



MINUTES OF THE GENERAL MEETING OF THE HINCHINBROOK SHIRE COUNCIL

HELD IN THE COUNCIL CHAMBERS
INGHAM ON TUESDAY
27 MARCH 2018
AT 9.00 AM

ATTENDANCE

- Present were Councillors R Jayo, ME Brown, AJ Lancini, WG Skinner and MG Tack
- Also present was the Acting Chief Executive Officer (J Stewart), Acting Executive Manager Development, Planning and Environmental Services (G Visser), Acting Chief Financial Officer (M Cox) and Executive Assistant (BK Edwards)

APOLOGY

- Apologies for non-attendance were received from Councillors KS Milton and DM Bosworth

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

PRAYER

- Councillor Lancini opened the meeting with prayer

1. MINUTES

- *Moved Councillor Lancini*
Seconded Councillor Brown

Resolved that the Minutes of the General Meeting held on 27 February 2018 be approved as a correct record of proceedings, subject to the following amendment to be made as follows to Condition 12 in Item 2.6.5 as the specific part of Condition 12 as reflected hereunder is not applicable to the property, and the Minutes be signed by the Mayor:

OPERATIONAL WORKS (FILLING OF LAND) – S BLANCO – LOT 5 ON RP727804, PARISH OF TREBONNE - 16 PERKINS STREET, INGHAM

- (12) The Applicant/Owner must landscape the subject land and street frontage in accordance with Hinchinbrook Shire Council standards and in accordance with a landscape plan endorsed by the Chief Executive Officer. ~~In particular, the plan must show:~~

- ~~(a) Landscaping of a three metre setback between the car parking and boundary to 11 Allingham Street;~~
- ~~(b) The location and species of all proposed plants (species used are to be approved by the Chief Executive Officer);~~
- ~~(c) Planting of the footpath with trees, using appropriate species;~~
- ~~(d) The provision of shade trees adjacent to car parking areas:~~
 - ~~(i) One tree set in sufficient growing space is required for every six eight parking spaces on the common boundary with 11 Allingham Street;~~
 - ~~(ii) One street tree in a blister island between the site and 11 Allingham Street and between 20 Heard Street. The tree/blister island is to act as a delineation between~~

- ~~residential and commercial and discourage (commercial use related) on street parking in front of residential dwellings;~~
(iii) ~~Three blister islands containing street trees, approximately one every 25m for the frontage to Halifax Road;~~
~~One blister island containing a street tree between the Allingham on street parking.~~

Carried

2. BUSINESS

2.1 CORPORATE SERVICES

2.1.1 CORPORATE SERVICES ACTIVITY REPORT

Consideration of monthly Corporate Services Activity Report as at 28 February 2018.

Moved Councillor Tack
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 270318-01

2.1.2 MONTHLY STATUS REPORT

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

Moved Councillor Skinner
Seconded Councillor Tack

Council Resolution - That the Report be received and noted.

Carried – 270318-02

2.1.3 FINANCIALS

Consideration was given to a report of financial activities as at 28 February 2018.

Moved Councillor Tack
Seconded Councillor Skinner

Council Resolution - That the Report be received and noted.

Carried – 270318-03

2.1.4 FINANCIAL DELEGATIONS POLICY

Consideration of Report to Council from Acting Chief Financial Officer dated 14 March 2018 seeking adoption of the Financial Delegations Policy to enable Council to establish a controlled environment for entering into transactions with suppliers, ensuring that transactions are efficiently and effectively managed, and to comply with legislative requirements.

Moved Councillor Tack
Seconded Councillor Lancini

Council Resolution - That Council adopt the revised Financial Delegations Policy as presented.

Carried – 270318-04

2.1.5 RECRUITMENT OF VACANT POSITION # 10031 – ICT SYSTEMS ADMINISTRATOR – CORPORATE SERVICES

Consideration of Report to Council from Acting Chief Financial Officer dated 14 March 2018 seeking approval to replace the position of IT Support Officer and rename the position title to Information Communications Technology (ICT) Systems Administrator.

Moved Councillor Brown
Seconded Councillor Tack

Council Resolution - That Council approve to replace the ICT Systems Administrator position.

Carried – 270318-05

2.2 INFRASTRUCTURE SERVICES DELIVERY

The Mayor left the meeting at 10.12 am and the Deputy Mayor assumed the Chair

2.2.1 INFRASTRUCTURE SERVICES DELIVERY ACTIVITY REPORT

Consideration of monthly Infrastructure Services Delivery Activity Report as at 28 February 2018.

The Mayor returned to the meeting at 10.19 am and resumed the Chair

Moved Councillor Skinner

Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 270318-06

2.2.2 MONTHLY STATUS REPORT

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

Moved Councillor Brown

Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 270318-07

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 2018.

Moved Councillor Skinner

Seconded Councillor Tack

Council Resolution - That the Report be received and noted.

Carried – 270318-08

2.2.4 INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT

Consideration was given to a report of civil operations for the month of February 2018.

Moved Councillor Skinner

Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 270318-09

2.3 DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES

2.3.1 DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES ACTIVITY REPORT

Consideration of monthly Development, Planning and Environmental Services Activity Report as at 28 February 2018.

Moved Councillor Brown

Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 270318-10

2.3.2 MONTHLY STATUS REPORT

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

Moved Councillor Lancini

Seconded Councillor Brown

Council Resolution - That the Report be received and noted.

Carried – 270318-11

2.3.3 LEASE BETWEEN HINCHINBROOK SHIRE COUNCIL AND PAUL, RITA AND NATAL CAUCHI OVER LOT 362 ON SP214657, HALIFAX ROAD INGHAM

Consideration of Report to Council from Planning and Development Manager dated 22 February 2018 in relation to request from Paul, Rita and Natal Cauchi for renewal of Lease over Lot 362 on SP214657 for a further 10 year lease at Halifax Road, Ingham. Current permitted use for this land is cane farming and has been under cane for the past 10 years.

Moved Councillor Skinner
Seconded Councillor Brown

Council Resolution - That the matter be deferred pending receipt of further information.
Carried – 270318-12

2.3.4 HIRE OF THE INGHAM AERODROME TRANSIT OFFICE

Consideration of Report to Council from Executive Manager Development, Planning and Environmental Services dated 14 March 2018 regarding introduction of a short term and monthly hire fee for the Ingham Aerodrome Transit Office.

Moved Councillor Skinner
Seconded Councillor Brown

Council Resolution - That Council introduce a short term hire fee of \$50 (excl GST) per week and \$100 (excl GST) per month to hire the Ingham Aerodrome Transit Office for up to a period of six (6) months.

That Council introduce a short term hire fee to be included in the 2018/2019 fees and charges for office space at Ingham Aerodrome for no longer than six (6) months.

1. Short term hire fee of \$50 (excl GST) per week;
2. Monthly hire fee of \$100 (excl GST) per month; and
3. Hire of space for no longer than six (6) months per organisation or individual.

Reason(s) for Decision

- Council supports the opportunity for organisations or individuals to start up business incentives;
- Having the Ingham Aerodrome Transit Office in a useful state is positive to Council.

Carried – 270318-13

2.3.5 COMMUNITY ACTIVITY GRANTS SPONSORSHIP – 1 APRIL 2018 TO 30 JUNE 2018 – HERBERT RIVER CRICKET ASSOCIATION

Consideration of Report to Council from Manager Economic and Community Development dated 14 March 2018 regarding application from Herbert River Cricket Association for financial assistance in the sum of \$5,000.00 (excl. GST) to assist with delivery of the Herbert River Cricket Over 40T20 Challenge.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That Council approve Herbert River Cricket Association's Community Activity Grant application to the value of \$4,250.00 (excl. GST) as per panel recommendation.

Carried – 270318-14

2.3.6 ROUND 1 2017 / 2018 REGIONAL ARTS DEVELOPMENT FUND (RADF) APPLICATIONS

Consideration of Report to Council from Manager Economic and Community Development dated 14 March 2018 in relation to applications received for Round 1 funding for 2017 / 2018 and seeking approval from Council to fund one (1) project totalling \$1,675.00 which is available in RADF funds for the 2017 / 2018 financial year and seeking approval from Council for these funds to be distributed.

Moved Councillor Skinner
Seconded Councillor Tack

Council Resolution - That Council endorse the recommendation as presented by the RADF Committee and approve funding totalling \$1,675.00 (incl. GST) for the specific projects as follows:

1. Forrest Beach State School – Allingham Timeline Mural – Stage 2

The continuation of creating a unique timeline mural of the Allingham/Forrest Beach Region. Local professional Artist, Barbara Horsley, has been employed. Barbara has completed five out of six panels with her artwork. The remaining panel is to be completed by Indigenous Artist Joanne Cassady, overseen by Nywaigi elder Jacob Cassady. Entire project to be painted on six marine ply panels and attached to the wall. There will be provision for public access to the artwork and community involvement in the construction of the project. There will be a public launch/unveiling of the project. - \$1,675.00

That the RADF Committee approves the final notification to Round 2 2016/2017 applicant, Victoria Plantation State School P&C, to provide a new completion date for their project 'Under Cover Cultural Mural' by 30 April 2018. If this information is not supplied by the deadline, the applicant will be required to return the RADF funding of \$3,396.15.

Carried – 270318-15

2.3.7 CEMETERY STATEMENT OF PRINCIPLES

Consideration of Report to Council from Operations Manager, Environment Waste and Local Laws dated 14 March 2018 seeking adoption of Hinchinbrook Cemeteries Statement of Principles developed to set standards for the services provided at Council's operated cemeteries to ensure an appropriate and effective delivery to meet community standards.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That Council adopt "Hinchinbrook Cemeteries Statement of Principles" as presented.

Carried – 270318-16

2.4 GOVERNANCE

2.4.1 OFFICE OF THE MAYOR AND CEO ACTIVITY REPORT

Consideration of monthly Corporate Governance Activity Report as at 28 February 2018.

Moved Councillor Tack
Seconded Councillor Skinner

Council Resolution - That the Report be received and noted.

Carried – 270318-17

2.4.2 MONTHLY STATUS REPORT

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

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 270318-18

2.4.3 PROJECT DEVELOPMENT GROUP MEETING MINUTES

Consideration of Report to Council from Chief Executive Officer dated 15 March 2018 requesting Council to receive and note the Project Development Group Meeting Minutes held on 15 February 2018.

Moved Councillor Tack
Seconded Councillor Skinner

Council Resolution - That Council receive and note the Project Development Group Meeting Minutes held on 15 February 2018.

Carried – 270318-19

2.4.4 COUNCILLOR ACTIVITY REPORT

Consideration of Councillor Activity Reports as at 28 February 2018 to ensure transparency and public scrutiny of Councillor workload.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 270318-20

CONFIDENTIAL ITEMS

Moved Mayor Jayo
Seconded Councillor Skinner

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

Items 2.5.1 and 2.6.1 as contracts are proposed to be made by them.

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

Items 2.7.1. as it is an action to be taken by Council under the Planning Act, including deciding applications made to it under that Act.

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:

Items 2.7.2, 2.7.3 and 2.7.4 as it is other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

Carried

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

Moved Mayor Jayo
Seconded Councillor Lancini

That Council return to Open Meeting.

Carried

2.5 CORPORATE SERVICES

2.5.1 COUNCIL'S CORPORATE CARD ARRANGEMENTS

Consideration of Report to Council from Management Accountant dated 12 March 2018 regarding changing Council's Corporate Card provider from ANZ to CBA under the State Government's contract for Banking Services.

Moved Councillor Lancini
Seconded Councillor Brown

Council Resolution - That Council change Corporate Card provider from ANZ to CBA under the State Government's contract for Banking Services in line with the main banking arrangement.

Carried – 270318-21

2.6 INFRASTRUCTURE SERVICES DELIVERY

2.6.1 TENDER HSC 18/03 – LONG POCKET ROAD – ROAD WIDENING

Consideration of a Report to Council from Works Engineer dated 19 March 2018 regarding tenders received for HSC 18/03 – Long Pocket Road – Road Widening.

Moved Councillor Skinner
Seconded Councillor Brown

Council Resolution - That Council award the contract for HSC 18/03 Long Pocket Road – Road Widening to Keita Services for the value of \$495,000 (incl. GST) for the linear metre rate of \$310.19/m, equating to approximately 1,590m with full reseal, with a construction contract to be signed off by the Chief Executive Officer.

Further, that Council supports the completion of the road widening scope and that the expenditure (estimated \$308,000) is funded from the identified savings made in the 2017/2018 Capital Works Program.

Carried – 270318-22

2.7 DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES

2.7.1 REQUEST FOR EXTENSION OF THE CURRENCY PERIOD – RIVERDOWNS ESTATE (NQ) PTY LTD – OPERATIONAL WORKS: CIVIL WORKS, STORMWATER, WATER INFRASTRUCTURE, EARTHWORKS AND DRAINAGE WORKS – LOT 6 ON RP864977, PARISH OF CORDELIA – LUCINDA ROAD, HALIFAX

Consideration of Report to Council from Planning and Development Manager dated 12 March 2018 in relation to request for extension of the currency period for Operational Works: Civil Works, Stormwater, Water Infrastructure, Earthworks and Drainage Works at Lucinda Road, Halifax originally approved by Council on 30 June 2010 and the latest extension granted until 16 June 2018.

Moved Councillor Lancini

Seconded Councillor Skinner

Council Resolution - That Council resolve to extend the Development Approval Operational Works: civil works, stormwater, water infrastructure, earthworks and drainage works, Lot 6 on RP864977, Parish of Cordelia, currency period for a period of two (2) years subject to the following conditions:

Conditions of Development	Compliance timing
General	
(1) The civil works is to be generally in accordance with the amended proposal plans – Number MED1090 C01-C18, Revision B, submitted to Council undercover of LCJ Engineers Pty Ltd correspondence dated 16 April 2010.	Prior to the endorsement of any compliance document or survey plan
(2) All fill and retaining material is to be contained within the Applicant's land. Filling onto the adjacent footpath is not permitted and any material which may wash or spoil onto adjacent lands or footpath/road way is to be removed;	At all times
(3) Fill is to be shaped and pitches so that all runoff is directed towards the kerb and channelling or the stormwater drain at the rear of the property. Non-contaminated filling material only is to be used;	Prior to the endorsement of any compliance document or survey plan
(4) Filled areas to be grassed/vegetated upon completion, in order to minimise any possible dust nuisance;	Prior to the endorsement of any compliance document or survey plan
(5) Pedestrian/bicycle paths are to conform to current standard width of 3m two (2) way;	Prior to the endorsement of any compliance document or survey plan
(6) All cul-de-sac heads to be treated with asphalt surface;	Prior to the endorsement of any compliance document or survey plan
(7) Park areas to have a minimum of one (1) drinking fountain/tap located in close proximity to both proposed shelter sheds;	Prior to the endorsement of any compliance document or survey plan
(8) Park furniture and playground equipment to be approved by Council, prior to placement;	Prior to the endorsement of any compliance document or survey plan
(9) Parkland areas are to be turfed as per the Landscape Master Plan. Only approved plant species from Council's Plant Species List to be used;	Prior to the endorsement of any compliance document or survey plan
(10) Pavement material to be MRS Type 2.1;	Prior to the endorsement of any compliance document or survey plan
(11) Parkland car park to be sealed and constructed as per pavement design found in drawing MED 1090-C05;	Prior to the endorsement of any compliance document or survey plan

Conditions of Development	Compliance timing
(12) Inspection Test Plan [ITP] to be provided detailing hold points requiring Council's approval prior to progressing works beyond the nominated points are prepared sub-grade prior to commencing placement of base layers and completed pavement prior to priming;	Prior to the endorsement of any compliance document or survey plan
(13) Council is to be advised as underground drainage pipe are to be installed;	Prior to the endorsement of any compliance document or survey plan
(14) Applicant is to advise as work is nearing completion to all an inspection to be undertaken;	Prior to the endorsement of any compliance document or survey plan
(15) A Certificate of Completion is to be supplied by the Superintendent as works are finalised; and	Prior to the endorsement of any compliance document or survey plan
(16) A twelve (12) month maintenance period applies to the construction works. A bank guarantee, cheque or cash equivalent to 5% of the value of the work, plus estimated costs associated with any outstanding works, is to be provided at the beginning of the maintenance period.	Prior to the endorsement of any compliance document or survey plan

Reason(s) for Approval

The requested extension of the development approval is considered to be consistent with the relevant overall outcomes of the planning scheme and fair practise in particular:

- the development has substantially commenced;
- there have been no significant changes to Council's Planning Instrument since the original approval; and
- the requested extension of the relevant period is not in conflict with Council's planning policies.

Carried – 270318-23

2.7.2 BUSINESS INNOVATION SCHEME APPLICATION – NO RECREATIONAL AVIATION

Consideration of Report to Council from Executive Manager Development Planning and Environmental Services dated 14 March 2018 regarding application received from NQ Recreational Aviation under the Business Innovation Scheme Policy who offer fixed wing flying school lessons for recreational pilots and students that no other business in the local community is providing. Seeking six (6) months rental of the Ingham Airport Transit Lounge (eastern side).

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That Council agree to provide six (6) months of rent subsidy for the Ingham Airport Transit Lounge (Eastern Side) in total \$600.00 (excl. GST) under the Business Assistance Scheme Policy.

That Council provide funding of \$473.28 (incl. GST) to cover the landing fees through the duration of the rental agreement.

Carried – 270318-24

2.7.3 SMALL SCALE LOW INTENSITY ECO-TOURISM DEVELOPMENT ON PELORUS ISLAND – LOT 22 ON CWL806711

Consideration of Report to Council from Planning and Development Manager dated 7 March 2018 regarding Expressions of Interest (EOI) received for private operator(s) to offer a unique eco-tourism product for visitors to Pelorus Island such as snorkelling, diving, boating and bushwalking

Moved Councillor Tack
Seconded Councillor Brown

Council Resolution - That Council, subject to the resolution of the terms and conditions of the Trustee Permit accept the Small Scale, Low Intensity, Eco-Tourism Development on Pelorus Island Expressions of Interest (EOI) response received from Jam Squared Pty Ltd T/A Remote Area Dive.

That Council direct the Chief Executive Officer (CEO) to undertake the development of a Trustee Permit with Jam Squared Pty Ltd T/A Remote Area Dive for a Small Scale, Low Intensity, Eco-Tourism Development on Pelorus Island subject to conditions.

The Trustee Permit

- be for a nominal fee;
- for a period of not longer than three (3) years;
- the area to be determined and comply with DNRME requirements for registration of the Trustee Permit;
- be non exclusive;
- be in line with the Pelorus Island Management Plan;
- the permit holder to provide quarterly auditable reports that inter alia include:
 - o local content investment/spend;
 - o promotion undertaken to market the Hinchinbrook area;
 - o visitation data (inclusive of postcode / country of origin).

Reason(s) for Decision

- RAD submitted Expression of Interest;
- RAD provided evidence for Stage 1 and Stage 2 of the EOI;
- Management Plan received from RAD regarding eco-tourism development;
- Local content provided as part of the EOI.

Carried – 270318-25

2.7.4 NATIVE TITLE DETERMINATION – NYWAIGI PEOPLE NATIVE TITLE CLAIM QUD 148/2015

Consideration of Report to Council from Executive Manager Development Planning and Environmental Services dated 22 February 2018 regarding Native Title Claim lodged with the Federal Court on 10 April 2015 and filed with the Native Title Tribunal on 5 June 2015 for an area of about 838sqkm including parts of the Local Government Authorities of Hinchinbrook, Townsville and Charters Towers which the Hinchinbrook Shire is a party to the application. Gilkerson Legal was engaged to represent the three Councils during the process and in April 2017 an Attorney-General's Department assistance grant in the sum of \$4,000 was secured to pay for this legal representation for the process with further funding of \$6,200 being secured in October 2017 to finalise the process.

Moved Councillor Lancini
Seconded Councillor Skinner

Council Resolution - That Council, having considered the draft Section 87 agreement and determination orders tabled at Council's ordinary meeting on the 12 December 2017:

- Approves, and is prepared to consent to the draft determination orders for QUD 148/2015 (Nywaigi People);
- Authorises the Chief Executive Officer to endorse on its behalf any changes made to the draft determination prior to execution;
- Authorises Gilkerson Legal to execute an agreement under section 87 of the *Native Title Act 1993* confirming Council's consent to the draft determination orders.

Carried – 270318-26

3. LATE BUSINESS

3.1 2018 HINCHINBROOK FLOOD DAMAGE RESTORATION PROGRAM

Consideration of Program Manager to deliver the 2018 Hinchinbrook Flood Damage Restoration Program.

Moved Councillor Tack
Seconded Councillor Lancini

Council Resolution - That Council delegate authority to the Chief Executive Officer to award a 12 month contract for the engagement of a suitably qualified and experienced Program Manager to deliver the 2018 Hinchinbrook Flood Damage Restoration Program in accordance with the Natural Disaster Relief and Recovery Arrangements (NDRRA).

Carried – 270318-27

3.2 COUNCILLOR MARIA BOSWORTH – LEAVE OF ABSENCE

Consideration of request from Councillor Maria Bosworth to extend leave of absence from 1 April 2018 to 30 September 2018 for family leave.

Moved Mayor Jayo
Seconded Councillor Brown

Council Resolution - That Council approve leave of absence to Councillor Maria Bosworth for the period 1 April 2018 to 30 September 2018 without remuneration.

Carried – 270318-28

4. CONCLUSION – This concluded the business of the meeting which closed at 12.55 pm

APPROVED and adopted on 24 April 2018

MAYOR

REPORT TO COUNCIL

CORPORATE SERVICES ACTIVITY REPORT FOR PERIOD ENDED 28 FEBRUARY 2018

Executive Summary

This Report is presented for the information of Council and includes an activity update for the eight months ended 28 February 2018.

