.00pm - 9.00pm
18/02/2017				Hon. Barnaby Joyce MP (ISHS) Canegrowers		4.30pm - 5.45pm
20/02/2017					QSL Tour of Jetty	9.00am - 11.00am
20/02/2017					Meet with Alan Hansen re: Driver Reviver	2.00pm - 2.30pm
20/02/2017		Meet with Lucinda Progress Assoc. re: Multipurpose court				2.30pm - 3.00pm
20/02/2017				Ingham Crimestoppers Meeting		5.30pm - 6.30pm
21/02/2017	Councillor Only Session					9.00am - 5.00pm
22/02/2017					Meet with resident	9.00am - 9.30am
22/02/2017					Ingham Crime Watch Facebook Page Meeting with residents	1.00pm - 2.00pm
22/02/2017		LDMG Meeting				3.00pm - 4.00pm
22/02/2017				ISMAC Meeting		5.15pm - 6.15pm
23/02/2017				Ingham and District Seniors Inc - Mayor to guest speak		9.30am - 10.30am
23/02/2017					On site meeting with resident	12.30pm - 2.00pm
24/02/2017		REDROC Meeting				9.00am - 11.00am
24/02/2017		NQROC Meeting				11.00am - 1.00pm
24/02/2017					Meet with QLD Rail re: Palm Creek	1.00pm - 2.00pm
24/02/2017		Meet with Dept. State Development				3.00pm - 4.00pm
27/02/2017					Meet with resident	1.00pm - 2.00pm
27/02/2017				Motorsport Focus Group Meeting		5.30pm - 6.30pm
28/02/2017	General Meeting					9.00am - 5.00pm
28/02/2017				Supplier information event		6.00pm - 8.30pm

COUNCILLOR MARY BROWN
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01/02/2017		Resident Meeting - New Business				10.00am-12.00md
02/02/2017					4KZ - Hinchinbrook Segment	07.00am-07.15am
02/02/2017		Discussions with EDMP ED planning		Call on Councillor		09.00am-10.00am
02/02/2017			RDA Workshop-Grant Applications			01.45pm-04.00pm
03/02/2017		TCT Meeting - Tully with SEDTO				09.00am-02.00pm
03/02/2017					Radio Interview - Michael Clarke - Free Wifi	08.30-08.45
03/02/2017		Inspection of signage tower sites-local				02.00pm-04.00pm
04/02/2017		With Mayor-meet RDA and Chinese delegation-potential projects				01.00am-12.00pm
06/02/2017		SEDTO-Events Policy/Highway signs				09.00am-10.00am
06/02/2017					GP One Press & Discussions	10.00am-10.30am
07/02/2017	Councillor Connect					09.00am-05.00pm
08/02/2017		EDPM/Tyto Manager - Baby Welcoming				08.30am-09.00am
08/02/2017			LGAQ Media Training			09.00am-04.00pm
08/02/2017		RADF Committee Meeting				05.30pm-07.30pm
09/02/2017					4KZ - Hinchinbrook Segment	07.00am-07.15am
10/02/2017		External Business Operator - New Business Opportunity				07.30am-09.00am
10/02/2017			QDRRA Course/Workshop			09.00am-02.00pm
13/02/2017		FNQROC Meeting				10.00am-02.00pm
14/02/2017					Radio Interview - Michael Clarke - Highway Billboards	08.50am-04.00pm
14/02/2017	Councillor Breifing					09.00am-04.30pm
15/02/2017				ISHS Investiture		09.00am-11.00am
15/02/2017		HCCIT Retailers Meeting				05.15pm-06.45pm
16/02/2017		GS2018 LWG Meeting				10.00am-11.00am
16/02/2017					Meeting with govt reps re training and employment	12.00pm-01.00pm
16/02/2017		CBD PGC Meeting				03.00pm-04.30pm
20/02/2017		Highway signage meeting				12.00pm-01.00pm
21/02/2017	Councillor Portfolio Meeting					09.00am-05.00pm
21/02/2017		Hinchinbrook Chamber Monthly meeting				05.30pm-07.30pm
22/02/2017		Tyto Precinct Manager & EDPM				08.00am-09.30am
22/02/2017		Meeting with tourism operator & EDPM- product development				09.30am-11.00am
22/02/2017		LDMG monthly meeting				03.00pm-04.00pm
23/02/2017					TEL Event Marketing Campaign	05.30pm-06.30pm
23/02/2017					iNQ Start Up Hub Mission Update	06.30pm-07.30pm
28/02/2017	Monghtly General Meeting					09.00am-04.30pm
28/02/2017				Supplier Contract Meeting		06.00pm-08.00pm