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 consistently with Budget and prior year

2. Financial Direction

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

3. Facilities

- Several Projects being managed – see Section 5

4. Community Assets – Uses

	Month	Halifax Hall	Showgrounds	Shire Hall	Hinchinbrook Meeting Place	Park use	Ingham Picture Theatre
2018	February	2	3	1	0	2	1434
	January	1	2	1	0	0	2930
2017	December	3	2	2	0	3	2954
	November 01 - 27 Nov	2	2	2	0	2	1319
	October	6	6	0	0	3	963
	September	12	10	2	1	0	2240
	August	15	7	3	0	0	1120
	July	13	6	2	0	7	2519
	June	13	6	2	0	7	2519
	May	13	10	3	0	3	1160
	April	7	4	2	11	2	2893
	March	13	21	0	2	2	N/A
	February	12	17	1	0	1	N/A
	January	3	3	2	2	0	N/A

Halifax Hall

Operation Fit
Hebert River Quilters

Twice a week
Once a week

Park Use

1x Family Movie Night @ Borello Park
1x Taylors Beach Progress Association Fishing
Competition @ Taylors Beach Progress Park

Ingham Showground

Gold Card Gym
Operation Fit
Hitch N Ride

Daily, Mon - Fri
Twice a week
One event

Shire Hall

Internal Hire – EB Negotiations

AQUATIC CENTRE

Month	Junior Squad	Senior Squad	Adult Squad	Learn to Swim	School Swimming	Physio Rehab	Public Swimmers
February	30 regulars x 4 times per week	18 regulars x 7 sessions per week	10 regulars twice a week	Good numbers attending. Lessons are still \$12.00 and are one of the cheapest in the region	High school brings 6x classes per week. Only 3 schools using pool this term, which is normal. 3 Secondary school carnivals have been held.	8-10 clients once a week	684*
*Reduced numbers due to severe storms and associated rain. 2 day time and 1 night time school carnivals may have also contributed to this							
January	20 regulars x 4 times per week	10 regulars x 7 sessions per week	8 regulars twice a week	Commenced 29 January	Nil	8-10 clients once a week	1146
December	20 regulars x 4 times a week for the first week	10 regulars x 7 sessions per week for the first week	8 regulars twice a week	Nil	Nil	8-10 clients once a week	1575
*Numbers reduced for Junior and Senior squad after the first week due to school holidays							
November	20 regulars x 4 sessions per week	10 regulars x 7 sessions per week	10-14 regulars twice a week	Approx. 350 children	11 schools undertake swimming programs	8-10 clients once a week	1155
October	10-20 regulars x 4 sessions per week	10 regulars x 5 sessions per week	8-10 regulars x 3 sessions per week	Approx. 350 children	11 schools undertake swimming programs	8-10 clients once a week	895

Month	Junior Squad	Senior Squad	Adult Squad	Learn to Swim	School Swimming	Physio Rehab	Public Swimmers
September	8-10 regulars x 3 sessions per week	10 regulars x 5 sessions per week	8-10 regulars x 2 sessions per week	Nil	Nil	6-8 clients once a week	1050
August	8-10 regulars x 3 sessions per week	10-12 regulars across 5 sessions per week	8-10 regulars across 3 sessions a week	Nil	Nil	6-8 clients once a week	382
July	8-10 regulars x 3 sessions per week	10 regulars across 5 sessions per week	8-10 regulars across 3 sessions a week	Nil	Nil	4-6 clients once a week	370
June	8-10 regulars x 3 sessions per week	10-12 regulars across 5 sessions per week	8-10 regulars across 3 sessions a week	Nil	Nil	4-6 clients once a week	355
May	12-15 regulars x 3 sessions a week	8-10 regulars up to 8 times per week	10-12 regulars	Nil	14 Ingham State High using 25m pool	6-10 clients once a week	548
April		10-15 regulars x 2-3 times a week	10-12 regulars x 2-3 times per week	Morning and afternoon sessions progressing well finishing prior to Easter	5 schools attended across the school term	6-8 clients once a week	985
March	No information provided						
February	Approximately 30	12-15 regulars	10-12 regulars x 3 sessions per week	Morning and afternoon sessions progressing well	4 primary & 2 secondary school carnivals	6-8 regular clients once a week	1105

Month	Junior Squad	Senior Squad	Adult Squad	Learn to Swim	School Swimming	Physio Rehab	Public Swimmers
January	22 at regular sessions	N/A	10-12 regulars x 3 sessions a week	Lower than expected, numbers not provided	Nil	6 regular clients once a week	1087

5. Works Currently in Progress

Corporate Services Capital Progress Report:

WHOLE OF PROJECT FIGURES (may include more than one financial years)					
Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion
Showgrounds Horse Arena (Note this is a corrected budget to be formalised at the next budget review). Contract awarded to Blueprint Engineered Sheds for \$940,170 (exc GST)	\$1,234,000	\$6,000	\$1,228,000	\$1,234,000	June 2018
W4Q Netball Courts Amenities Upgrade Project complete	\$50,000	\$32,000	\$0	\$32,000	Project Complete
W4Q Aquatic Centre Wading Pool Upgrade Project Complete	\$498,000	\$502,000	\$0	\$502,000	Project Complete
Kelly Theatre Lighting Project complete: 2016/17 Budget was \$40k and Expenditure was \$50k	\$10,000	\$1,000	\$0	\$1,000	Project Complete
W4Q2 Toilet Block Location Survey complete (3 room facility: Male (with urinal, wheelchair friendly, Female (wheelchair friendly) & Family Room (with toilet).	\$300,000	\$0	\$300,000	\$300,000	2018/19

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

Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion
W4Q2 Shade Mercer Lane/Johnstone St Estimates being sought for fixed structure & shade sails. Tender to be prepared by end of March.	\$85,000	\$0	\$85,000	\$85,000	Nov 2018
Xmas decorations Included in operational expenditure.	\$15,000	\$17,000	\$0	\$17,000	Dec 2017
Solar on office building Solar scoping report in progress.	\$100,000	\$0	\$100,000	\$100,000	June 2018
Replace photocopiers 1 photocopier to be deferred to next financial year the other RFQ to be issued in February	\$15,000	\$0	\$15,000	\$15,000	March 2018
Replace Servers Server replacement complete with \$8k remaining at this stage to be used for Backup Tape Drive replacement for Backups to Tape	\$30,000	\$22,000	\$0	\$22,000	Nov 2017
Upgrade IT storage Schedule for third quarter of the year NB \$17,200 reallocated from CSI project for Citrix Upgrade	\$30,000	\$17,200	\$12,800	\$30,000	Mar 2018

WHOLE OF PROJECT FIGURES (may include more than one financial years)					
Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion
BDR site equipment	\$20,000	\$18,000	\$2,000	\$20,000	Nov 2017
Work planned for this round of budget is complete.					
Stores equipment and facilities (seal floor)	\$20,000	\$0	\$20,000	\$20,000	Mar 2018
Chambers Air Con	\$25,000	\$16,000	\$9,000	\$25,000	Mar 2018
Installed 7-8 February					
Aquatic Centre: Shade Over Waterpark	\$40,000	\$0	\$40,000	\$40,000	May 2018
RFQ closed Monday 12 February					
Depot Shed	\$82,000	\$83,000	\$0	\$83,000	Project Complete
Project Completed					
Aquatic Centre: Disability Pool Lift	\$59,000	\$58,000	\$0	\$58,000	Project Complete
Project complete					

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

Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion
Halifax Transfer Station – New Green Waste Slab Project Complete	\$60,000	\$60,000	\$0	\$60,000	Project Complete
Shire Hall renovations Ongoing	\$33,000	\$21,000	\$12,000	\$33,000	June 2018
Shire Hall Lift Replacement Installation commenced 5 February, lift floor remaining to be tiled followed by certification.	\$158,000	\$97,000	\$61,000	\$158,000	Mar2018
Dungeness Carpark CCTV Complete (subject to modem installation-payment will then be made)	\$35,000	\$0	\$35,000	\$35,000	Nov/Dec 2017

CHIEF FINANCIAL OFFICER MONTHLY STATUS REPORT – MARCH 2018

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number – 270218-04 – CBD Toilets

That the survey results clearly indicating a preferred location for new public toilets in Lannercost Street (central median strip near the covered walkway adjacent to the pedestrian crossing near Coles) be received and noted and that a Request for Quote be issued for the toilets to be professionally designed to ensure that they are aesthetically pleasing.

Status:

March 2018 Update – Request for Quote to be issued by end of March 2018.

Resolution Number – 300118-04 – Advertising of Records Officer Position

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

Status:

March 2018 Update – In the process of shortlisting applications. Has been delayed due to flood.

February 2018 Update – Advertised Saturday 10 February 2018, closing Friday 23 February 2018.

Resolution Number – 260917-01 – Corporate Services Activity Report

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

Status:

March 2018 Update – Awaiting further information from NAIDOC Committee.

February 2018 Update – Committee representative advised it was taken to meeting held 05/02/18 for consideration. At this meeting the Committee resolved to approach some local artists to see if they would like to contribute. Awaiting further information from Committee.

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

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

November 2017 Update – Waiting for response from NAIDOC.

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

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

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

Status:

March 2018 Update – Temporary arrangement continues to 30 April 2018. Position advertised Saturday 10 March 2018, closing Friday 23 March 2018.

February 2018 Update – Temporary arrangement continues to 31 March 2018. CEO to contact applicant for decision.

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

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

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

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

September 2017 Update – Position advertised during September.

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

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

June 2017 Update – Interviews conducted; recommendation being finalised.

May 2017 Update – Position has been advertised.

April 2017 Update – No progress due to staff leave.

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

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

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

Status:

March 2018 Update – Staff approached local banks in Ingham and a Report to Council has been prepared.

February 2018 Update – ACFO contacted Commonwealth Bank in regards to the State Government banking contract. Initial response is that there are no fees under the contract. Checking implementation process with Commonwealth Bank.

January 2018 Update – No further update.

December 2017 Update – No further update.

November 2017 Update – No further update.

October 2017 Update – No further update.

September 2017 Update – No further update.

August 2017 Update – No further update.

July 2017 Update – No further update.

June 2017 Update – No further update.

May 2017 Update - No further update.

April 2017 Update – No further update.

March 2017 Update – No further update.

February 2017 Update – No further update.

January 2017 Update – No further update.

December 2016 Update - No further update.

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

October Update – No further update.

September Update – No further update.

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

July Update – No further update.

June Update – No further update.

May Update – No further update.

March / April 2016 Update – No further update.

February 2016 Update – No further update.

January 2016 Update – No further update.

December 2015 Update – No further update

November 2015 Update – No further update.

October 2015 Update – No further update.

September 2015 Update – No further update.

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

July 2015 Update – No further update.

June 2015 Update – No further update.

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

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

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

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

January 2015 Update – No further update.

December 2014 Update – No further update.

November 2014 Update – No further update.

October 2014 Update – No further update.

September 2014 Update – No further update.

August 2014 Update – No further update.

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

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

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

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

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

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

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

December 2013 Update – Review to take place early 2014.

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

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

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

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

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

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

CORPORATE SERVICES FINANCE SUMMARY FOR PERIOD ENDING 28 FEBRUARY 2018

Executive Summary

This Report is presented for the information of Council and includes the Finance Summary for the eight months ended 28 February 2018, 67% of the financial year.

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment**1. Overview**

- Financial Performance Statement continues to show that Council's operating revenues and expenditures are, generally, consistent with the budget and the prior year.
- Other income: Is presented at 135% of full year budget due to emergency management levies (EML) charged in the second half year rate run. The EML will be transferred to QFES in the next period. Allowing for this adjustment other income remains ahead of YTD budget due to interest income. Bank balances are higher than projected at original budget due to capital underspend at this stage.
- Second half year rates were issued in February. Total operating income after adjusting for other income as per the point above is now 93% of full year budget projection. The remaining 7% is expected to be well covered before year end.
- Large increase in YTD Other Costs compared to 2016/17 is due to various timing differences including 2017/18 Audit Fees (\$99k), Landfill Provision (\$100k) and DNRM valuation fees (\$65k) being accrued now rather than at end of financial year.

2. Capital Expenditure

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

	Budget	YTD Spend
	<u>\$000</u>	<u>\$000</u>
Infrastructure	18,250	6,415
Development, Planning & Env Serv	1,217	97
CEO	749	60
Corporate Services	3,022	1,022
TOTAL	23,238	7,594

HSC Financial Performance : Feb 2018

Operational Activities

Excluding NDRRA			Forecast as % of budget		Last Year YTD	Core Activities				
Actual 2016/17	Budget 2017/18	2017/18 Full Year Forecast				TOTAL	Office of Mayor and CEO	Corporate Services	Development, Planning and Environmental Services	Infrastructure Services Delivery
24,306	24,639		100%	Operating Income	23,650	24,115	-	16,333	2,338	5,444
1,344	1,059		100%	Rates	905	754	0	53	598	103
951	940		100%	Fees and charges	453	210	-	-	4	206
3,258	1,199		100%	Private Works	1,631	949	22	784	70	72
995	891		100%	Grants	1,057	1,200	0	1,141	58	1
				Other						
30,854	28,728	-	100%	OPERATING INCOME	27,695	27,227	22	18,312	3,068	5,825
14,115	14,469		100%	Operating expenses	8,780	9,007	1,005	1,579	2,257	4,166
7,803	9,053	-	100%	Employee Related costs	5,028	5,306	238	1,197	2,121	1,750
				Non Employee Related costs						
				Comprising:						
				Materials	386	499	3	33	96	367
				Contracts	340	575	3	83	17	472
				Contractors	976	1,085	1	141	685	258
				Fleet	431	427	2	1	2	423
				Property (electricity etc)	729	718	2	148	77	491
				Insurance	398	402	10	285	4	102
				Contributions/sponsorship	298	250	1	8	194	47
				Consultants	218	238	19	(2)	103	118
				Internal loan interest	-	-	-	-	171	(171)
				Internal recharges	(497)	(704)	18	(174)	325	(873)
				Other	1,732	1,804	180	661	447	515
				Finance Costs	17	13	-	12	1	-
21,918	23,522	na	na	OPERATING COSTS	13,808	14,313	1,243	2,775	4,378	5,917
8,936	5,206			SURPLUS / (DEFICIT)	13,886	12,914	(1,221)	15,537	(1,310)	(91)
3,521	4,875			Capital Income	2,357	3,899	-	508	369	3,021

Operational Activities

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Corporate Services Financial Performance : Feb 2018

Operational Activities

Excluding NDRRA					Core Activities								
Actual 2016/17	Budget 2017/18	2017/18 Full Year Forecast	Forecast as % of budget		Last Year YTD	TOTAL	Stores	Finance	Management Accounts	IT services	Records and Front Counter	Director	Facilities
16,405	16,296		100%	Operating Income									
153	93		100%	Rates	16,359	16,333	-	16,333	-	-	-	-	-
11	-		na	Fees and charges	118	53	-	36	-	0	3	-	15
3,011	981		100%	Private Works	1	-	-	-	-	-	-	-	-
873	714		100%	Grants	1,501	784	13	13	-	-	13	726	21
				Other	1,043	1,141	-	668	18	-	-	455	1
20,453	18,083	-	100%	OPERATING INCOME	19,022	18,312	13	17,049	18	0	15	1,180	37
				Operating expenses									
2,263	2,772		100%	Employee Related costs	1,399	1,579	113	337	262	199	258	137	272
1,563	2,175	-	100%	Non Employee Related costs	1,166	1,197	(65)	123	1	414	46	101	577
				Comprising:									
				Materials	42	33	7	-	-	0	0	(25)	50
				Contracts	49	83	-	-	-	-	3	-	80
				Contractors	145	141	8	-	-	9	-	-	124
				Fleet	1	1	0	-	-	-	-	-	0
				Property (electricity etc)	149	148	-	-	-	-	-	-	148
				Insurance	284	285	-	-	-	10	-	164	111
				Contributions/sponsorship	7	8	-	-	-	-	-	-	8
				Consultants	20	(2)	-	-	-	-	-	(2)	-
				Internal loan interest	0	-	-	-	-	-	-	-	-
				Internal recharges	(155)	(174)	(86)	-	-	-	-	(116)	29
				Other	609	661	5	111	1	395	43	80	27
				Finance Costs	16	12	-	12	0	-	-	-	-
3,825	4,947	na	na	OPERATING COSTS	2,566	2,775	48	460	263	613	304	239	849
16,628	13,136			SURPLUS / (DEFICIT)	16,456	15,537	(35)	16,589	(245)	(613)	(289)	942	(811)
387	1,280			Capital Income	330	508	-	-	-	-	-	-	508

Development, Planning and Environmental Services Financial Performance : Feb 2018
Operational Activities

Excluding NDRRA			Forecast as % of budget		Last Year YTD	Core Activities													
Actual 2016/17	Budget 2017/18	2017/18 Full Year Forecast				TOTAL	Economic Development	Festival and Events	Town Planning	TYTO Precinct	Building Services Reg	Building Certification	Local Laws, Cemeteries, Animals	Community Services	Director Office	Waste Management	Pest Management	Environment Health	Land Dealings
1,991	2,320		100%	Operating Income	1,990	2,338	-	-	-	-	-	-	-	-	-	2,338	-	-	-
1,034	897		100%	Rates	696	598	9	-	16	97	34	75	122	0	-	197	3	26	20
11	23		100%	Fees and charges	4	4	-	-	-	1	-	-	0	-	-	3	-	-	-
125	72		100%	Private Works	46	70	5	-	17	34	-	-	-	-	-	-	15	-	-
126	136		100%	Grants	20	58	(1)	-	2	1	-	-	(3)	-	(0)	29	29	-	-
				Other															
3,287	3,448	-	100%	OPERATING INCOME	2,756	3,068	14	-	35	132	34	75	120	0	(0)	2,567	47	26	20
3,937	3,625		100%	Operating expenses	2,423	2,257	249	-	140	618	87	64	160	0	260	250	315	68	44
3,310	3,704	-	100%	Employee Related costs	2,244	2,121	114	163	99	417	34	-	48	1	12	959	179	85	10
				Non Employee Related costs															
				Comprising:															
				Materials	87	96	0	-	-	12	-	-	4	-	0	9	22	49	-
				Contracts	19	17	1	-	-	4	-	-	1	-	-	2	2	6	-
				Contractors	731	685	1	-	10	37	20	-	13	-	-	590	13	2	-
				Fleet	2	2	-	-	-	-	-	-	0	-	1	1	0	-	-
				Property (electricity etc)	71	77	1	-	-	56	-	-	(1)	0	-	3	13	5	-
				Insurance	5	4	-	-	-	3	-	-	-	-	-	1	0	-	-
				Contributions/sponsorship	235	194	30	163	-	0	-	-	0	0	-	0	1	-	-
				Consultants	47	103	13	-	79	1	2	-	-	-	-	-	7	-	0
				Internal loan interest	182	171	-	-	-	171	-	-	-	-	-	-	-	-	-
				Internal recharges	345	325	-	-	-	19	9	-	26	-	7	162	80	22	-
				Other	518	447	69	-	10	112	3	-	6	0	4	192	40	1	10
				Finance Costs	1	1	-	-	-	1	-	-	-	-	-	0	-	-	-
7,248	7,329	na	na	OPERATING COSTS	4,667	4,378	362	163	240	1,035	121	64	208	1	272	1,210	495	153	55
(3,961)	(3,881)			SURPLUS / (DEFICIT)	(1,911)	(1,310)	(349)	(163)	(205)	(903)	(87)	11	(89)	(1)	(272)	1,357	(447)	(127)	(35)
78	358			Capital Income	66	369	160	-	22	1	-	-	-	-	-	36	-	150	-

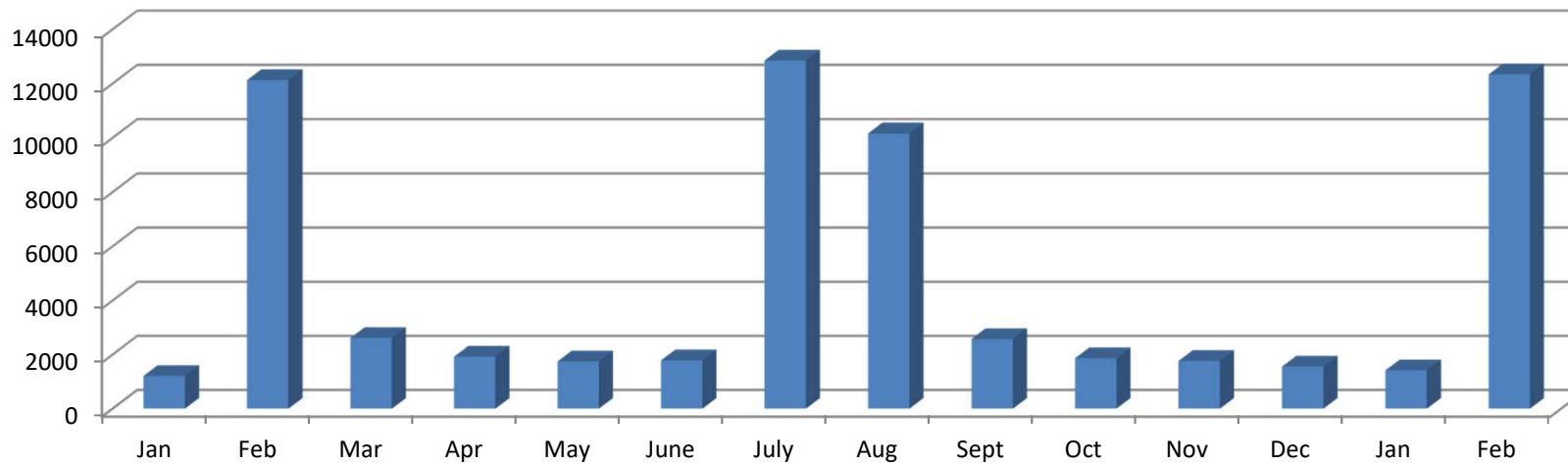
Infrastructure Services Delivery Financial Performance : Feb 2018

Operational Activities

Excluding NDRRA			Forecast as % of budget		Last Year YTD	Core Activities										
Actual 2016/17	Budget 2017/18	2017/18 Full Year Forecast				TOTAL	Workshop & Fleet	Roads & Stormwater	Water	Sewerage	Asset Management	Survey	Design	Engineering Management	RMPC	Open Spaces
5,910	6,023		100%	Operating Income	5,300	5,444	-	-	2,979	2,466	-	-	-	-	-	-
157	69		100%	Rates	91	103	1	1	80	6	4	-	2	0	-	8
929	917		100%	Fees and charges	448	206	-	-	-	-	-	-	-	12	193	0
95	119		100%	Private Works	57	72	41	(8)	-	-	-	-	-	39	-	-
(4)	41		100%	Grants	(5)	1	-	0	3	7	(0)	-	-	(0)	(0)	(10)
7,088	7,169	-	100%	Other												
				OPERATING INCOME	5,891	5,825	42	(6)	3,061	2,479	4	-	2	52	193	(1)
6,353	6,471		100%	Operating expenses	3,980	4,166	459	783	457	373	428	138	126	720	131	552
2,570	2,735	-	100%	Employee Related costs	1,333	1,750	(1,176)	1,227	352	341	155	21	12	237	165	417
				Non Employee Related costs												
				Comprising:												
				Materials	251	367	14	177	56	44	9	4	-	11	29	22
				Contracts	271	472	44	235	22	21	7	-	-	5	16	123
				Contractors	100	258	5	105	40	15	36	-	-	8	-	48
				Fleet	427	423	413	8	0	0	0	-	-	0	0	2
				Property (electricity etc)	506	491	1	176	188	64	1	-	-	27	19	16
				Insurance	100	102	32	-	26	11	32	0	-	-	-	1
				Contributions/sponsorship	56	47	-	2	1	0	0	-	-	41	-	2
				Consultants	90	118	-	16	9	14	19	-	-	56	-	3
				Internal loan interest	(182)	(171)	-	-	(171)	-	-	-	-	-	-	-
				Internal recharges	(706)	(873)	(1,711)	500	141	95	21	14	-	(215)	84	198
				Other	421	515	26	7	39	76	29	3	12	305	17	1
8,924	9,206	na	na	OPERATING COSTS	5,313	5,917	(717)	2,010	808	715	583	159	138	957	296	969
(1,835)	(2,037)			SURPLUS / (DEFICIT)	578	(91)	759	(2,016)	2,253	1,764	(579)	(159)	(136)	(905)	(103)	(970)
3,056	3,237			Capital Income	1,961	3,021	-	1,857	1,011	2	25	-	-	-	-	127

Hinchinbrook Shire Council Historic Bank Summary							
\$m	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Non Staff costs	NDRRA	Closing Bal
Jul-17	29.1	0.8	0.0	(0.8)	(2.6)	0.0	26.5
Aug	26.5	4.4	0.0	(1.2)	(1.9)	0.0	27.8
Sept	27.8	8.8	0.0	(1.0)	(1.9)	0.0	33.7
Oct	33.7	1.8	0.0	(1.1)	(2.8)	0.0	31.6
Nov	31.6	2.0	0.0	(1.4)	(2.5)	0.0	29.7
Dec	29.7	2.2	0.0	(1.1)	(2.0)	0.0	28.8
Jan	28.8	1.0	0.0	(1.0)	(0.9)	0.0	27.9
Feb	27.9	2.0	0.0	(1.1)	(1.8)	0.0	27.0
Hinchinbrook Shire Council Forecast Bank Balances							
\$m	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Non Staff costs	NDRRA	Closing Bal
Mar	27.0	8.5	0.0	(1.0)	(2.0)	0.0	32.5
Apr	32.5	0.9	0.0	(1.5)	(2.0)	0.0	29.9
May	29.9	0.5	0.0	(1.5)	(2.0)	0.0	26.9
June	26.9	0.5	0.0	(1.3)	(2.5)	0.0	23.6

HSC Rates and Levies Debtors as at 28 February 2018



figures in \$000s

all figures in \$'000

	YTD actual at 28/2/2018	17/18 revised budget	16/17 audited	15/16 audited	14/15 audited	13/14 audited
Income						
Recurrent revenue						
Rates, levies & charges	24,117	24,639	24,390	24,140	22,929	22,377
NDRRA	10	10	50	7,212	17,008	20,636
Other	3,100	4,066	6,480	5,384	5,369	4,676
	<u>27,227</u>	<u>28,715</u>	<u>30,920</u>	<u>36,736</u>	<u>45,306</u>	<u>47,689</u>
Capital revenue	<u>3,899</u>	<u>4,875</u>	<u>3,497</u>	<u>7,580</u>	<u>3,113</u>	<u>5,385</u>
Total Income	31,126	33,590	34,417	44,316	48,419	53,074
Expenses						
Recurrent expenses						
Employee benefits	(9,007)	(14,461)	(14,111)	(13,342)	(13,424)	(13,036)
Materials and Services	(5,293)	(8,907)	(7,864)	(9,321)	(21,535)	(29,339)
Finance costs	(13)	(40)	(28)	(54)	(536)	(46)
Depreciation and Amortisation (apportioned full year budget)	<u>(5,633)</u>	<u>(8,450)</u>	<u>(8,374)</u>	<u>(9,284)</u>	<u>(8,644)</u>	<u>(9,382)</u>
	<u>(19,946)</u>	<u>(31,858)</u>	<u>(30,377)</u>	<u>(32,001)</u>	<u>(44,139)</u>	<u>(51,803)</u>
Capital income/(expenses)	<u>8</u>	<u>(100)</u>	<u>(230)</u>	<u>(2,746)</u>	<u>(3,247)</u>	<u>(11,033)</u>
Total expenses	(19,938)	(31,958)	(30,607)	(34,747)	(47,386)	(62,836)
Net result	11,188	1,632	3,810	9,569	1,033	(9,762)
Operating Surplus ratio	27%	-11%	2%	13%	3%	-9%

Notes:

- 1 Operating Surplus ratio is based on Recurrent Revenue and Recurrent Expenses (heavily influenced by the accounting depreciation figure)
- 2 2014/15 Finance Costs includes the 'book entry' of writing off \$472k of 'prepaid lease' in relation to terminating the TAFE lease
- 3 2017/18 Capital Expenses is largely a notional figure (represent mainly gain or loss on disposal of fixed assets)
- 4 \$1m of 2017/18 FAGS Grant was received in June 2017
- 5 Feb18-Operating Surplus ratio is impacted by the timing of & combining Rates and Water notices

REPORT TO COUNCIL

FINANCIAL DELEGATIONS POLICY

Executive Summary

The purpose of the Financial Delegations Policy is to establish a control environment for entering into transactions with suppliers, ensure that transactions are efficiently and effectively managed and to comply with Legislative requirements.

For Council Decision – Recommendation

That Council adopt the revised Financial Delegations Policy as presented.

Background

The Financial Delegations policy was adopted in August 2014 and is due for revision. The revised policy presented has the following changes compared to the original:

Additions:

- Policy Statement,
- 4. Definitions,
- 5.1.6 Delegate endorsement increased to include – payment is not being made on behalf of a third party,
- 5.6. Personal Items,
- 5.7. Personal Protection Equipment,
- Notes to the Approved Delegations Item 8 to allow approval for Council employees on awards other than the Local Government Officer's Award and contract employees to have a delegation where required.
- Specific Arrangements – Third Party Collections Payroll to clarify payroll supervisor authority to remit payroll deductions.

In addition to the specific additions mentioned above, notes to the approved delegations and some other wording throughout the document have been changed for clarification.

The levels and values of the approved delegations have not changed.

Attachments

Financial Delegations Policy

Statutory Environment

Local Government Regulation 2012

Policy Implications

This policy is part of a suite of policies which support the procurement policy.

Consulted With

Management Accountant

Financial and Resource Implications

The Financial Delegations policy is designed to protect Council's financial resources by providing clear direction to employees tasked purchasing on Council's behalf.

Risk Management Implications

The lack of a current Financial Delegations Policy would be a significant risk to Council as potentially resources could be disbursed without correct direction and authority.

Strategic Considerations

Nil

Officers Comment

Nil

1. Policy Statement

Generally, Council is committed to:

- Protecting public funds and assets, ensuring all transactions are appropriately authorised
- Delivery of good governance in Council business
- Establishing, and maintaining, a financially sound Council that is accountable, responsible and sustainable

This Policy has been developed to achieve these outcomes by:

- Establishing a control environment through which Council can enter into transactions with its suppliers
- Ensuring that the transactions referred to above are conducted in an efficient and effective manner
- Complying with the relevant legislative, and other relevant, requirements

2. Scope

This Policy applies to all Council staff, officers and contractors who enter into financial and/or commercial arrangements with any third party.

3. Responsibility

The Chief Financial Officer is responsible for the implementation and maintenance of this Policy.

4. Definitions

Financial Delegation - the \$ value of expenditure incurred on Councils behalf which a Council employee or contractor is authorised to approve subject to criteria outlined in this Policy.

5. Policy

5.1 Financial Delegation

The Financial Delegation is applied at the time Council commits to the entering into of a commitment/financial obligation. Typically this delegation is used to approve stores requisitions, purchase requisitions/orders, payment authorisations ("Yellow slips") and/or to sign contracts. When signing, the delegate is endorsing that:

1. the expenditure is bona fide
2. the expenditure represents value for money
3. purchasing policy and procedures have been complied with
4. sufficient budget exists for the expenditure
5. the purchase order has been correctly coded
6. payment is not being made on behalf of a 3rd party

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Policy Number: [Insert Policy Number]

Authorised By: Chief Financial Officer

Document Maintained By: Corporate Services

Version No: 3

Initial Date of Adoption: 19 August 2014

Current Version Adopted: 27 March 2018

Next Review Date: December 2015

Financial Delegations are afforded to positions (depending upon the level of seniority of the position), not individuals, as per Section 6 of this Policy. An Executive Manager can request that an individual be allocated a 'higher than standard' delegation for a specific position where the operational requirement exists.

The manager responsible for the Accounts Payable function must ensure that a Register of Financial Delegations – Purchasing is maintained.

5.2 Approval to Pay Delegations

Once goods/services have been successfully delivered the Financial Delegate should advise an appropriate officer who will record this in the finance system. This will then automate the payment of the invoice once it is received (subject to tolerance limits on the invoice amount).

It is permissible for the Delegate to also be the officer who records the delivery of goods/services as the limit of the Delegation limits the exposure to Council.

5.3 Approving Timesheets

All supervisors and managers have the authority to approve timesheets but generally only for staff under their direct control and supervision (where this is not practicable officers should exercise some discretion and professional judgement in getting the timesheets approved, seeking advice from Payroll or an Executive Manager as required).

5.4 Purchasing Card Delegations

As per the Purchasing Card Policy and Procedures, certain staff members will be able to procure goods/services and to pay for goods/services with a Purchasing Card. A register of Card Holders and their respective Transaction Limits and Monthly Limits is maintained within the Finance Department.

A Purchasing Card should be viewed as simply a mechanism for making payment, as opposed to going through the accounts payable system via a Purchase Order.

There will therefore be two types of Purchasing Card holder:

1. a 'work unit' card holder who uses the card to make low value (and therefore low risk) purchases as a means of expediency
2. a 'hands on' card holder who uses their card whilst out and about

Works Unit Card Holders need to check that whoever is asking them to purchase items has the appropriate Financial Delegation.

Council also issues Fuel Cards to certain staff for use in certain vehicles. These cards can be used by any staff member who is using the vehicle. All staff have the authority to use fuel cards as required for authorised purposes.

5.5 Authority to Write Off Debts

Various debts owing to Council may be required to be written off from time to time. Balances that relate to Rates, Discounts etc. must be treated in accordance with their specific policies.

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Policy Number: [Insert Policy Number]

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Other sundry debts may also be required to be written off (e.g. Workers Compensation discrepancies, minor amounts existing on ratepayers account due to one or two days interest accruing whilst payment is in transit etc.). Officers have the authority to write off these debts as per the table below.

5.6 Personal Items

No one has the authority to approve any payments to be made to them. Reimbursement for official expenditure, for example, whilst travelling, requires line manager approval.

5.7 Personal Protection Equipment (PPE)

Stores requisitions for PPE are able to be approved by Human Resources in the situation where line managers are not available to give the approval. Human Resources will advise supervisors and managers where they exercise this delegation.

6. Approved Delegations

The following Table summarises the 'default position' for Financial Delegations. The CEO has the authority to increase, decrease and/or place sundry restrictions on the Delegation that applies to any specific position as long as the variation is in writing, signed and recorded in the Register of Financial Delegations – Purchasing. The amounts in the Table below are GST Exclusive.

Position	Notes	Financial Delegation	Write off Debts
CEO	3, 5, 6	\$200,000	\$10,000
Executive Managers	1, 5, 6	\$200,000	\$1,000
Contractors	2, 5, 6	Up to \$100,000	Nil
Level 8	1, 5, 6, 7	\$100,000	\$500
Levels 6 and 7	1, 5, 6, 7	\$20,000	\$100
Levels 3 to 5	1, 5, 6, 7	\$5,000	\$100
Other	5, 6	\$100	\$0

Notes to approved delegations table

1. Against projects/tasks in their own area only
2. Contractors engaged for project management type roles where they are responsible for budgetary performance may be given delegation by the CEO up to the amounts shown in the table above
3. Writing off of debts > \$10,000 requires Council approval
4. Amounts > \$200,000 require Council approval unless the amount is a remission of funds collected on behalf of another government entity e.g. Australian Taxation Office, Emergency Management Levy or an approved budget precept payment to the Herbert River Improvement Trust or an insurance renewal within the approved budget allocated amount.

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5. The CEO has the right to reduce and/or cancel any delegation at any time for any reason as long as this is clearly communicated to the officer(s) in writing
6. Staff 'acting up' in a higher position may have the Financial Delegation that applies to the 'higher position' reduced by the CEO
7. Transactions that are higher in value than the Table above require Council approval
8. Staff not employed under the Qld Local Government Officers Award, and contractors, determine their appropriate Delegation level by identifying the Level whose salary is most relevant to theirs

Specific Arrangements

Utility Type Payments

Some utility-type services, most notably Electricity and Telecommunications services are provided to Council without the raising of a Purchase Order. No pre-approval of these costs is obtained and, accordingly, these costs are not subject the Delegations Policy.

Payment of these invoices is generally approved within the Finance Department (alternatively the Finance Department may circulate the invoices to the relevant areas of Council for approval).

For these purposes, staff can approve payments up to the limits set out in the Table in Section 5 of the Delegations Policy.

Third Party Collections Payroll

The payment of payroll deductions, such as tax and superannuation, can be approved by the payroll supervisor or any of his/her line supervisors.

6. Legal Parameters

Local Government Regulation 2012

7. Associated Documents

Procurement Policy
Purchasing Card Policy
Purchasing Card Procedure
Code of Conduct

RECRUITMENT OF VACANT POSITION # 10031 – ICT SYSTEMS ADMINISTRATOR – CORPORATE SERVICES

Executive Summary

At the ordinary meeting of 28 June 2016 Council adopted the Organisation Structure effective 1 July 2016. It was also resolved that the replacement of permanent position requires the prior approval of Council.

On 19 February 2018, the IT Support Officer resigned. Management consider this position to be critical to the ongoing operation of Council and approval is sought to replace this position which is fully budgeted.

Approval for a change in the title of this position (level remains unchanged) is also sought on the basis that in the world of IT the current title is unlikely to attract suitably qualified &/or experienced applicants. The proposed position title is Information Communications Technology (ICT) Systems Administrator (to recognise the telecommunications & unified communications aspects of the role).

For Council Decision – Recommendation

That Council approve to replace the ICT Systems Administrator position.

Background

The ICT Systems Administrator position provides critical support to the whole of Council's business operations.

As a matter of urgency, advertising the ICT Systems Administrator role in a timely manner is recommended to ensure minimal operational disruption within Council.

Attachments

- Extract from Organisation Chart
 - Position Description
-

Statutory Environment

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

Policy Implications

Council has resolved to approve the filling of vacant positions.

Consulted With

CEO

IT Manager

Financial and Resource Implications

Nil. Position is fully budgeted for.

Risk Management Implications

Not replacing the position would have significant negative impact on the capability of Council to deliver its required professional, governance and operational responsibilities and would, potentially, have a significant negative impact on the operational capacity of Councils ICT systems and the ability to respond to business needs & outages in a timely manner.

Strategic Considerations

Not applicable

Officers Comment

This position is critical to Council to deliver its corporate services strategies. The attached Position Description is essentially the same as the previous version.



HINCHINBROOK SHIRE COUNCIL

EMPLOYEE POSITION DESCRIPTION

Position Identification

Position Title:	ICT Systems Administrator	Position Number:	10031
Status:	Permanent Full Time	Hours:	72.5 per fortnight
Award:	Queensland Local Government Officers Award 1998	Stream:	Administrative Services
Classification:	Level 4		
Agreement:	The current Hinchinbrook Shire Council Certified Agreement		
Department:	Corporate Services	Division:	Information Services

About Hinchinbrook Shire Council - Our Mission

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

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

Our Vision

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

Position Summary

Under the general direction of the Information Services (IS) Manager this position provides quality technical and maintenance support relating to Council's Network and Telecommunication Environment with optimal efficiency ensuring minimal downtime. The role provides specialised client support relating to hardware and software for the Information Technology Services Help Desk as well as assisting to develop procedures to meet business demands for all Council's Departments.

Position - Organisational Relationships

Reports to:	Information Services (IS) Manager
Directly Supervises:	May oversee and guide trainees and work placement students on basic tasks.
Key Internal Relationships:	Management and all Council staff
Key External Relationships:	Various Vendors and Contractors
Community Culture:	Our Culture is one that is based on Values and Respect for our community.

Position Support

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

Website - www.hinchinbrook.qld.gov.au



Grapevine Newsletter -

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

Key Responsibilities

Information Technology	<ul style="list-style-type: none">• Perform network system administration functions, including those of a complex nature, under the direction of the IS Manager.• Identification and evaluation of requirements and determine priorities for development and maintenance of the Council's Network systems., in liaison with other Departments• Provide specialist advice and support to Council staff ensuring functionality of software packages.• Implement security procedures to ensure council staff Comply with Council's corporate policies, standards and priorities relating to information management and information technology.• Implement and initiate the application of user and system documentation on procedures relating to Council's Standard Operating Systems application packages.• Responsible for ensuring system and data security is maintained at a high standard, ensuring the integrity of the Council network is not compromised.• Monitor performance of Council systems, ensuring issues are appropriately escalated and resolved.• Provide technical expertise and assistance to project teams and undertake technical project roles as allocated by the IS Manager.• Provide technical support for Councils database systems including MSSQL to ensure operational efficiency and conforming to best practice.• Responsible for updating and maintenance of Council's disaster recovery plans and associated equipment.• Demonstrate commitment to and promotion of a culture of service excellence and continual improvement within the IT department.• As required prepare reports for general Council meetings for management.• Maintain and develop excellent working relationships with key suppliers, conducting dealings in a professional and appropriate manner• Comply with Industry Standard Protocols and procedures relating to information management.• Provide high level technical assistance to the Information Services Manager and Network Administrator with day-to-day Information Technology operations• Performing any other duties as directed by IS Manager that falls within the scope of the level
ITS Help Desk	<ul style="list-style-type: none">• Manage help desk tickets, planning and prioritising systematically to minimise backlog and ensure operational efficiency.

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Date Approved: 16 October 2017

Review: Annually with Individual Performance Appraisals or as required.

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

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

EMPLOYEE POSITION DESCRIPTION

	<ul style="list-style-type: none"> Responsible for helpdesk escalation for junior staff including the supervision of their actions.
Relief Responsibilities	<ul style="list-style-type: none"> As required provides relief to the position of IS Manager, exercising judgement and knowledge whilst assisting this position in overseeing and guiding lower levels.

Council Core Competencies

Teamwork

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

Customer Service

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

Communication

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

Quality

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

Environment

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

Workplace Health and Safety

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

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

Efficiency

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

Privacy Statement

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

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

General Conditions

- It is the practice of this Council to examine employees' Position Descriptions and to update them to ensure that they relate to the job as they are being performed, or to incorporate whatever changes are being proposed. Therefore you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
- In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing. Council does not change positions for the purpose of "de-skilling".
- In the event of a flood or any other emergency or disaster event, subject to the personal safety of employees and their families, employees may be required to assist Council in fulfilling its disaster management function and activities at a required level.
- All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system. Training is provided for ECM Dataworks.
- All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels. As part of Council's Induction Program, employees must provide and maintain any licences or certificate, which is a condition of your employment.
- All permanent employees are to actively participate in the Employee Performance Appraisals Program.
- All employees must work in accordance with the standards contained within Council's Code of Conduct.
- All employees are encouraged to be a contributing member to the Hinchinbrook community .
- All employees, contractors and volunteers must comply with the requirements of Hinchinbrook Shire Council's Code of Conduct and all workplace policies and procedures which are located on the intranet, as amended from time to time. Employees, contractors and volunteers must comply with reasonable and lawful directives given in the workplace and must undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role. These can be found on <https://www.hinchinbrook.qld.gov.au/employee/>

Selection Criteria

Knowledge, Skills & Abilities Required

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Essential:

1. Demonstrated relevant experience gained in an IT department including help desk support.
2. Experience in the delivery of high quality customer service support to users.
3. Solid working knowledge of MS suite applications and corporate databases.
4. Proven ability to work effectively as a support team member.
5. Proven ability to identify and solve routine IT issues and perform maintenance on workstations and council infrastructure.
6. Exceptional written and verbal communication skills
7. Demonstrated ability to quickly gain knowledge of an organisation's organisational structure and functions of each section for direction of calls and public enquiries.