COUNCILLOR MARIA BOSWORTH
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
February						
2.2.17			RDA Workshop			2-4pm
7.2.17	Connect Session					9am-4pm
7.2.17		FB Progress Meeting				7-8.30pm
8.2.17			LG Media Training			9am-4pm
14.2.17	Briefing Session					8.45am-4pm
15.2.17		LHWMA Meeting				9am-12md
18.2.17				Senator Barnaby Joyce		4.30-6pm
21.2.17	HSC					9am-4.30pm
22.2.17		ISMAL Meeting				5.15pm-6.30pm
23.2.17		Show Meeting				7.15-9.00pm
24.2.17				Joanne Cassady Art Opening @ Early Learning		9am-11am
27.2.17					Mayor/D'Urso Meeting	1-2pm
28.2.17	General Meeting					9am-4.30pm

CR. MARC TACK
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
02 02 2017			RDA Workshop			1.00 pm - 4.15 pm
02 02 2017		Meeting Audit Committee Chairperson				4.15pm - 5.00pm
07 02 2017	Councillor Connect					9.00am - 5.00pm
08 02 2017			LGAQ Media Training			9.00am - 5.00pm
10 02 2017		Interview Audit Committee Chairperson				10.30am - 1.00pm
14 02 2017	Councillor Briefing Session					9.00am - 5.00pm
15 02 2017				Investiture Student leaders ISHS		9.00 am - 11.30am
17 02 2017		HCSC meeting				11.00 am - 2.00pm
21 02 2017	Portfolio Meetings					8.30am - 5.00pm
22 02 2017		Ingham Health Consumer Group				9.00am - 10.30am
22. 02 2017		HCSC Meeting				11.00am - 1.00pm
22 02 2017		IT Steering committee				1.30pm 4.30pm
24 02 2017		RADF Project Launch				9.00am - 11.00am
24 02 2017		Portfolio Meeting				11.00am - 12.00 pm
28 02 2017	General Meeting					9.00am - 5.00pm

COUNCILLOR ANDREW LANCINI
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
02.02.17			Building Better Regions Workshop - RDA			1.00pm - 4.00pm
06.02.17		Festival and Events Policy Review				9.00am - 10.00am
07.02.17	Councillor Connect Session					8.30am - 5.00pm
07.02.17		Halifax Progress Association Meeting				7.00pm - 8.30pm
08.02.17			LGAQ Media and Social Media Training			9.00am - 4.00pm
09.02.17		HRIT Meeting				8.30am - 12.30pm
09.02.17					Call on a Councillor	1.00pm - 3.00pm
10.02.17		HRIT Inspections				8.30am - 12.00pm
14.02.17	Councillor Briefing Session					8.30am - 5.00pm
15.02.17				ISHS Student Leader Investiture		8.30am - 11am
16.02.17		Ingham CBD PCG Meeting				3.00pm - 5.00pm
20.02.17		Hinchinbrook Way Workshop				12.00pm - 1.30pm
21.02.17	Councillor Portfolio and Councillor Only Session					9.00am - 5.25pm
22.02.17					LDMG Meeting	3.00pm - 4.00pm
23.02.17			LAWMAC			all day
24.02.17			LAWMAC			all day
28.02.17	General Meeting					9.00am - 5.00pm
28.02.17				How to do business with Council		6.00pm - 7.30pm

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-Feb		Catchment Group Erosion Workshop				3
02-Feb			RDA Grants Workshop			3
03-Feb				Opening of Art Show		2
04-Feb		Discussion with CCCC representatives				2
07-Feb	Councillor Connect					2
08-Feb		Native Plant Propagation Workshop				1
08-Feb			LGAQ media training for elected members			6
09-Feb		HRIT Meeting				4
09-Feb		Catalyst Power briefing re grant application				1
09-Feb		TAG meeting				1
10-Feb		HRIT Inspections				3
14-Feb	Councillor Briefing					7
20-Feb		Portfolio briefing with EMES				2
21-Feb	Councillor Portfolio Meetings					7
22-Feb		Consumer Advisory Group meeting- Hospital				2
24-Feb		Portfolio Inspections				3
28-Feb	Council General Meeting					7
28-Feb				Supplier Information Session		2