Skill Prerequisites -

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

Essential:

1. Tertiary qualifications in a relevant IT related discipline or lesser formal qualification/s and significant industry experience that provide an equivalent level of expertise and knowledge to enable the range of activities to be competently undertake
2. Significant experience working within a large, complex multi site workplace
3. A current "C" Class Queensland driver's license

Desirable:

4. Local Government experience

Position Key Performance Indicators (KPI)

- Demonstrate improvements to the Information systems that have been implemented during the past quarter.
- Provide documentation of Monitor performance of Council systems, ensuring issues are appropriately escalated and resolved.
- Provide identified high risk issues within the IT infrastructure and recommendations to correct these issues.
- Demonstrate that the Morning Health checks have been completed in a timely manner for each workday. Also demonstrate that any remedial actions are registered and identified in the helpdesk system.
- Demonstrate improvements in the Disaster Recovery Procedures and ensure is current and up to date.
- Assist with updating and writing of IT related policies and procedure and IT documentation.
- Provide a quarterly report to the IT Manager on the above KPI's.

Employment & Department Legislation

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

Working conditions & Physical Requirements



Physical Requirements:

Required to provide services across multiple sites.

Work Environment:

Office based

Hours:

72.5 per fortnight

Acknowledgements

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

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

To be signed by the successful applicant upon acceptance

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

Occupant Name:		Date:	
Occupant Signature:			

To be signed by the Direct Supervisor/Manager

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

Supervisor Name:		Date:	
Supervisor Signature:			

Office Use Only:

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

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

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

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

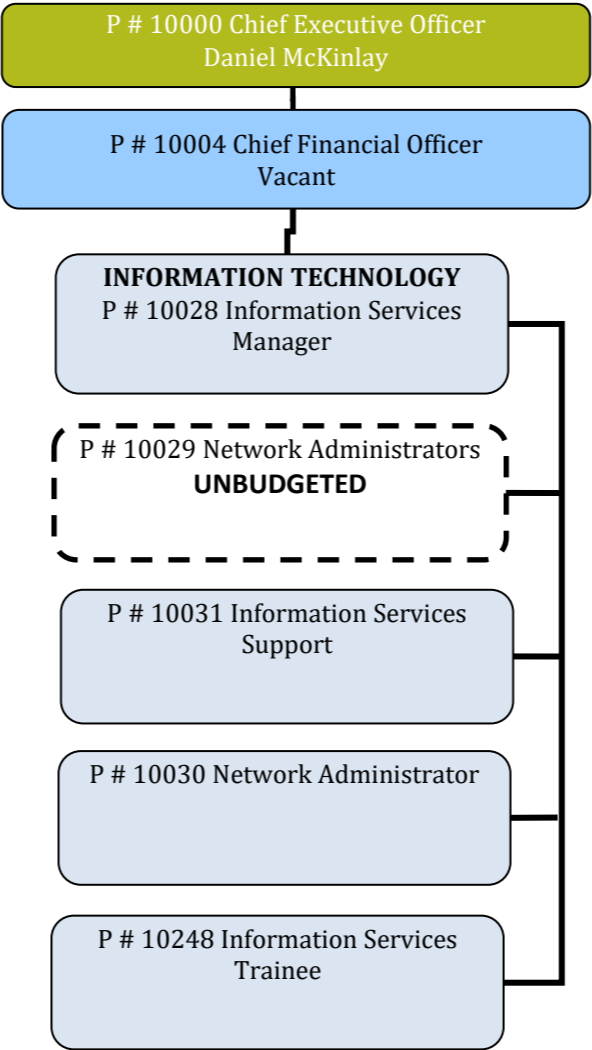
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Document Approval:
Dan McKinlay _____ Date: _____

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Current Organisational restructure August 2017 – CEO Approval.

INFRASTRUCTURE SERVICES DELIVERY ACTIVITY REPORT FOR MONTH ENDING 28 FEBRUARY 2018

Executive Summary

This report is presented for the information of Council and includes an activity update for the month ending 28 February 2018.

For Council Decision – Recommendation

That the report be received and noted.

Officers Comment

Nil.

WORKSHOP AND FLEET MANAGEMENT

- Prestart safety talks each morning

Main Activities of the month

- Work Orders: 29 complete
- 7 Services – 5 Light Vehicles, 1 Truck, 1 Heavy Plant.
- Tyres and Alignments:
 - Light vehicle – 6
 - Truck – 4
 - Heavy Fleet – 1
 - Light Fleet - 2
 - Alignments – 2
 - Puncture Repairs - 1
 - Windscreen – 0
 - Window repairs – 0
- Accident Damage
 - PA00128 – Job truck, insurance. Waiting on repair quotations.
 - PA00377 – Utility, documents submitted to insurance, waiting on decision.

Fleet Delivered January 2018

- RF002002 - Commercial Van
- RF002003 - 4WD Ute
- RF002004 - 4WD Ute
- RF002005 - 2WD Dual Cab Ute
- RF002006 - 4WD Dual Cab Ute

Fleet Replacement 17/18

Current RFQ's, closing 14 March 2018

- RF002009 - Supply & Delivery of One Grader – via Localbuy
- RF002010 - Supply & Delivery of One Roller Vibrating Smooth Drum 11T - via Localbuy
- RF002013 - Supply & Delivery of One Mower Ride On – supplier panel via Tenderlink
- RF002014 - Supply & Delivery of One Trailer - BIT57 – supplier panel via Tenderlink
- RF002015 - Supply & Delivery of One Trailer – [BIT # 58] – supplier panel via Tenderlink
- RF002016 - Supply & Delivery of One Sandblast Equipment – supplier panel via Tenderlink

Documents in Final Draft Review

- RF002007 - Supply & Delivery of One Crew Cab Truck-1
- RF002008 - Supply & Delivery of One Crew Cab Truck-2

Documents started

- RF002011 - Supply & Delivery of One Loader-1
- RF002012 - Supply & Delivery of One Loader-2

File: 005/0007

Author: James Stewart

Position: Executive Manager Infrastructure Services Delivery

Date: 12/03/18

WORKS

Capital Projects underway this month – Refer Works Program Report.

Other activities this month:

- 18RS - Additional sites have been added for reseals with preparation works currently in progress.
- 18LG - Bags will be delivered week ending 2 March for the Lucinda Groynes Project. Public consultation is being carried out and Council is looking at engaging a contractor to carry out the works.
- 18T2 - Mount Fox Road works on hold as of 28 February due to wet weather. The project is currently 60% complete. Pipe extensions and pavement work to be completed.
- 18K1 – Designs currently in progress for Kerb Crossing Improvement with some draft under review by Works Department prior to final revision.
- 18T2 – Abergowrie Road TIDS has been signed off and job folders are now in progress.
- 17/18 Reseal Program – Sealing dates are scheduled for April. This time of the year is not ideal however this is the timing we have been given as it is the first year we have joined the FNQROC group of councils to combine our resealing programs. Extra sites have been identified and preparation works are nearing completion. Herbicide spraying is ongoing to control weed re-growth on road shoulders.
- 18T6 Furber Road Upgrade TIDS – This project is complete.
- 17/18 Kerb Entry Program – Lannercost Street site is now complete. A budget review will be completed for this project before works commence on the Abbott Street site.
- 18KR – Two sites along McIlwraith Street have been nominated. Pre-start construction meeting to be held.

DESIGN

- 17FR – Footpath Rehabilitation design draft for Lannercost Street at Tweak Fitness in final revision stage.
- 18T8 – Elphinstone Pocket Road TIDS job folders in progress.
- McIlwraith Street K&C Rehabilitation Project - Project documentation and plan completed.
- Bidbook review of the Marina Parade Cul-De-Sac proposal.
- Bidbook review of the Neilsen Street Upgrade proposal.
- Bidbook review of the River Avenue Cul-De-Sac proposal.
- Completed a preliminary plan of the linemarking and signage upgrade at Warrens Hill Transfer Station.
- Completed a design review of the Barberos and Maynard Road upgrade.

PARKS AND OPEN SPACES

- The relining of the Rotary Park fountain is complete. The pumps and pipework will be reinstalled next week and ready for operation.
- Problem trees near the taxi rank were identified through regular inspections and scheduled to be removed. Part of this work has been completed.
- Botanical Gardens clearing of vegetation is scheduled for March 2018.

SURVEY

Projects underway this month include:

- Wallis Street – Detail survey for design completed and passed on to Works Engineer.
- Boat Ramp Road - Detail survey for design completed and passed on to Works Engineer.
- Victoria Mill Road – Detail survey for design of new water main. Field survey completed, data processing ongoing.
- Danger Camp Road – Detail survey for design commenced.
- Merrybank Road - GNSS control for detail survey completed.
- Palm Creek Conveyance – Land acquisition survey plan forwarded to DNRME for Pre-Lodgement Advice.
- BOR Pathways – Preservation of survey marks on Chamberlain Street and Atkinson Street to George Street.
- New Ingham Cemetery – Search and locate extent of Anglican and Lutheran sections.

ASSETS AND INFRASTRUCTURE

Projects underway this month include:

- Baillies Bridge Detailed Design:
 - o Cardno are continuing with the detailed design.
 - o PDR|SMEC are undertaking the geotechnical investigation, investigation works on site have been completed with samples currently being analysed in the laboratory.
 - o Tender for construction of the replacement bridge expected to be released late March.
- Dungeness Floating Walkway:
 - o Two tender submissions were received, evaluation was completed and presented at the February Council meeting.
 - o Australian Marine & Civil Pty Ltd have been awarded the Contract for the value of \$680,952 (excl. GST). Contract documentation is currently being prepared and design works have commenced.
 - o Deed for project funding from DTMR increased to \$680,952 (excl. GST) to match Contract value.
- Dungeness Channel Dredging:
 - o Jacobs Group are undertaking a geotechnical investigation for the Dungeness Channel Dredging Project as well as for the proposed new floating walkway at the Dungeness Boat Launching Facility.
 - o The investigation works on site have been completed with samples currently being analysed in the laboratory.
- LGGSP Flood Monitoring Instruments - Remote Cameras and Rain Gauges:
 - o Order for the supply of 5 new rain gauge stations has been placed and awaiting delivery.
 - o Initial discussions have been undertaken with Tablelands Regional Council with regards to rain gauge locations, installation proposed to be undertaken towards the end of 2018 (dependant on access and availability of BOM/internal crew).
 - o Procurement of supply and installation of remote cameras to be undertaken in March 2018.
- Ingham Aerodrome – the first Ingham Aerodrome User Group meeting was undertaken 23 February with User Group meetings to be undertaken going forward on a 6 monthly basis.

Other activities this month:

- Number of Flood Certificates = 1
- Number of Storm Surge Certificates = 3
- Number of GIS Map Requests = 1
- Number of Works in Road Corridor Permits = 1

WATER AND SEWERAGE

Please see the Water and Sewerage Works Program Report.

EXTERNAL MEETINGS

- Maynards Road Onsite Meeting – Thursday, 1 February 2018
- MIPP Water Projects Teleconference, Department State Development – Monday, 5 February 2018
- Ingham Showgrounds Management Advisory Committee (ISMAC) Meeting – Wednesday, 21 February 2018
- Aerodrome User Group Meeting – Friday, 23 February 2018
- Dept Transport and Main Roads Toobanna Service Roads Onsite Handover – Monday, 26 February 2018
- Portfolio Councillors Irwin Road Meeting – Wednesday, 28 February 2018

EXECUTIVE MANAGER INFRASTRUCTURE SERVICES DELIVERY MONTHLY STATUS REPORT – MARCH 2018

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number - 270218-24 – Dungeness Boat Launching Facility Additional Floating Walkway

That Council award the Contract for HSC 17/27 - Dungeness Boat Launching Facility Additional Floating Walkway to Australian Marine & Civil Pty Ltd for the value of \$680,952.00 (excl. GST), with a construction contract to be signed off by the Chief Executive Officer.

Status:

March 2018 Update – Successful and unsuccessful offerers notified.

Matter Closed

Resolution Number - 270218-11 – Update of Local Roads of Regional Significance

That Council approves for an application to be made to the North Queensland Regional Roads Group to add Bosworth Road, Warrens Hill Road, Miles Street, Jourama Road, Jourama Falls Road and Dungeness Road to the Local Roads of Regional Significance Register.

Status:

March 2018 Update – Submission currently in progress with GIS maps completed in accordance with the application guidelines.

Resolution Number - 270218-10 – Footpath Hierarchy and Inspection Policy

That Council adopt the draft Footpath Hierarchy Mapping and Footpath Inspection Policy as presented.

Status:

March 2018 Update – Policy in register and on website.

Matter Closed

Resolution Number - 270218-09 – Revised Road Register and Policy

That Council adopt the revised Road Register Policy and Road Register (inclusive of tables and maps) as presented.

Status:

March 2018 Update – Policy in register and on website.

Matter Closed

Resolution Number - 300118-25 – Change to Organisational Structure – Proposed GIS Technical Assistant

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

Status:

March 2018 Update – Recruitment will commence in coming weeks for anticipated start date in July 2018.

February 2018 Update – Recruitment will commence in coming weeks for anticipated start date in July 2018.

Resolution Number - 300118-11 – Vince Corbett Park Power Box – Change of Ownership

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

Status:

March 2018 Update – Awaiting final account from Forrest Beach Lions Club before account transfer can be processed.

February 2018 Update – Outstanding account has been processed for payment. Meter read and final account has been requested from Ergon, and application made to transfer account to Hinchinbrook Shire Council.

Resolution Number - 281117-08 – Request for approval to install tables and chairs in Neilsen Park

That Council defer the matter until the next General Meeting pending receipt of further information.

Status:

March 2018 Update – On hold.

February 2018 Update – On hold.

January 2018 Update – On hold.

December 2017 Update – On hold.

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

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

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

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

Status:

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

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

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

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

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

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

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

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

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

Status:

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

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

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

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

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

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

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

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

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

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

That Council:

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

Status:

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

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

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

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

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

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

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

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

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

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

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

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

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



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 27 March 2018.

Works Currently in Progress

Major Works Performed During February 2018

- Forrest Beach Transfer Pumps Installed and Operational.
- Hinchinbrook Water Security Project - Drilling of New Pilot Bores Procurement.
- Procurment of LiDAR Scanning for Manhole Refurbishment commenced.
- RFQ for Confined Space Trailer and Safety Equipment closed.
- Work on Trickling Filter Components has continued.

Works Scheduled to be Completed During March 2018, Weather Permitting

- Pressure Monitor Replacement Procurement.
- Confined Space Trailer and Safety Equipmentt Procurement.
- Hinchinbrook Water Security Project - Pilot Bore Drilling.

Works Scheduled to Commence During March 2018

- Pressure Monitor Replacement Procurement.
- Victoria Mill Road Water Main Replacement Procurement.
- Sewerage Pump Station Lid Replacement Procurement.

Author: Peter Martin

Position: Manager Water and Sewerage

Date: 12/03/18



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 28 FEBRUARY 2018

Water and Sewerage Capital Works Progress Report

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



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 28 FEBRUARY 2018

Water and Sewerage Capital Works Progress Report

Project Description <i>(Project Code)</i>	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
Refurbishment of SPS <i>(SEWER PUMP STATION REFURB 14-15)</i> <i>(Budget added to this year's project 18S-SPSU-R1)</i>	\$79,000	\$0	\$79,000	\$0	• Refurbishment of SPS 12 has commenced.												
					Lifetime Expenditure = \$566		Lifetime Budget = \$80,000										
					Project Completed					Assets Created/Project Capitalised							
					2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast						A					C	
					Actual												
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast						A					C	
					Actual								A			P	
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	P			C								
Actual		P				C											
Structural Refurbishment of SPS <i>(SEWER PUMP STATION REFURBS 15-16)</i> <i>(Budget added to this year's project 18S-SPSU-R1)</i>	\$80,000	\$0	\$80,000	\$0	• Refurbishment of SPS 12 has commenced.												
					Lifetime Expenditure = \$0		Lifetime Budget = \$80,000										
					Project Completed					Assets Created/Project Capitalised							
					2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast						A					C	
					Actual								A			P	
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	P			C								
Actual		P				C											



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 28 FEBRUARY 2018

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline													
	HSC Budget	Other Source	Total															
Repair/Seal Internal Roads Ingham STP (SEWER INTERNAL ROADS 15-16)	\$4,000	\$0	\$4,000	\$3,676	• Project complete.													
					Lifetime Expenditure = \$186,380						Lifetime Budget = \$210,000							
					Project Completed						ü	Assets Created/Project Capitalised						
					2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast									C				
					Actual													C
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual	C												
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	C												
Actual	C																	
Pump Station Lid Replacement (SPS LID REPLACEMENT 15-16)	\$25,000	\$0	\$25,000	\$25,019	• Project complete.													
					Lifetime Expenditure = \$25,019						Lifetime Budget = \$25,000							
					Project Completed						ü	Assets Created/Project Capitalised						ü
					2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast										C			
					Actual													
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast						A					C		
					Actual										P		C	
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	C												
Actual	C																	



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 28 FEBRUARY 2018

Water and Sewerage Capital Works Progress Report

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



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 28 FEBRUARY 2018

Water and Sewerage Capital Works Progress Report

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



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 28 FEBRUARY 2018

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline															
	HSC Budget	Other Source	Total																	
2017-2018 Capital Projects																				
Installation of New Water Connections 17-18 (18W-CONN-N1)	\$50,000	\$0	\$50,000	\$7,730	<ul style="list-style-type: none">Delivered by Council staff.New connections installed as required.															
					Project Completed					Assets Created/Project Capitalised										
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast	C														
					Actual	C														
Renewal of Existing Water Connections 17-18 (18W-CONN-R2)	\$15,000	\$0	\$15,000	\$13,472	<ul style="list-style-type: none">To be delivered by Council staff.Replacements as required.															
					Project Completed					Assets Created/Project Capitalised										
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast	C														
					Actual	C														
Fire Hydrant Replacements 17-18 (18W-HYDT-R1)	\$25,000	\$0	\$25,000	\$14,630	<ul style="list-style-type: none">To be delivered by Council staff. Hydrant replacements selected.															
					Project Completed					Assets Created/Project Capitalised										
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast	C														
					Actual									C						
Pressure Monitoring Replacements 17-18 (18W-INST-R1)	\$150,000	\$0	\$150,000	\$1,615	<ul style="list-style-type: none">RFQ released in February, closing early March.															
					Project Completed					Assets Created/Project Capitalised										
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast										P		C			
					Actual											P				
Water Main Replacements 17-18 (18W-MAIN-R1)	\$200,000	\$0	\$200,000	\$4,589	<ul style="list-style-type: none">Works to be undertaken by contractors. Area selected - sections of Cartwright Street and Vic Mill Road. Discussions have started with DTMR.															
					Project Completed					Assets Created/Project Capitalised										
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast	A				A		P					C			
					Actual	A											P			



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 28 FEBRUARY 2018

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline																
	HSC Budget	Other Source	Total																		
Replace Macknade Booster Pump Sets (18W-PUMP-R1)	\$60,000	\$0	\$60,000	\$33,987	• Pump set installed and fully operational.																
					Project Completed					ü	Assets Created/Project Capitalised										
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast			P								C					
					Actual			P						C							
Replace Forrest Beach WTP Transfer Pumps (18W-PUMP-R2)	\$50,000	\$0	\$50,000	\$13,360	• Pumps installed and fully operational.																
					Project Completed					ü	Assets Created/Project Capitalised										
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast	P					C										
					Actual	P									C						
Replace Floating Cover - Ingham Depot WTP (18W-RESR-R1)	\$100,000	\$0	\$100,000	\$14,770	• Initial inspection completed by Australian Lining Company in July.																
					Project Completed						Assets Created/Project Capitalised										
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast	A	P				C										
					Actual	A															
Bitumen Seal Base Lucinda Low Level Res (18W-RESR-R2)	\$50,000	\$0	\$50,000	\$0	• Council Works Department looking at this work.																
					Project Completed						Assets Created/Project Capitalised										
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast					C											
					Actual																
Upgrade Water Switchboards with PLC Control 17-18 (18W-SWBD-N1)	\$30,000	\$0	\$30,000	\$0	• Works to be undertaken by contractors with consultation from I.T.																
					Project Completed						Assets Created/Project Capitalised										
					2017/18	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 2018

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Depot Treatment Plant Upgrade 17-18 (18W-TPTU-N1)	\$480,000	\$400,000	\$880,000	\$40,802	<ul style="list-style-type: none"> RFQ for Pilot Bore Drilling closed in February. Ingham Drilling have been awarded the contract for Pilot Bore Drilling. Preliminary designs started.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/18</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div> <div>A</div> <div>P</div> <div>C</div>
					<div>Actual</div> <div>P</div> <div>A</div> <div>P</div>
Valve Replacements (18W-VALV-R1)	\$25,000	\$0	\$25,000	\$3,766	<ul style="list-style-type: none"> To be delivered by Council staff.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/18</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>C</div>
					<div>Actual</div> <div>C</div>
Smoke Testing 17-18 (18S-FLOW-N3)	\$100,000	\$0	\$100,000	\$0	<ul style="list-style-type: none"> Works to be carried out by contractors. Possible Collaboration Project with Burdekin. Work in May & June when sewers are empty.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/18</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div> <div>C</div>
					<div>Actual</div>
Manhole Refurbishment 17-18 (18S-MANH-R1)	\$100,000	\$0	\$100,000	\$9,321	<ul style="list-style-type: none"> Council staff have commenced raising manholes.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/18</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>C</div>
					<div>Actual</div> <div>C</div> <div>P</div>
Replace Confined Space Trailer & Equipment (18S-PTEQ-R1)	\$50,000	\$0	\$50,000	\$50	<ul style="list-style-type: none"> RFQ closed early February.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/18</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div>
					<div>Actual</div> <div>P</div>



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 28 FEBRUARY 2018

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline														
	HSC Budget	Other Source	Total																
General Sewerage Pump Replacement 17-18 (18S-PUMP-R2)	\$30,000	\$0	\$30,000	\$0	<ul style="list-style-type: none">To be delivered by Council staff.Replacements as required.														
					Project Completed					Assets Created/Project Capitalised									
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	C													
					Actual														
Structural Refurb SPS 12 & SPS 15 (18S-SPSU-R1)	\$531,000	\$0	\$531,000	\$72,204	<ul style="list-style-type: none">Refurbishment of SPS 12 has commenced. Project expected to be completed by Mid April														
					Project Completed					Assets Created/Project Capitalised									
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	P			C										
					Actual	P					C								
Replace Sewerage Pump Station Lids 17-18 (18S-SPSU-R2)	\$25,000	\$0	\$25,000	\$0	<ul style="list-style-type: none">Works to be undertaken by contractors.														
					Project Completed					Assets Created/Project Capitalised									
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast					P								C	
					Actual	P													
Replace Switchboard SPS (18S-SWBD-R1)	\$100,000	\$0	\$100,000	\$54,081	<ul style="list-style-type: none">Jeff & Pitsi Lahtinen Electrical have been awarded the contract for supply and delivery of Sewerage Pump Station Switchboards.Switchboards have arrived and are awaiting installation.														
					Project Completed					Assets Created/Project Capitalised									
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast					P								C	
					Actual	P													
Upgrade Sewer TLC-02-01 to TLX 17-18 (18S-TELM-R1)	\$25,000	\$0	\$25,000	\$0	<ul style="list-style-type: none">Eaton/Elpro pricing replacement radios. Changeover in May with routine service														
					Project Completed					Assets Created/Project Capitalised									
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast					C									
					Actual											P			
2017/2018 Capital Works	\$2,196,000	\$400,000	\$2,596,000	\$284,378															

Water and Sewerage Operational Costs Progress Report

Work Type	Financial Year 17/18 YTD Costs			Financial Year 17/18 YTD Total Costs	January 17/18 Total Costs	Financial Year 16/17 YTD Costs			Financial Year 16/17 YTD Total Costs	Financial Year 16/17 Total Costs	January 16/17 Total Costs
	Reactive	Scheduled	Operational			Reactive	Scheduled	Operational			
Water Connection Operations & Maintenance	\$63,750.38	\$44,586.93	\$2,735.04	\$111,075.85	\$8,505.43	\$76,275.55	\$61,023.69	\$5,452.52	\$142,755.26	\$228,867.00	\$9,189.40
Water Fire Hydrant Operations & Maintenance	\$37,204.79	\$793.76	\$2,749.90	\$40,748.45	\$2,199.62	\$12,988.20	\$0.00	\$2,936.05	\$15,924.25	\$19,365.32	\$903.77
Water Mains Operations & Maintenance	\$1,479.35	\$0.00	\$3,391.50	\$4,870.85	\$430.92	\$20,511.54	\$0.00	\$4,733.62	\$25,245.16	\$26,680.51	\$941.30
Water Valve Operations & Maintenance	\$5,226.57	\$0.00	\$8,379.30	\$13,605.87	\$3,396.27	\$3,189.14	\$0.00	\$2,293.18	\$5,482.32	\$9,117.80	\$1,182.10
Water Pump Station Operations & Maintenance	\$8,563.90	\$3,912.97	\$159,461.66	\$173,810.15	\$19,568.01	\$1,433.08	\$4,642.68	\$179,616.85	\$187,564.23	\$293,966.06	\$25,471.26
Water Pumps Operations & Maintenance	\$28,630.10	\$0.00	\$0.00	\$28,630.10	\$1,330.71	\$17,381.76	\$0.00	\$0.00	\$17,381.76	\$47,328.51	\$1,776.41
Water Switchboard Operations & Maintenance	\$16,603.55	\$4,843.72	\$0.00	\$22,770.45	\$670.86	\$5,792.28	\$1,979.43	\$0.00	\$9,094.89	\$15,874.74	\$960.40
Water Treatment Plant Operations & Maintenance	\$1,856.94	\$16,094.23	\$162,238.98	\$183,120.97	\$25,072.97	\$0.00	\$4,878.00	\$158,044.30	\$165,853.12	\$302,920.56	\$28,086.68
Water Tower Operations & Maintenance	\$7.50	\$0.00	\$6,584.99	\$6,627.04	\$690.20	\$0.00	\$0.00	\$6,301.40	\$6,335.95	\$8,659.76	\$2,452.53
Water General Operations	\$0.00	\$0.00	\$68,852.03	\$85,012.75	\$7,117.96	\$510.44	\$17,325.00	\$20,525.25	\$54,521.41	\$79,306.21	\$1,260.83
Sewer Connection Operations & Maintenance	\$1,434.51	\$124.03	\$0.00	\$1,558.54	\$0.00	\$2,642.29	\$0.00	\$134.54	\$2,776.83	\$14,434.28	\$614.47
Sewer Mains Operations & Maintenance	\$2,565.45	\$1,047.36	\$1,101.23	\$4,714.04	\$44.65	\$4,793.39	\$1,636.00	\$1,436.05	\$7,865.44	\$8,914.12	\$0.00
Sewer M/Holes Operations & Maintenance	\$1,000.27	\$0.00	\$1,249.69	\$2,270.86	\$206.68	\$0.00	\$0.00	\$1,376.60	\$1,397.50	\$1,501.13	\$0.00
Sewer Pump Station Operations & Maintenance	\$0.00	\$0.00	\$125,916.85	\$125,916.85	\$23,208.32	\$0.00	\$0.00	\$138,489.58	\$138,489.58	\$280,979.73	\$18,243.80
Sewer Switchboard Operations & Maintenance	\$15,178.16	\$4,903.38	\$0.00	\$20,081.54	\$1,118.12	\$20,260.67	\$1,024.02	\$0.00	\$21,284.69	\$36,274.11	\$2,690.97
Sewer Treatment Plant Operations & Maint	\$3,519.18	\$2,016.86	\$145,465.73	\$155,881.01	\$12,391.72	\$4,285.78	\$2,709.49	\$131,939.98	\$143,814.49	\$253,688.22	\$12,133.10
Sewer Pumps Operations & Maintenance	\$38,460.50	\$2,862.92	\$0.00	\$43,989.78	\$2,432.51	\$29,006.59	\$0.00	\$0.00	\$31,672.95	\$56,362.30	\$1,938.65
Sewer General Operations	\$0.00	\$0.00	\$59,227.92	\$65,681.10	\$3,380.16	\$0.00	\$0.00	\$44,443.37	\$50,896.55	\$91,176.99	\$5,513.37
Sewer Wetlands Operations & Maintenance	\$0.00	\$1,047.78	\$25,710.52	\$26,758.30	\$1,737.33	\$0.00	\$653.77	\$19,011.10	\$19,664.87	\$31,604.00	\$993.74
	\$225,481.15	\$82,233.94	\$773,065.34	\$1,117,124.50	\$113,502.44	\$199,070.71	\$95,872.08	\$716,734.39	\$1,048,021.25	\$1,807,021.35	\$114,352.78
• Total Water Budget				\$1,000,609.00							
• Total Seweage Budget				\$1,195,625.00							

Installation of Forrest Beach Transfer Pumps



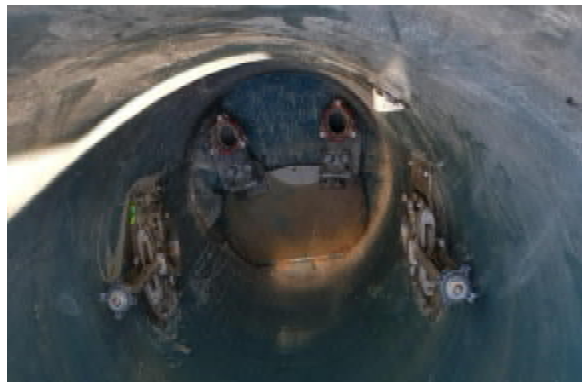
Installation of Forrest Beach Transfer Pumps



Manhole Lid Replacements



Sewerage Pump Station 12 Upgrades



Sewerage Pump Station 15 Upgrades



Water & Sewerage Works Request Report



For the Month of February 2018

Category	Request Lodged	Action Completed	Percentage Completed	
Installed New Connection	0	0		
Repaired Broken Service	16	16	100.0%	
Low Pressure	0	0		
Sewerage Odour	0	0		
Replaced Jumper Valve	2	2	100.0%	
Repair Broken Main	1	1	100.0%	
Dirty Water	0	0		
Sewerage Blockage	0	0		
Other Requests	35	31	88.6%	
TOTALS:	54	50	92.6%	

Water & Sewerage Works Request Report

For the Financial Year to February 2018

Category	Request Lodged	Action Completed	Percentage Completed	Comments
Installed New Connection	9	9	100.0%	
Repaired Broken Service	92	92	100.0%	
Low Pressure	0	0		
Sewerage Odour	0	0		
Replaced Jumper Valve	23	21	91.3%	
Repair Broken Main	3	3	100.0%	
Dirty Water	9	9	100.0%	
Sewerage Blockage	1	1	100.0%	
Other Requests	297	288	97.0%	
TOTALS:	434	423	97.5%	

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 2018



1. WATER

	Ingham River PS	Martin St. Depot WTP	Halifax WTP	Macknade WTP	Forrest Beach WTP
Total KI Pumped	4845	99047	0	17577	13343
Previous Month	28041	89633	0	20521	18319
	Halifax Depot	Ing to F/Bch Flow			
Total KI Pumped	5406	3936			
Previous Month	8356	5024			

2. WATER CONSUMPTION

	Total KI	Mean Day	Max Day	Min Day	l/c/d	Prev. Month
SCHEME 1 - Ingham/Toobanna/Trebonne	94550	3377	4396	0	464	462
SCHEME 2 - Halifax/Lucinda/Cordelia/Macknade/Taylors Beach	22983	821	1180	0	233	264
SCHEME 3 - Forrest Beach	13343	721	432	306	318	394

3. SEWERAGE

	Total KI	Mean Day	Max Day	Min Day	Prev Month Total KI	Prev Month Mean Day
Ingham Sewerage Treatment Plant - Inlet Flow	108867	3888	11764	1369	54926	1772
Ingham Sewerage Treatment Plant - Pumped to Community Wetlands	43186	1727	2468	1023	49079	1583
Ingham Sewerage Treatment Plant - Outlet Flow to Herbert River - W3	40193	1297	8764	0	2747	89
Hinchinbrook Community Wetlands - Inlet Flow	39295	1268	2190	0	37451	1208
Hinchinbrook Community Wetlands - Outlet Flow - W1	48066	1551	2509	0	46125	1488
Lucinda Sewerage Treatment Plant - Outflow to Irrigation	771	28	80	13	1114	36
Lucinda Sewerage Treatment Plant - Outflow - W2 - Ocean	0	0	0	0	0	0
Trebonne Sewerage	13305	475	801	224	11416	368

Escherichia Coli Health Compliance Quarterly Report



Ingham Water Supply - Raw Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	4	0	2	0	6
Tests Failures	2	0	1	0	3
Tests Passed	2	0	1	0	3
% Passed	50.00%	#DIV/0!	50%	#DIV/0!	50%

Ingham Water Supply - TREATED Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	4	0	2	0	6
Tests Failures	0	0	0	0	0
Tests Passed	4	0	2	0	6
% Passed	100%	#DIV/0!	100%	#DIV/0!	100%

Ingham Water Supply - Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	18	20	16	0	54
Tests Failures	0	0	0	0	0
Tests Passed	18	20	16	0	54
% 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	2	0	1	0	3
Tests Failures	2	0	1	0	3
Tests Passed	0	0	0	0	0
% Passed	0%	#DIV/0!	0%	#DIV/0!	0%

Forrest Bch Water Supply - TREATED Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	2	0	1	0	3
Tests Failures	0	0	0	0	0
Tests Passed	2	0	1	0	3
% Passed	100%	#DIV/0!	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	10	0	34
Tests Failures	0	0	0	0	0
Tests Passed	13	11	10	0	34
% 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	2	0	1	0	3
Tests Failures	0	0	1	0	1
Tests Passed	2	0	0	0	2
% Passed	100%	#DIV/0!	0%	#DIV/0!	67%

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

Lower Herbert Water Supply- Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	15	17	15	0	47
Tests Failures	0	0	0	0	0
Tests Passed	15	17	15	0	47
% Passed	100%	100%	100%	#DIV/0!	100%

		NO. of TESTS	NO. of Passes	FAILURES	Compliance
INGHAM	Reticulation	29	29	0	100%
TREBONNE	Reticulation	9	9	0	100%
TOOBANNA	Reticulation	6	6	0	100%
BLACKROCK	Reticulation	10	10	0	100%
FORREST BCH	Reticulation	34	34	0	100%
TAYLORS BCH	Reticulation	8	8	0	100%
MKD/BEM	Reticulation	14	14	0	100%
HALIFAX	Reticulation	11	11	0	100%
LUCINDA	Reticulation	9	9	0	100%
CORDELIA	Reticulation	5	5	0	100%
TOTAL		135	135	0	100%

SCHEME 1 - INGHAM SUPPLY	54	54	0	100%
SCHEME 2 - L/ HERBERT SUPPLY	47	47	0	100%
SCHEME 3 FORREST BCH SUPPLY	34	34	0	100%
HINCHINBROOK WATER SUPPLY	135	135	0	100%



HINCHINBROOK
SHIRE COUNCIL

[illegible]



REPORT TO COUNCIL

 INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT

For Council Decision - Recommendation

That the Report be received and noted.

Officers Comment

This Works Capital Program Report is to be presented at Council's Ordinary Meeting scheduled to be held on 27 March 2018.

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

Works Currently in Progress

Major Works Performed During February 2018

- 18T2 - Mount Fox Road TIDS
- 18T4 - Hawkins Creek Road TIDS
- 18T6 - Furber Road TIDS
- 17F2 - Ingham Building Our Regions Footpath
- 18T1 - Wallaman Falls Road TIDS
- 18RS - Annual Reseal Program (Preparation Works)
- 18D1 - Replace Grated Entry with Kerb Entry
- 18RPF - Repair/Reline Rotary Park Fountain
- 17R2 - Insitu Stabilisation of Class 5 Roads

Works Scheduled to Commence During March 2018 (Report amended for March 2018 Flood Event)

- 18R1 - Safety and Amenity Program
- 18KR - 2017/2018 Kerb & Channel Rehabilitation - McIlwraith Street
- 18T7 - Abergowrie Road TIDS

Works Scheduled to be Completed During March 2018, Weather Permitting

(Report amended for March 2018 Flood Event)

- 18T2 - Mount Fox Road TIDS
- 18T4 - Hawkins Creek Road TIDS
- 18R1 - Safety and Amenity Program
- 18T1 - Wallaman Falls Road TIDS
- 18T7 - Abergowrie Road TIDS

Author: Jenna Devietti/ Steve Hall

Position: Works Engineer / Works Manager - Construction

Date: 12/03/18

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2016/2017 Budget Carry Forward	2017/2018 Expenditure includes commitments	Comments & Project Timeline																																																				
	HSC Budget	Other Source	Total																																																							
2017-2018 Capital Projects																																																										
Safety & Amenity Improvement Program (18R1)	\$55,000		\$55,000		\$36,000	<div><div>• Cruickshanks Road culvert extension is complete.</div><div>• Balance funding to be directed to procuring materials for pipe extension to improve safety at intersection of Cazzulino Road and Stone River Road. Road corridor boundaries are still to be surveyed, this will determine the orientation of the culvert extensions.</div><div>• Balance funding to be directed in regrade existing table drain on Catastis Road which has been identified for improvement.</div></div> <table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="4">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td><td>C</td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td>A</td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed						Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast		C							C				Actual		A	C									
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Forecast		C							C																																																	
Actual		A	C																																																							
Insitu Stabilising of Class 5 Roads (18R2)	\$250,000		\$250,000			<div><div>• Sites identified for stabilising include Altofts Road, Kehls Road, Moores Road, Mudies Road and Seris Road.</div><div>• Geotechnical consultant has been engaged and is commencing investigation to determine required stabilisation rate.</div></div> <table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="4">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td></td><td></td><td></td><td></td><td colspan="3">A</td><td>P</td><td>C</td><td></td></tr><tr><td>Actual</td><td></td><td></td><td></td><td></td><td></td><td></td><td colspan="3">A</td><td></td><td></td><td></td></tr></table>		Project Completed						Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast							A			P	C		Actual							A					
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Forecast							A			P	C																																															
Actual							A																																																			
Nebbias Road Seal Extension (18R3)	\$247,000		\$247,000		\$15,754	<div><div>• RFQ for design awarded to Langtree Consultants with design currently in progress.</div><div>• Public consultation has been undertaken with positive outcomes.</div><div>• Finalisation of design currently in progress.</div></div> <table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="4">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td>P</td><td></td><td colspan="4">A</td><td colspan="3">C</td><td></td></tr><tr><td>Actual</td><td></td><td></td><td>P</td><td></td><td colspan="4">A</td><td></td><td></td><td></td><td></td></tr></table>		Project Completed						Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast			P		A				C				Actual			P		A							
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Forecast			P		A				C																																																	
Actual			P		A																																																					
Barberos Road Rehabilitation to Rural Standard (18R4)	\$149,000		\$149,000		\$12,920	<div><div>• RFQ for design awarded to FortiSEM.</div><div>• Preliminary plans received for consultation purposes.</div><div>• Public consultation to be scheduled.</div></div> <table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="4">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td></td><td>P</td><td colspan="4">A</td><td colspan="3">C</td><td></td></tr><tr><td>Actual</td><td></td><td></td><td>A</td><td>P</td><td colspan="4">A</td><td></td><td></td><td></td><td></td></tr></table>		Project Completed						Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast				P	A				C				Actual			A	P	A							
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Forecast				P	A				C																																																	
Actual			A	P	A																																																					
Zammits Road - Ch 30 to Ch 1250 Rehabilitation Works (18R5)	\$143,000		\$143,000		\$11,715	<div><div>• RFQ for design awarded to FortiSEM.</div><div>• FortiSEM has commenced the design for this project.</div><div>• Preliminary plans received for consultation purposes.</div><div>• Public consultation to be scheduled.</div></div> <table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="4">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td></td><td>P</td><td colspan="4">A</td><td colspan="3">C</td><td></td></tr><tr><td>Actual</td><td></td><td></td><td>A</td><td>P</td><td colspan="4">A</td><td></td><td></td><td></td><td></td></tr></table>		Project Completed						Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast				P	A				C				Actual			A	P	A							
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Forecast				P	A				C																																																	
Actual			A	P	A																																																					



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 28 FEBRUARY 2018

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2016/2017 Budget Carry Forward	2017/2018 Expenditure includes commitments	Comments & Project Timeline													
	HSC Budget	Other Source	Total																
Jourama Road - Ch 1500 to Ch 4300 (18R6)	\$271,000		\$271,000		\$14,884	<ul style="list-style-type: none">• RFQ awarded to Langtree Consulting with design currently in progress.• Public consultation has been undertaken with positive outcomes.• Finalisation of design currently in progress.													
							Project Completed						Assets Created/Project Capitalised						
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast				P	A						C		
						Actual				P	A								
Lyons Street - Rehabilitation and Drainage Works (18R7)	\$170,000		\$170,000		\$10,750	<ul style="list-style-type: none">• RFQ awarded to Langtree Consulting for design works.													
							Project Completed						Assets Created/Project Capitalised						
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast								P	A		C		
						Actual									P	A			
Wallaman Falls Road TIDS (18T1)	\$50,000	\$50,000	\$100,000		\$13,270	<ul style="list-style-type: none">• Locations for reseal have been confirmed with design completed and job folders developed.• Pre-start meeting completed.• Sealing preparation works have been completed and sealing contractors programmed.													
							Project Completed						Assets Created/Project Capitalised						
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast													
						Actual													
Mt Fox Road TIDS (18T2)	\$100,000	\$100,000	\$200,000		\$75,263	<ul style="list-style-type: none">• Design completed, job folders developed and pre-start meeting held.• Construction commenced on road widenings.• Earth works completed with the project approximately 65% complete. Wet weather is slowing progress.													
							Project Completed						Assets Created/Project Capitalised						
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast													
						Actual													
Hawkins Creek Road TIDS (18T4)	\$25,000	\$25,000	\$50,000		\$65,379	<ul style="list-style-type: none">• Design completed, job folders developed and pre-start meeting held.• Works approximately 95% complete. Wet weather has deferred final seal.													
							Project Completed						Assets Created/Project Capitalised						
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast													
						Actual													
Mt Gardiner Road TIDS (17T3)	\$100,000	\$100,000	\$200,000		\$138,485	<ul style="list-style-type: none">• Project complete.													
							Project Completed						Assets Created/Project Capitalised						
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast													
						Actual													

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2016/2017 Budget Carry Forward	2017/2018 Expenditure includes commitments	Comments & Project Timeline														
	HSC Budget	Other Source	Total																	
Menzies Street TIDS (18T5)	\$50,000	\$50,000	\$100,000			<ul style="list-style-type: none">Design completed, job folders developed and pre-start meeting held.To reduce impact of traffic during school, works are scheduled for Easter school holidays.														
							Project Completed			Assets Created/Project Capitalised										
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast						A					C			
						Actual						A								
Furber Road TIDS (18T6)	\$50,000	\$50,000	\$100,000		\$100,770	<ul style="list-style-type: none">Works completed.														
							Project Completed		U		Assets Created/Project Capitalised									
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast						A	C							
						Actual						A	C							
Abergowrie Road TIDS (18T7)	\$50,000	\$50,000	\$100,000			<ul style="list-style-type: none">A number of sites have been identified for rehabilitation works.Design completed with pre-construction meeting to be held.Works to commence in March.														
							Project Completed			Assets Created/Project Capitalised										
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast							A		C					
						Actual							A							
Elphinstone Pocket Road TIDS (18T8)	\$74,000	\$74,000	\$148,000			<ul style="list-style-type: none">Design completed for guard rail upgrade and signage improvements.Pre-construction meeting to be held and procurement to commence in March.														
							Project Completed			Assets Created/Project Capitalised										
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast							A		P	C				
						Actual							A							
Bridge Inspections and Designs (18B1)	\$150,000		\$150,000		\$17,653	<ul style="list-style-type: none">Preliminary designs and costings have been provided for both bridges. Reports to be reviewed and presented to Council prior to moving onto detailed design.Procurement for bridges due for Level 2 and 3 inspections to be undertaken in March.														
							Project Completed			Assets Created/Project Capitalised										
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast							A							
						Actual							A							
Baillies Road Bridge - Baillies Road (18B2)	\$500,000		\$500,000		\$51,754	<ul style="list-style-type: none">Cardno are continuing with the detailed the detailed design.PDR SMEC are undertaking the geotechnical investigation, investigation works on site have been completed with samples currently being analysed in the laboratory.Tender for construction of the replacement bridge expected to be released late March.														
							Project Completed			Assets Created/Project Capitalised										
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast							A		C					
						Actual							A							

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2016/2017 Budget Carry Forward	2017/2018 Expenditure includes commitments	Comments & Project Timeline															
	HSC Budget	Other Source	Total																		
Kerb and Channel Rehabilitation Program (18KR)	\$300,000		\$300,000		\$222,544	<ul style="list-style-type: none">Cassady Street, Palm Avenue, Hawkins Street and Cartwright projects complete.Design complete for two small projects in McIlwraith Street for use of balance funding.Design undertaken for Covell Street indicated this project will be favourable for next years rehabilitation program due to estimate of works.Pre-construction meeting to be held for McIlwraith Street.															
							Project Completed				Assets Created/Project Capitalised										
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast		P	C					A			C				
						Actual		P	C					A							
Kerb Crossing Improvements to Non Compliant Crossings (18K1)	\$60,000		\$60,000			<ul style="list-style-type: none">Locations determined.Project documentation currently in progress.															
							Project Completed				Assets Created/Project Capitalised										
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast		A								C					
						Actual		A													
Footpath Rehabilitation Program (18FR)	\$150,000		\$150,000		\$74,702	<ul style="list-style-type: none">Cartwright Street project complete.Design currently in progress for Lannercost Street adjacent to Tweak Fitness for use of balance funding. Currently with the Works Department for further markups.															
							Project Completed				Assets Created/Project Capitalised										
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast		A		P	C		A								
						Actual		A		P	C		A								
Ash Street Disabled Access (18P1)	\$10,000		\$10,000			<ul style="list-style-type: none">No further works required at location.Budget to be reallocated.															
							Project Completed			U	Assets Created/Project Capitalised										
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast		A	C												
						Actual		A	C												
Annual Reseal Program (18RS)	\$496,000		\$496,000		\$196,383	<ul style="list-style-type: none">Preparation works complete.Sealing contractor scheduled for March.Additional sites have been nominated to utilise balance funding.															
							Project Completed				Assets Created/Project Capitalised										
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast				C				C							
						Actual				C				C							

Works Capital Works Progress Report

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	HSC Budget	Other Source	Total																																																									
Annual Gravel Resheeting Program (18GRS)	\$254,000		\$254,000		\$178,067	<div><div>• Work is complete on Stallans Lane, Milton Road, Allendale Road and roads within Abergowrie.</div><div>• Crews commenced a post season grade in January, with remaining resheeting funds to be utilised where required.</div></div> <table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="6">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td>C</td><td></td><td>A</td><td></td><td>C</td><td></td><td></td><td></td><td></td><td>C</td><td></td></tr><tr><td>Actual</td><td></td><td>C</td><td></td><td>A</td><td></td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed						Assets Created/Project Capitalised								2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast		C		A		C					C		Actual		C		A		C						
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Forecast		C		A		C					C																																																	
Actual		C		A		C																																																						
Replace Grated Entry with Kerb Entry (18D1)	\$15,000		\$15,000		\$17,660	<div>• Macdonald St and Lannercost St completed.</div> <table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="6">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td colspan="4">A</td><td colspan="2">C</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td colspan="4">A</td><td colspan="2">C</td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed						Assets Created/Project Capitalised								2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast		A				C							Actual		A				C						
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Actual		A				C																																																						
Drainage Upgrade Program - Works (18D2)	\$150,000		\$150,000		\$60,404	<div><div>• Amos Road Culvert Upgrade - Works have been completed.</div><div>• Kelly Street Drain - Concrete invert works have been complete. After discussions with land owners concrete batter protection is still to be completed.</div><div>• Currently determining additional sites for balance funding.</div></div> <table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="6">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td>A</td><td>C</td><td></td><td></td><td></td><td colspan="2">A</td><td></td><td colspan="2">C</td><td></td></tr><tr><td>Actual</td><td></td><td>A</td><td>C</td><td></td><td></td><td></td><td colspan="2">A</td><td></td><td></td><td></td><td></td></tr></table>		Project Completed						Assets Created/Project Capitalised								2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast		A	C				A			C			Actual		A	C				A					
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Actual		A	C				A																																																					
Renouf Street - Drainage Upgrade (18D3)	\$10,000		\$10,000		\$7,710	<div>• Project complete.</div> <table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2">U</td><td colspan="6">Assets Created/Project Capitalised</td><td colspan="2">U</td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td colspan="4">A</td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td colspan="4">A</td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed				U		Assets Created/Project Capitalised						U		2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast		A				C							Actual		A				C						
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Forecast		A				C																																																						
Actual		A				C																																																						
Lucinda Groynes (18LG)	\$200,000		\$200,000		\$36,395	<div><div>• Session held with Lucinda Progress Association to provide overview of success of existing geofabric bags. Meeting concluded that groynes are working successfully with some concerns raised regarding motorised vehicles driving over the groynes and causing damage. Works to undertake maintenance to progress.</div><div>• RFQ for procurement of geofabric bags completed.</div><div>• Works to commence in March.</div></div> <table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="6">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td></td><td></td><td></td><td></td><td colspan="2">P</td><td></td><td colspan="2">C</td><td></td></tr><tr><td>Actual</td><td></td><td></td><td></td><td></td><td></td><td></td><td colspan="2">P</td><td></td><td></td><td></td><td></td></tr></table>		Project Completed						Assets Created/Project Capitalised								2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast							P			C			Actual							P					
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Forecast							P			C																																																		
Actual							P																																																					
Taylor's Beach Dredging (18TBG)	\$15,000		\$15,000		\$6,620	<div>• Works to be scoped for 18/19.</div> <table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="6">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed						Assets Created/Project Capitalised								2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast													Actual												
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Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2016/2017 Budget Carry Forward	2017/2018 Expenditure includes commitments	Comments & Project Timeline												
	HSC Budget	Other Source	Total															
Emulsion Storage Unit (18ESU)	\$45,000		\$45,000			• Procurement undertaken for emulsion storage unit. Evaluation currently in progress.												
							Project Completed				Assets Created/Project Capitalised							
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast					P							
						Actual					P							
Repair/Reline Rotary Park Fountain (18RPF)	\$25,000		\$25,000		\$17,730	• Procurement completed for repair works with contractor engaged.												
						• Works completed.												
							Project Completed				Assets Created/Project Capitalised							
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast						P			C			
Actual						P			C									
Insitu Stabilisation of Class 5 Roads (17R2)	\$250,000		\$250,000		\$146,182	• Cantamessas Road RFQ for construction has been awarded to Timrith Transport.												
						• Cantamessas Road works have been completed. Final inspection carried out.												
							Project Completed				Assets Created/Project Capitalised							
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast							C					
Actual							C											
Supplement Roads (17R3)	\$205,000		\$205,000		\$89,866	• Two lines of pipes completed on Milton Road.												
						• Works scheduled when conditions permit.												
						• Pipes laid on Milton Rd. Allendale Rd to resume, weather permitting.												
							Project Completed				Assets Created/Project Capitalised							
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Forecast		C				C						C						
Actual		C				C												
Ann Street Reconstruction (17R4)	\$100,000		\$100,000		\$60,665	• Project complete.												
							Project Completed			ü		Assets Created/Project Capitalised						
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		C										
						Actual		C										
Lee Creek Bridge (17B3)	\$225,000		\$225,000		\$220,177	• Project completed. Final claim to be processed.												
							Project Completed			ü		Assets Created/Project Capitalised						
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast			C									
						Actual				C								
Yard Creek Bridge (17B4)	\$210,000		\$210,000		\$125,398	• Project complete. Final claim still to be made by contractor.												
							Project Completed			ü		Assets Created/Project Capitalised						
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		C										
						Actual		C										

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2016/2017 Budget Carry Forward	2017/2018 Expenditure includes commitments	Comments & Project Timeline																																																											
	HSC Budget	Other Source	Total																																																														
Lagoon Creek Bridge (17B2)	\$474,000		\$474,000		\$460,828	<div>• Project complete.</div> <table><tr><td></td><td colspan="4">Project Completed</td><td>ü</td><td colspan="2"></td><td colspan="4">Assets Created/Project Capitalised</td><td></td><td></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td><td></td><td></td></tr><tr><td>Forecast</td><td colspan="4">C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td colspan="4">C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed				ü			Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			Forecast	C														Actual	C													
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Forecast	C																																																																
Actual	C																																																																
Rehabilitation Program (17KR)	\$245,000		\$245,000		\$231,510	<div>• Project complete on sections of Miles and Griffith Street.</div> <table><tr><td></td><td colspan="4">Project Completed</td><td>ü</td><td colspan="2"></td><td colspan="4">Assets Created/Project Capitalised</td><td></td><td></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td><td></td><td></td></tr><tr><td>Forecast</td><td colspan="4">C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td colspan="4">C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed				ü			Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			Forecast	C														Actual	C													
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Forecast	C																																																																
Actual	C																																																																
Footpath Rehabilitation Program (17FR)	\$58,000		\$58,000		\$52,334	<div>• Project complete on section of footpath on Pandanus Street.</div> <table><tr><td></td><td colspan="4">Project Completed</td><td>ü</td><td colspan="2"></td><td colspan="4">Assets Created/Project Capitalised</td><td></td><td></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td><td></td><td></td></tr><tr><td>Forecast</td><td colspan="2">C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td colspan="2">C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed				ü			Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			Forecast	C														Actual	C													
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Forecast	C																																																																
Actual	C																																																																
Disability Footpaths/Pram Ramps (18F1)	\$19,000		\$19,000			<table><tr><td></td><td colspan="4">Project Completed</td><td></td><td colspan="2"></td><td colspan="4">Assets Created/Project Capitalised</td><td></td><td></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td><td></td><td></td></tr><tr><td>Forecast</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed							Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			Forecast															Actual														
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Forecast																																																																	
Actual																																																																	
McIlwraith Street - Townsville Rd to Dutton Street (17F1)	\$5,000		\$5,000		\$3,111	<div>• Project complete. Final costing posted in 17/18.</div> <table><tr><td></td><td colspan="4">Project Completed</td><td>ü</td><td colspan="2"></td><td colspan="4">Assets Created/Project Capitalised</td><td></td><td></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td><td></td><td></td></tr><tr><td>Forecast</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed				ü			Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			Forecast															Actual														
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2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun																																																					
Forecast																																																																	
Actual																																																																	
Ingham Building Our Regions Footpath (17F2)	\$613,200	\$919,800	\$1,533,000		\$1,097,289 (Total) \$85,797 (HSC Menzies Street Works) \$125,354 (Relocation/Protection of Services) \$886,138 (Contractor)	<div>• OTL Concreting & Excavation was awarded contract for HSC 17/10 Hinchinbrook Shared Footpath Connectivity Project.</div> <div>• Langtree Consulting was awarded Project Management Services.</div> <div>• Contract works currently in progress.</div> <div>• Council has completed works to extend the existing culvert on Menzies Street and the adjacent footpath.</div> <div>• Contract works has recommence with footpath being laid along western end of McIlwraith Street and Berwick Street.</div> <table><tr><td></td><td colspan="4">Project Completed</td><td></td><td colspan="2"></td><td colspan="4">Assets Created/Project Capitalised</td><td></td><td></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td><td></td><td></td></tr><tr><td>Forecast</td><td colspan="11">C</td><td></td><td></td></tr><tr><td>Actual</td><td colspan="9">C</td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed							Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			Forecast	C													Actual	C														
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Forecast	C																																																																
Actual	C																																																																

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2016/2017 Budget Carry Forward	2017/2018 Expenditure includes commitments	Comments & Project Timeline															
	HSC Budget	Other Source	Total																		
Annual Gravel Re-Sheeting Program (17GRS)	\$5,000		\$5,000		\$2,117	• Project complete. Final costing posted in 17/18.															
							Project Completed				U			Assets Created/Project Capitalised							
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast															
						Actual															
Drainage Upgrade Program (17D2 & 17D4)	\$478,000	\$275,000	\$753,000		\$624,376	• Palm Creek Conveyance Project - Works are complete and funding has been acquitted. Still finalising the Material Change of Use and handover of land to Council. • Works completed on replacement of existing culvert on unmaintained section of Amos Road as per Council resolution. • Budget includes Palm Creek Conveyance, Urban Drainage, Forrest Beach, Halifax and Ingham Drainage Improvement carryovers.															
							Project Completed				U			Assets Created/Project Capitalised							
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast			C												
						Actual					C										
BBQ Shelter - Jack Bonning Park (16-17 JBON-SHED)	\$12,000		\$12,000			• Awaiting development of Local Government Infrastructure Plan to determine scope of works.															
							Project Completed							Assets Created/Project Capitalised							
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast															
						Actual															
Aerator - Botanical Gardens Pond (18PK1)	\$20,000		\$20,000			• Project not proceeding as per direction by Council															
							Project Completed							Assets Created/Project Capitalised							
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast															
						Actual															
Dungeness Floating Pontoon (17M1)		\$617,425	\$617,425		\$9,590	• Australian Marine & Civil Pty Ltd have been awarded the contract for the value of \$680,952 (excl. GST). Contract documentation is currently being prepared and design works have commenced. • Deed for project funding from DTMR increased to \$680,952 (excl. GST) to match contract value.															
							Project Completed							Assets Created/Project Capitalised							
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast				A								C			
						Actual				A											
Gort St/Fanning St - Road Widening W4Q (17R10)		\$255,000	\$255,000		\$247,064	• Works complete.															
							Project Completed				U			Assets Created/Project Capitalised							
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast			A	P		C									
						Actual			A	P		C									

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2016/2017 Budget Carry Forward	2017/2018 Expenditure includes commitments	Comments & Project Timeline													
	HSC Budget	Other Source	Total																
John Dory St - Road Widening W4Q (17R11)		\$220,000	\$220,000		\$196,658	• Works complete.													
							Project Completed				ü	Assets Created/Project Capitalised							
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast			A	P	C								
						Actual			A	P		C							
Acacia St - Road Widening & Footpath W4Q (17R8)		\$140,000	\$140,000		\$163,757	• Works complete.													
							Project Completed				ü	Assets Created/Project Capitalised							
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast		P		C									
						Actual		P		C									
Long Pocket Rd W4Q (17R9)	\$500,000	\$595,000	\$1,095,000		\$714,579	• Works for Old project complete. • Balance funding to be utilised to continue sealing extension. Tender has been called for additional works.													
							Project Completed					Assets Created/Project Capitalised							
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast			P	C					P	C			
						Actual			P	C					P				
Forrest Glen to Leichhardt St Footpath W4Q (17F3)		\$300,000	\$300,000		\$318,640	• Works complete.													
							Project Completed				ü	Assets Created/Project Capitalised							
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast			P	C									
						Actual			P	C									
Lucinda Swimming Enclosure W4Q 2.01 (18SE)		\$30,000	\$30,000		\$50	• Total project budget \$50,000. • Currently developing RFQ for design and development assessment consultant.													
							Project Completed					Assets Created/Project Capitalised							
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast									P	A			
						Actual									P				
Bosworth Road W4Q 2.04 (18R7)		\$210,000	\$210,000			• Total project budget \$350,000 • Review of existing design in progress.													
							Project Completed					Assets Created/Project Capitalised							
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast										A	P	C	
						Actual										A			
Wallis Street - Road Widening W4Q 2.06 (18R8)		\$100,000	\$100,000		\$5,403	• Survey completed. • RFQ called for design consultant.													
							Project Completed					Assets Created/Project Capitalised							
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast						A		P		A	P	C	
						Actual						A		P					

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2016/2017 Budget Carry Forward	2017/2018 Expenditure includes commitments	Comments & Project Timeline																																																				
	HSC Budget	Other Source	Total																																																							
North End Taylors Beach W4Q 2.07 (18R9)		\$30,000	\$30,000		\$3,476	<div><div><div>Total project budget \$120,000</div><div>Survey complete.</div><div>RFQ called for design consultant.</div></div><table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="4">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td></td><td></td><td></td><td></td><td>A</td><td colspan="2">P</td><td>A</td><td colspan="2">C</td></tr><tr><td>Actual</td><td></td><td></td><td></td><td></td><td></td><td></td><td>A</td><td>P</td><td></td><td></td><td></td><td></td></tr></table></div>		Project Completed						Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast							A	P		A	C		Actual							A	P				
	Project Completed						Assets Created/Project Capitalised																																																			
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Forecast							A	P		A	C																																															
Actual							A	P																																																		
Stone Street W4Q 2.08 (18R10)			\$0			<div><div><div>Total project budget \$200,000</div></div><table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="4">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>A</td><td colspan="3">P</td></tr><tr><td>Actual</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div>		Project Completed						Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast									A	P			Actual												
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Forecast									A	P																																																
Actual																																																										
Wattle Street Footpath - Overspend W4Q 2.10		\$60,000	\$60,000			<table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="4">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed						Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast													Actual												
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Forecast																																																										
Actual																																																										
Forrest Beach Picaninny Park W4Q 2.11 (18PK2)		\$90,000	\$90,000		\$50	<div><div><div>Total project budget \$200,000</div><div>RFQ called for design and development assessment consultant.</div></div><table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="4">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td></td><td></td><td></td><td></td><td colspan="2">P</td><td colspan="3">A</td><td></td></tr><tr><td>Actual</td><td></td><td></td><td></td><td></td><td></td><td></td><td colspan="2">P</td><td></td><td></td><td></td><td></td></tr></table></div>		Project Completed						Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast							P		A				Actual							P					
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Forecast							P		A																																																	
Actual							P																																																			
LGGSP Flood Monitoring Instruments - Remote Cameras and Rain Gauges (18FM)	\$35,400	\$53,100	\$88,500			<div><div><div>Order for the supply of 5 new rain gauge stations has been placed and awaiting delivery.</div><div>Initial discussions have been undertaken with Tablelands Regional Council with regards to rain gauge locations, installation proposed to be undertaken towards the end of 2018 (dependant on access and availability of BOM/internal crew).</div><div>Procurement of supply and installation of remote cameras to be undertaken in March 2018.</div></div><table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="4">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td colspan="2">P</td><td></td><td></td><td>C</td></tr><tr><td>Actual</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>P</td><td></td><td></td><td></td><td></td></tr></table></div>		Project Completed						Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast								P				C	Actual								P				
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Forecast								P				C																																														
Actual								P																																																		
	\$7,618,600	\$4,394,325	\$12,012,925	\$0	\$6,123,381																																																					

Roads Operational Costs 2017/2018

Work Type	Financial Year 17/18 YTD Costs					Financial Year 17/18 YTD Total Costs	February 17/18 Total Costs	Financial Year 16/17 YTD Costs					Financial Year 16/17 YTD Total Costs	Financial Year 16/17 Total Costs	February 16/17 Total Costs
	Operational	SEALED Reactive	SEALED Scheduled	UNSEALED Reactive	UNSEALED Scheduled			Operational	SEALED Reactive	SEALED Scheduled	UNSEALED Reactive	UNSEALED Scheduled			
Administration	\$ 18,747.31					\$ 18,747.31	\$ -	\$ -					\$ -	\$ -	\$ -
Drainage		\$ 45,513.29	\$ 38,824.63	\$ 35,422.70	\$ 22,018.52	\$ 141,779.14	\$ 12,717.10		\$ 48,490.39	\$ 91,470.74	\$ 11,660.96	\$ 21,065.96	\$ 172,688.05	\$ 210,627.96	\$ 16,610.45
Footpath		\$ 22,256.16	\$ 62,692.28	\$ 4,629.24	\$ 4,510.00	\$ 94,087.68	\$ 8,324.99		\$ 11,869.56	\$ 21,798.90	\$ 463.63	\$ 8,575.94	\$ 42,708.03	\$ 66,435.45	\$ 6,579.03
Kerb & Channel		\$ 34,107.48	\$ 58,298.33			\$ 92,405.81	\$ 7,627.66		\$ 33,021.40	\$ 76,251.79			\$ 109,273.19	\$ 290,131.10	\$ 5,048.05
Not Applicable	\$ 478.12					\$ 478.12	\$ 54.52	\$ 22,102.36					\$ 22,102.36	\$ 22,458.88	\$ -
Pavement		\$ 68,489.60	\$ 79,725.69	\$ 192,623.33	\$ 395,366.49	\$ 736,205.11	\$ 49,189.73		\$ 23,781.92	\$ 65,244.22	\$ 46,293.41	\$ 268,206.81	\$ 403,526.36	\$ 783,185.22	\$ 78,350.12
Road Traffic Devices		\$ 6,121.66	\$ 24,925.59	\$ 2,718.43	\$ 13,328.17	\$ 47,093.85	\$ 5,568.92		\$ 20,461.78	\$ 21,415.86	\$ 4,873.94	\$ 6,508.55	\$ 53,260.13	\$ 67,675.58	\$ 8,984.01
Signage		\$ 14,505.23	\$ 67,740.29	\$ 5,941.74	\$ 13,473.49	\$ 101,660.75	\$ 16,469.23		\$ 13,840.62	\$ 48,190.47	\$ 3,931.03	\$ 5,786.07	\$ 71,748.19	\$ 109,549.75	\$ 9,266.35
Surface		\$ 24,232.07	\$ 76,170.12			\$ 100,402.19	\$ 11,264.63		\$ 23,241.30	\$ 119,040.83			\$ 142,282.13	\$ 206,520.55	\$ 17,786.00
Sweeping		\$ 7,197.18	\$ 30,175.54			\$ 37,372.72	\$ 4,783.95		\$ 12,882.52	\$ 47,256.31			\$ 60,138.83	\$ 83,149.64	\$ 8,043.14
Vegetation Control		\$ 56,491.26	\$ 143,297.07	\$ 12,305.11	\$ 55,068.10	\$ 267,161.54	\$ 41,123.53		\$ 47,864.75	\$ 245,460.00	\$ 14,692.44	\$ 87,243.85	\$ 395,261.04	\$ 592,714.70	\$ 62,943.85
	\$ 19,225.43	\$ 278,913.93	\$ 581,849.54	\$ 253,640.55	\$ 503,764.77	\$ 1,637,394.22	\$ 157,124.26	\$ 22,102.36	\$ 235,454.24	\$ 736,129.12	\$ 81,915.41	\$ 397,387.18	\$ 1,472,988.31	\$ 2,432,448.83	\$ 213,611.00

• Total Transport Budget = \$4,491,861

Parks Operational Costs 2017/2018

Park Name	Financial Year 17/18 YTD Costs			Financial Year 17/18 YTD Total Costs	February 17/18 Total Costs	Financial Year 16/17 YTD Costs			Financial Year 16/17 YTD Total Costs	Financial Year 16/17 Total Costs	February 16/17 Total Costs
	Operational	Reactive	Scheduled			Operational	Reactive	Scheduled			
Acacia Park		\$52.70	\$2,827.59	\$2,880.29	\$585.84		\$747.85	\$3,164.72	\$3,912.57	\$6,375.40	\$399.61
Apex Park		\$87.63	\$1,814.37	\$1,902.00	\$215.37		\$143.67	\$1,467.44	\$1,611.11	\$7,814.27	\$295.08
Borello Park		\$2,145.78	\$10,624.99	\$12,770.77	\$2,457.99		\$2,056.41	\$13,586.37	\$15,642.78	\$25,686.95	\$1,141.97
Cassady Park		\$132.54	\$1,326.34	\$1,458.88	\$334.52		\$375.80	\$1,982.36	\$2,358.16	\$4,810.76	\$293.93
Cockburn Park			\$471.82	\$471.82	\$72.42			\$687.55	\$687.55	\$1,270.49	\$217.14
Dungeness Park		\$4,645.95	\$10,592.93	\$15,238.88	\$6,053.96		\$350.20	\$6,959.28	\$7,309.48	\$17,617.16	\$893.67
Eddie Burke Park			\$977.47	\$977.47	\$217.26			\$1,505.51	\$1,505.51	\$3,432.85	\$217.14
Euclid Park		\$108.61	\$181.01	\$289.62	\$36.21		\$21.33	\$998.35	\$1,019.68	\$1,236.82	\$36.19
Forrest Beach Foreshore Park		\$3,706.21	\$7,115.10	\$10,821.31	\$4,029.88		\$3,193.93	\$5,494.93	\$8,688.86	\$24,223.39	\$1,316.27
Forrest Beach Lions Park		\$481.97	\$528.44	\$1,010.41	\$297.50		\$2,157.30	\$1,041.11	\$3,198.41	\$4,102.02	\$60.00
Forrest Beach Progress Park		\$971.98	\$7,289.98	\$8,261.96	\$1,016.63		\$2,881.96	\$8,555.15	\$11,437.11	\$16,369.63	\$2,301.98
Fred Heard Memorial Park		\$0.00	\$1,023.06	\$1,023.06	\$0.00		\$261.41	\$1,383.56	\$1,644.97	\$2,079.97	\$558.66
Garbutt Park		\$2,152.85	\$12,607.72	\$14,760.57	\$1,825.10		\$2,350.30	\$10,524.67	\$12,874.97	\$30,709.91	\$1,201.73
Heard Park		\$0.00	\$1,036.32	\$1,036.32	\$126.39		\$1,174.14	\$986.72	\$2,160.86	\$3,074.13	\$295.37
Henry Stone Park		\$0.00	\$781.23	\$781.23	\$144.84		\$37.38	\$1,061.03	\$1,098.41	\$1,744.37	\$356.09
Herb Gough Park		\$0.00	\$1,875.13	\$1,875.13	\$170.04		\$74.76	\$2,725.52	\$2,800.28	\$3,891.73	\$273.46
Ingham Lions Park		\$96.95	\$1,551.75	\$1,648.70	\$262.42		\$108.91	\$2,111.62	\$2,220.53	\$5,237.84	\$353.62
Ingham Memorial Gardens		\$2,308.66	\$63,600.66	\$65,909.32	\$8,317.11		\$5,473.92	\$69,614.57	\$75,088.49	\$114,805.06	\$10,890.49
Ingham Skate Park		\$683.90	\$2,211.47	\$2,895.37	\$219.69		\$419.42	\$1,928.06	\$2,347.48	\$4,443.61	\$444.61
Interact Park		\$65.29	\$2,593.12	\$2,658.41	\$179.04		\$255.69	\$2,420.02	\$2,675.71	\$5,713.63	\$596.19
Jack Bonning Park		\$35.99	\$2,008.82	\$2,044.81	\$873.07		\$46.61	\$3,160.35	\$3,206.96	\$5,279.67	\$260.76
Jackson Park		\$230.48	\$1,950.44	\$2,180.92	\$270.82		\$0.00	\$1,851.51	\$1,851.51	\$3,440.32	\$144.76
John Dory Park		\$781.14	\$966.46	\$1,747.60	\$90.12		\$4,441.87	\$1,291.24	\$5,733.11	\$6,346.07	\$72.38
Johnson Park		\$22.98	\$801.61	\$824.59	\$0.00		\$327.89	\$3,629.48	\$3,957.37	\$6,359.00	\$0.00
Leo Park		\$168.83	\$7,353.81	\$7,522.64	\$744.43		\$993.03	\$11,385.20	\$12,378.23	\$17,866.37	\$1,193.26
Lions Merv Wacker Park		\$184.11	\$2,846.02	\$3,030.13	\$248.03		\$299.14	\$3,034.96	\$3,334.10	\$5,984.07	\$444.59
Lucinda Foreshore Park		\$3,531.48	\$12,739.50	\$16,270.98	\$5,866.31		\$2,242.39	\$6,383.53	\$8,625.92	\$21,503.17	\$1,393.23
Lucinda Foreshore Riparian		\$42,841.09	\$256.20	\$43,097.29	\$2,096.20		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lucinda Lions Park		\$212.50	\$2,705.89	\$2,918.39	\$216.61		\$9.55	\$4,151.88	\$4,161.43	\$5,699.06	\$269.90
Melvin Park		\$7.04	\$4,035.08	\$4,042.12	\$491.92		\$6.88	\$4,226.83	\$4,233.71	\$7,883.13	\$1,296.36
Mt Fox Playground		\$27.23	\$435.24	\$462.47	\$0.00		\$35.93	\$167.14	\$203.07	\$3,390.95	\$0.00
Mungalla Park		\$436.32	\$1,391.87	\$1,828.19	\$595.01		\$0.00	\$771.28	\$771.28	\$1,818.02	\$174.00
Mylrea Park		\$160.82	\$865.41	\$1,026.23	\$308.09		\$0.00	\$723.74	\$723.74	\$1,158.02	\$144.76
Neilsen Park		\$0.00	\$1,456.51	\$1,456.51	\$217.26		\$0.00	\$1,582.00	\$1,582.00	\$2,668.69	\$476.97
Palm Creek Lakes		\$991.10	\$6,214.19	\$7,205.29	\$0.00		\$465.27	\$7,863.47	\$8,328.74	\$14,694.05	\$1,040.57
Palm Creek Park		\$1,846.21	\$17,274.17	\$19,120.38	\$3,483.18		\$1,740.00	\$6,734.16	\$8,474.16	\$16,926.82	\$244.02
Palm Scrub			\$12.90	\$12.90	\$0.00			\$12.50	\$12.50	\$25.00	\$0.00
Park Operations			\$123,449.65	\$123,449.65	\$16,274.89			\$125,229.85	\$125,229.85	\$186,540.80	\$14,155.52
Parks & Garden Drug & Alcohol Testing		\$71.99		\$71.99	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Parks Staff Training	\$6,099.61			\$6,099.61	\$187.11	\$4,293.51			\$4,293.51	\$6,632.41	\$362.13
Periwinkle Park		\$97.95	\$3,919.80	\$4,017.75	\$2,350.83		\$3,111.52	\$3,023.45	\$6,134.97	\$8,682.69	\$0.00
Riverdowns Estate Park			\$1,235.98	\$1,235.98	\$58.00			\$2,756.66	\$2,756.66	\$3,628.85	\$278.27
Rotaract Park		\$1,800.00	\$1,601.25	\$3,401.25	\$179.04		\$313.75	\$2,181.12	\$2,494.87	\$4,019.35	\$476.95
Rotary Park		\$8,500.83	\$27,733.82	\$36,234.65	\$3,867.81		\$5,626.67	\$30,456.61	\$36,083.28	\$52,852.50	\$3,825.46
Rural Youth Park		\$105.27	\$2,332.71	\$2,437.98	\$72.42		\$0.00	\$1,366.87	\$1,366.87	\$3,128.00	\$93.25
Sandy Waterhole Park			\$2,562.09	\$2,562.09	\$483.57			\$3,765.56	\$3,765.56	\$6,711.02	\$1,017.51
Stone River Park		\$449.06	\$473.80	\$922.86	\$0.00		\$0.00	\$543.83	\$543.83	\$718.72	\$0.00
T/Precinct & Brian Lynn Park		\$6,437.94	\$63,986.34	\$70,424.28	\$6,494.89		\$5,502.57	\$61,790.54	\$67,293.11	\$106,760.29	\$8,809.91

Parks Operational Costs 2017/2018

Park Name	Financial Year 17/18 YTD Costs			Financial Year 17/18 YTD Total Costs	February 17/18 Total Costs	Financial Year 16/17 YTD Costs			Financial Year 16/17 YTD Total Costs	Financial Year 16/17 Total Costs	February 16/17 Total Costs
	Operational	Reactive	Scheduled			Operational	Reactive	Scheduled			
Taylor's Beach Foreshore Park		\$2,719.62	\$14,087.58	\$16,807.20	\$4,681.03		\$2,176.14	\$13,100.96	\$15,277.10	\$22,314.72	\$1,749.64
Taylor's Beach Lions Park		\$28.63	\$184.08	\$212.71	\$92.89		\$1,712.25	\$760.42	\$2,472.67	\$2,850.41	\$0.00
Taylor's Beach Progress Park		\$1,182.53	\$5,181.95	\$6,364.48	\$492.29		\$152.52	\$3,286.38	\$3,438.90	\$6,214.89	\$375.35
Thynne Park		\$72.42	\$682.17	\$754.59	\$111.62		\$560.85	\$1,308.65	\$1,869.50	\$2,805.00	\$461.58
Vandalism		\$803.51		\$803.51	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Vince Corbett Park		\$1,361.89	\$4,206.15	\$5,568.04	\$1,300.87		\$1,847.57	\$4,765.50	\$6,613.07	\$8,904.78	\$658.27
	\$6,099.61	\$92,749.98	\$445,981.99	\$544,831.58	\$78,710.52	\$4,293.51	\$53,696.78	\$449,504.21	\$507,494.50	\$828,446.83	\$61,562.60

- Total Budget = \$1,413,601

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline														
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total																
2017-2018 Fleet Replacement Projects																			
Truck Dual Cab - PA00081	\$110,000.00	\$0.00	\$110,000.00		• RFQ document in development. Truck body drawing in draft, consulting operators.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Truck Dual Cab - PA00086	\$110,000.00	\$0.00	\$110,000.00		• RFQ document in development. Truck body drawing in draft, consulting operators.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Grader - PA00008	\$420,000.00	\$0.00	\$420,000.00		• RFQ posted on Localbuy, closing 14 March.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Roller Vibrating Smooth Drum - PA00067	\$125,000.00	\$0.00	\$125,000.00		• RFQ posted, closing 14 March.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Loader x 2 - PA00055/64	\$420,000.00	\$0.00	\$420,000.00		• RFQ document in development. Review underway Operations Manager – Environment, Waste & Local Laws.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Ride on Mower - PA00034	\$18,000.00	\$0.00	\$18,000.00		• RFQ posted, closing 14 March.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Station Wagon AWD - PA00020	\$40,000.00	\$0.00	\$40,000.00	\$50	• Quotations closed 8 November 2017. Report to December Council Meeting. Vehicle to be sold at auction.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline																
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total																		
2017-2018 Fleet Replacement Projects																					
Utility 2WD Drop Side Body - PA00048	\$38,000.00	\$0.00	\$38,000.00	\$50	• Quotations closed 8 November 2017. All offers non-conforming, waiting on response from operator.																
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast	D															
					Actual	D															
Station Wagon 2WD - PA00076	\$40,000.00	\$0.00	\$40,000.00	\$37,986	• Received.																
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast	D															
					Actual	D															
Utility 2WD Drop Side Body - PA00079	\$38,000.00	\$11,000.00	\$38,000.00	\$26,445	• Quotations closed 8 November 2017. Report to December Council Meeting. Order placed PU011739. Delivery in February. Received																
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast	D															
					Actual	D															
Utility 4WD Drop Side Body - PA00102	\$40,000.00	\$16,500.00	\$40,000.00	\$41,868	• Quotations closed 8 November 2017. Report to December Council Meeting. Order placed PU011741. Delivery in February.																
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast	D															
					Actual	D															
Utility 2WD Dual Cab Drop Side Body - PA00105	\$32,000.00	\$8,000.00	\$32,000.00	\$34,595	• Quotations closed 8 November 2017. Report to December Council Meeting. Order placed PU011742. Delivery in February.																
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast	D															
					Actual	D															
Utility 4WD Dual Cab Drop Side Body - PA00107	\$45,000.00	\$23,100.00	\$45,000.00	\$39,414	• Quotations closed 8 November 2017. Report to December Council Meeting. Order placed PU011743. Delivery in February.																
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast	D															
					Actual	D															
Tandem Trailer (Call Out Response Trailer) BIT # 57	\$9,000.00	\$0.00	\$9,000.00		• RFQ posted, closing 14 March.																
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast					D											
					Actual					D											

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline														
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total																
2017-2018 Fleet Replacement Projects																			
Tandem Trailer (Signage Trailer) BIT # 58	\$9,000.00	\$0.00	\$9,000.00		• RFQ posted, closing 14 March.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast					D									
					Actual					D									
Sand Blasting Equipment (workshop)	\$9,000.00	\$0.00	\$9,000.00		• RFQ posted, closing 14 March.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast					D									
					Actual					D									
Fleet Radio's (Approved CEO)	\$0.00	\$0.00	\$0.00	\$92,678	• Radios ordered - PU011934. Due end March.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast					D									
					Actual					D									
Watercart - PA00100	\$179,000.00	\$52,500.00	\$179,000.00	\$181,946	• Received.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Truck Tandem Tipper PA00090	\$173,000.00	\$70,000.00	\$173,000.00	\$172,760	• Order Placed: PU009539 and body fabrication is in progress.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Tractor 4WD	\$100,000.00		\$100,000.00		• Report presented to the January 2018 meeting. Order placed.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Truck Dual Cab	\$80,000.00		\$80,000.00	\$115,481	• Order Placed: PU007897 and body fabrication is in progress. ETA delivery January 2018. Truck received.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline															
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total																	
2017-2018 Fleet Replacement Projects																				
Truck with Crane	\$67,000.00	\$17,000.00	\$67,000.00	\$38,065	• Truck received.															
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
Tractor 2WD	\$60,000.00		\$60,000.00		• Report presented to January 2018 meeting. Order placed.															
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast	D														
					Actual	D														
Trailer Dog PA00091	\$57,000.00	\$10,000.00	\$57,000.00	\$60,700	• Order Placed: PU009538 and body fabrication is in progress. Trailer received.															
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast	D														
					Actual	D														
Broom	\$49,000.00	\$0.00	\$49,000.00	\$54,725	• Broom received.															
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
Utility 2WD Dual Cab Drop Side Body - New Asset	\$25,000.00	\$0.00		\$0	• New purchase not required - Re-allocation of PA00035.															
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast					D										
					Actual															
	\$2,293,000.00	\$208,100.00	\$2,268,000.00	\$896,763.37																



(18T2) Mount Fox Road Upgrade



(18T4) Hawkins Creek Road Pavement and Drainage Repairs

Works Request Report				
For the Month of February 2018				
Category	Request Lodged	Action Completed	Percentage Completed	
Accesses	2	2	100.0%	
Boat Ramps	0	0		
Drainage	2	1	50.0%	
Dust Nuisance	0	0		
Edge Repair	0	0		
Footpaths	2	1	50.0%	
Guide Posts	0	0		
Intersection Cleaning	0	0		
Kerb and Channel	2	1	50.0%	
Miscellaneous	3	2	66.7%	
Potholes	6	5	83.3%	
Rough Roads	2	2	100.0%	
Sealing	1	1	100.0%	
Signage	8	6	75.0%	
Slashing/Mowing	2	2	100.0%	
Spraying	0	0		
Street Cleaning	0	0	0.0%	
Trees	8	4	50.0%	
TOTALS:	38	27	71.1%	

Works Request Report				
For the Financial Year to February 2018				
Category	Request Lodged	Action Completed	Percentage Completed	Comments
Accesses	31	29	93.5%	
Boat Ramps	0	0		
Drainage	45	34	75.6%	
Dust Nuisance	1	1	100.0%	
Edge Repair	1	1	100.0%	
Footpaths	16	15	93.8%	
Guide Posts	1	1	100.0%	
Intersection Cleaning	1	1	100.0%	
Kerb and Channel	28	22	78.6%	
Miscellaneous	35	33	94.3%	
Potholes	43	40	93.0%	
Rough Roads	39	38	97.4%	
Sealing	2	2	100.0%	
Signage	52	44	84.6%	
Slashing/Mowing	11	11	100.0%	
Spraying	0	0		
Street Cleaning	4	4	100.0%	
Trees	58	47	81.0%	
TOTALS:	368	323	87.8%	

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.

All works requests are reviewed within twenty-four (24) hours from the time the request was received.

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.

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.

* 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.

DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES ACTIVITY REPORT FOR FEBRUARY 2018

Executive Summary

This Report is presented for the information of Council and includes an activity update for February 2018

For Council Decision – Recommendation

That the report be received and noted

Officers Comment

Nil

Environmental inspections/complaint response for February 2018

- Food premises – Nil
- Environmental inspections - Nil
- Public Health inspections - Nil
- Environmental Inspections – Nil
- Complaints – Noise - 1, Odour- Nil, Smoke - 1, Food - 1, Waste – 2
- Other Dead animal -1, Aerial Spraying - 1
- High risk personal appearance Nil

EWMO Projects for February 2018

- Memorial Gardens remediation: Liaise and consult with Ecosure Environmental Consultants regarding Flying Foxes; organize and order PPE, liaise with Townsville City Council about their ground maintenance of roosts
- Leachate Remediation with GHD
- Attended LAWMAC in Cairns
- CRM's: Adjusting and training with ISD
- Attended QLD Health Food Safety training in Townsville
- Local Law preparation for lawyers

EWMO Miscellaneous for February 2018

- Waste Data summary to Department Environmental Services
- Website review and redrafting for asbestos
- Autofest food application review
- Respond to internal enquiries regarding the mobile food van
- Overgrown property inspections at Abergowrie

*Author: Rosemary Pennisi
Position: Executive Manager Development, Planning and Environmental Services
Date: 14 March 2018*

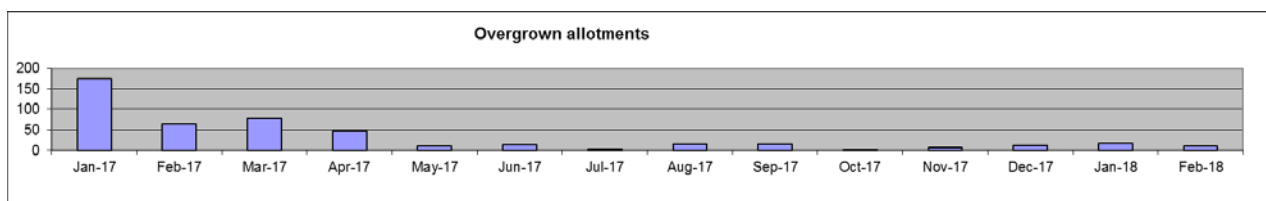
ELLO Projects for February 2018

- Attended food safety regulator training
- Attended Authorised Officer training

ELLO Miscellaneous for February 2018

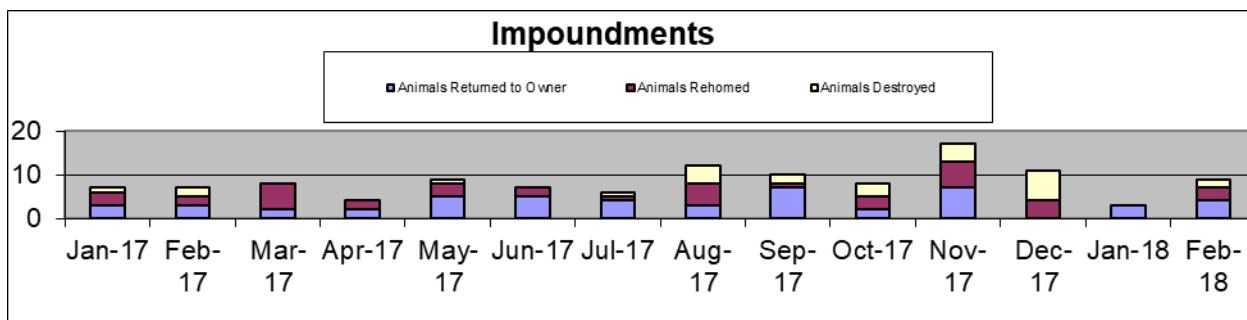
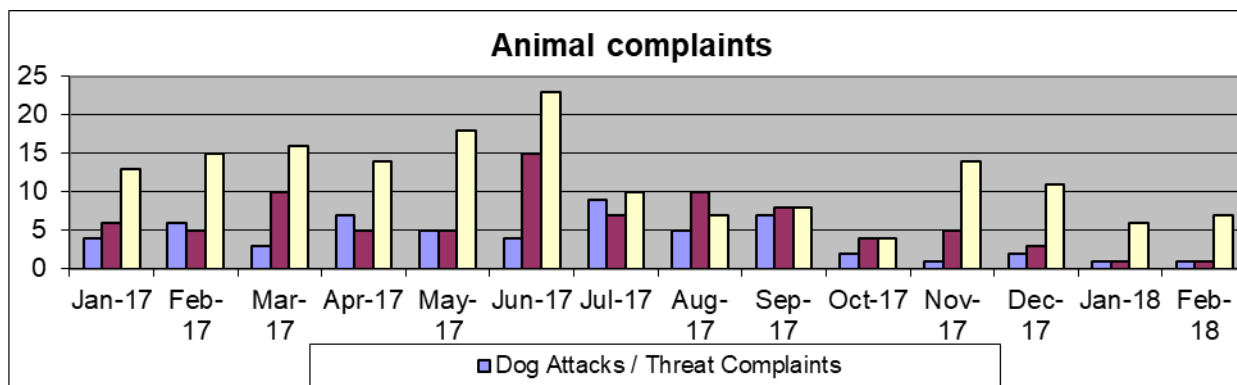
- Conducted dog related complaint investigation x 16, impoundments x 4
- Conducted overgrown complaint investigation x 13
- Conducted nuisance complaint investigation x 2
- Conducted parking complaint investigation
- Penalty Infringement notices (PIN) issued x 6, follow up x 2, transmitted to SPER x 9
- Attended cemetery and waste local laws meetings

LOCAL LAWS



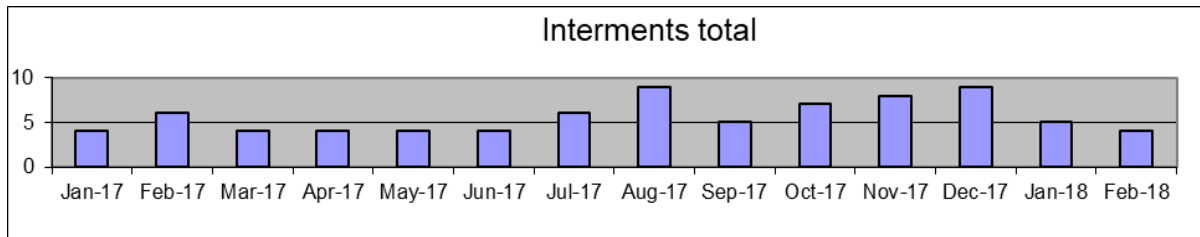
POUND OPERATION

- | | |
|-------------------------------------|---------------------------|
| • Number of dogs/cats impounded - 9 | • Roaming complaints - 9 |
| • Number collected by owner - 4 | • Dog attacks/threats - 1 |
| • Number re-housed - 3 | • Barking - 1 |
| • Number destroyed - 2 | • Number destroyed - 2 |



CEMETERY OPERATIONS

- Total Operations - 4
- In Ground - 3
- Vault - 1
- Columbarium - 0
- Mausoleum Walls (reserves remaining) - 8



NATURAL RESOURCE MANAGEMENT

Feral Pig Management – Activities during the month of February has resulted in 46 feral pigs controlled. 29 of which were controlled by 1080 and the remaining 17 were trapped. An aerial shoot for the Coastal Wetlands from Mungalla in the north to Insulator Creek in the south has been scheduled between to 19 March to 23 March, weather permitting.

Weed and Pest Management – NRM staff have carried out scheduled maintenance for aquatic and terrestrial weed infestations within the TYTO reserve. Priority weed management activities along TMR corridors have been carried out, this included aquatic weed management adjacent to the Cattle Creek bridge.

The eradication programs currently support treatment of:

- Thunbergia
- Mikania
- Pond Apple
- Hygrophila
- Acacia curassavica
- Singapore Daisy

Council hosted the quarterly Natural Asset Management Advisory Committee meeting where there was great attendance from Council and DAF staff from the FNQ region. A number of agenda items were discussed in detail by all, including the State Co-investment model, the Regional Animal Management and Wildlife Strategy and the upcoming review of the Shires Biosecurity Plan.

HSC were also involved in the Herbert River Catchment Landcare Groups annual NRM Forum held at the TYTO Wetlands. This event was well supported by the community with over 50 Landholders attending the event, which focused on Pest Weed and Feral Animal management as well as Land and Waterway Health and related topics. The success of the event and how it could be improved is being measured by feedback forms filled out by participants.

Re vegetation – The propagation of native plants continue to ensure that any revegetation activity identified can proceed without delay. Volunteer groups (Greening Australia and Conservation volunteers) and Terrain NRM have been provided (sold) with tube stock to fulfill their projects on ground. Ongoing maintenance continues in relation to re vegetated sites and during this month focus has been on the Palm and Insulator Creek.

Vector Control

CRMS - 3 Site inspections – 34

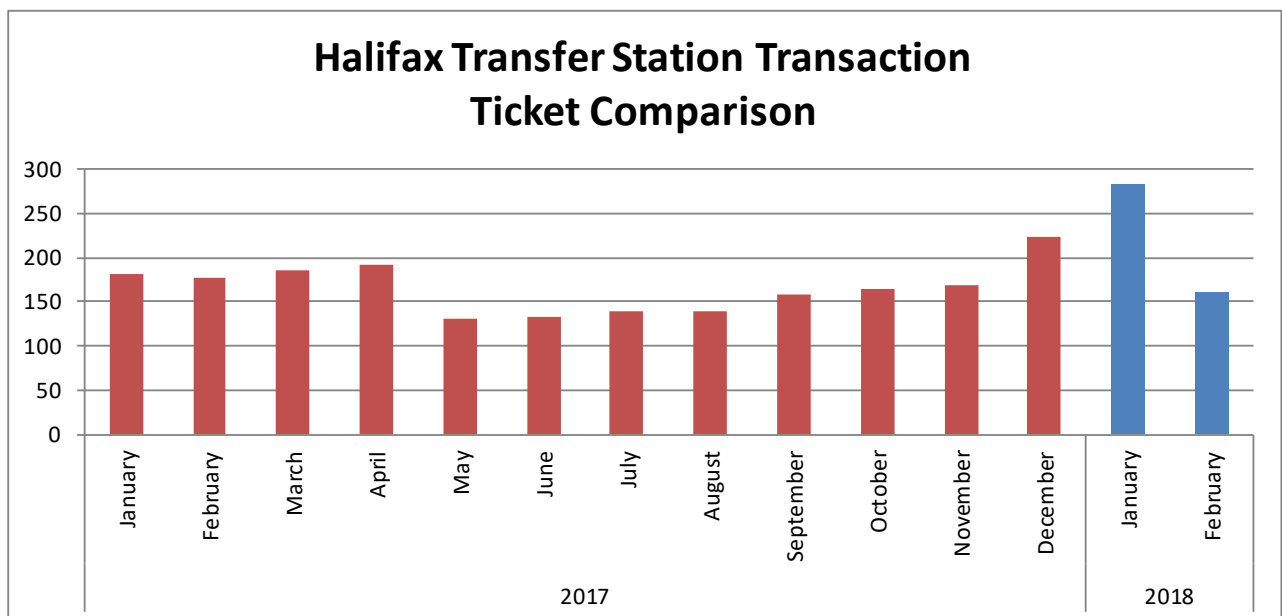
Control activities - 77

WASTE MANAGEMENT

- Halifax

Gross Revenue \$309

ITEM	# Transactions
Batteries	3
Green waste	31
Household waste	12
Voucher Green waste	48
Voucher household waste	42
Steel	23
Waste oil	2
Total transactions	161



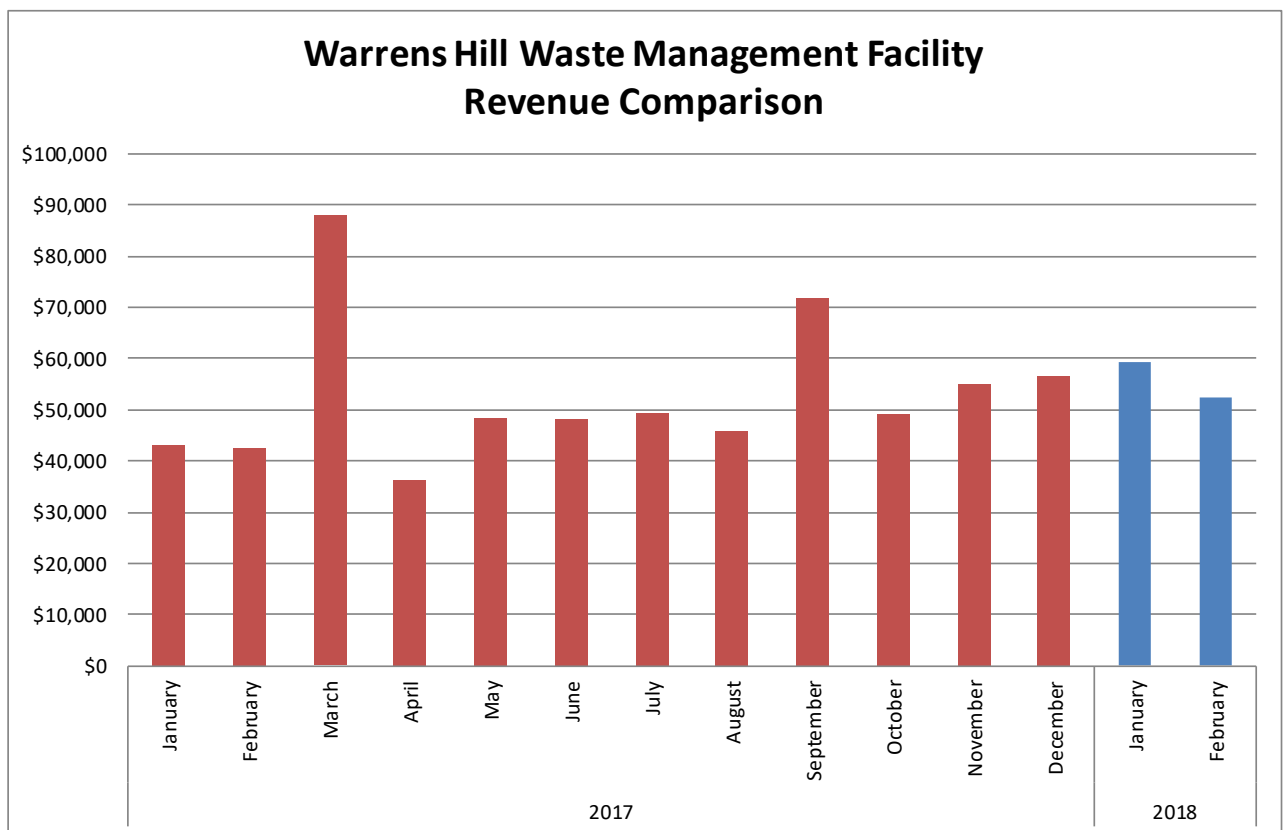
- Warren's Hill

Gross Revenue - \$52,425

Total transactions – 1330

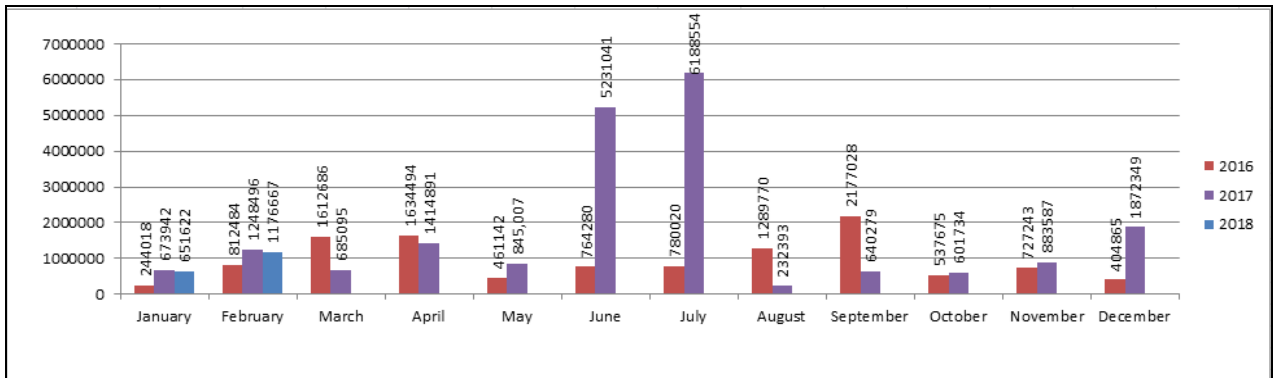
Total waste - 916 tonnes

ITEM	AMOUNTS
Clean fill	39 tonnes
Commercial and industrial waste	256 tonnes
Construction and demolition	2 tonnes
Commercial green waste	35 tonnes
Domestic green waste	28 tonnes
Halifax skip transfer	8.8 tonnes
Household self haul waste	16 tonnes
Household waste – Contractor	322 tonnes
Illegal dumping	Nil
Oil Waste	683 litres
Regulated waste asbestos	4tonnes
Disaster waste	Nil
Vouchers green	175 deliveries
Vouchers household	244 deliveries

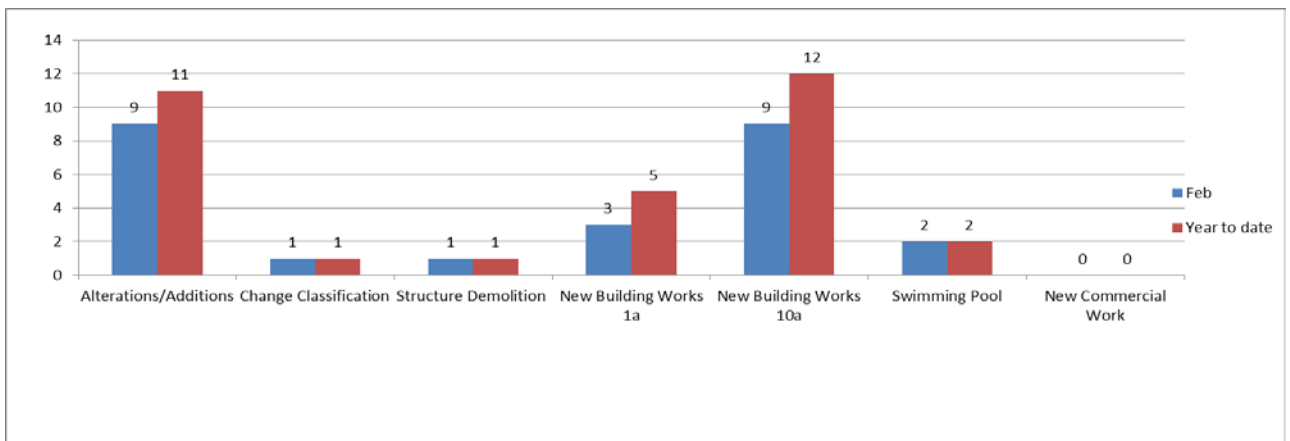


BUILDING AND TOWN PLANNING

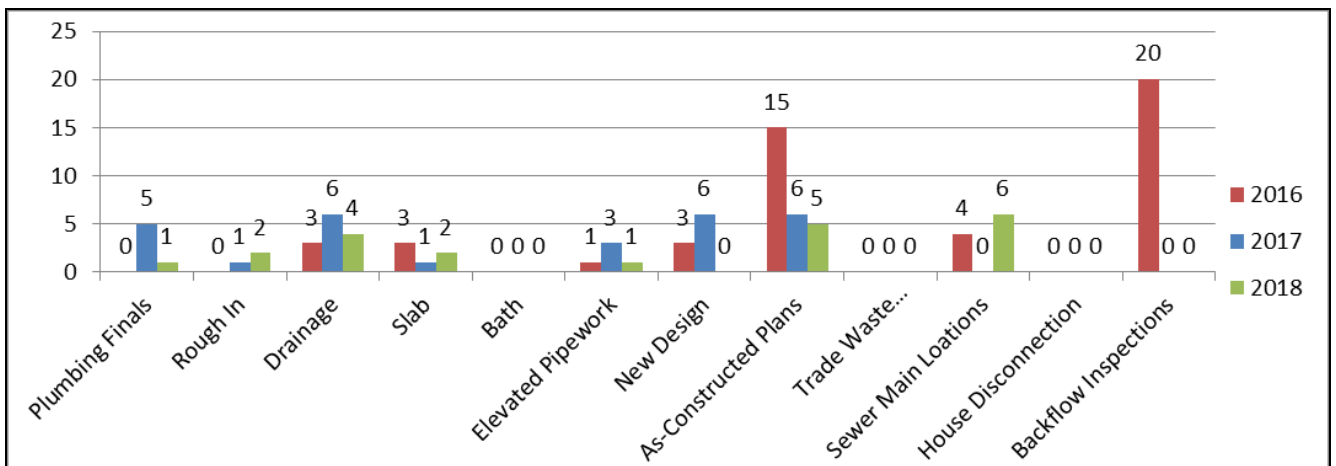
Building Status Report



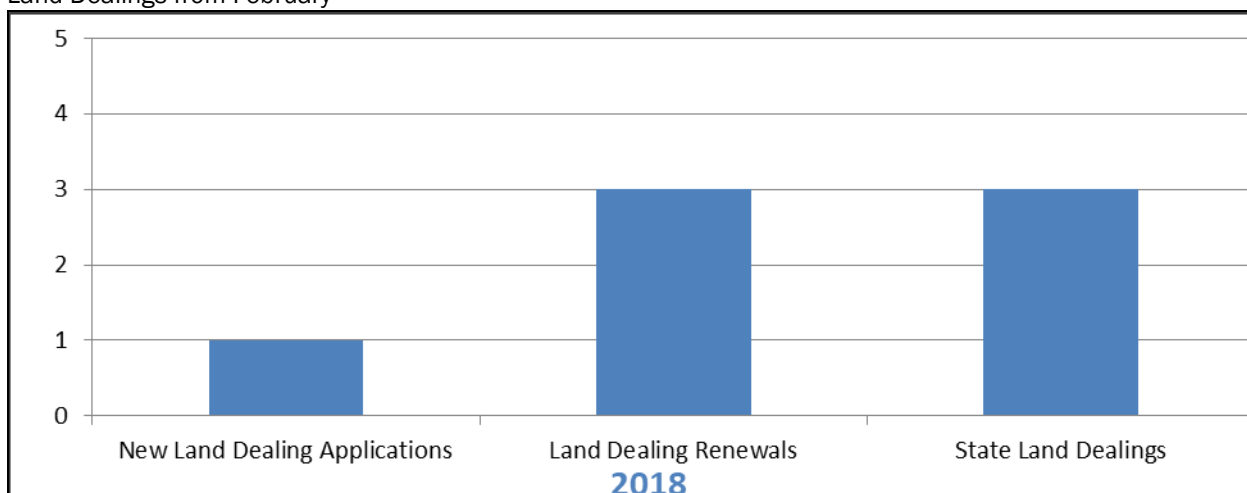
Building Applications from February and Year to Date



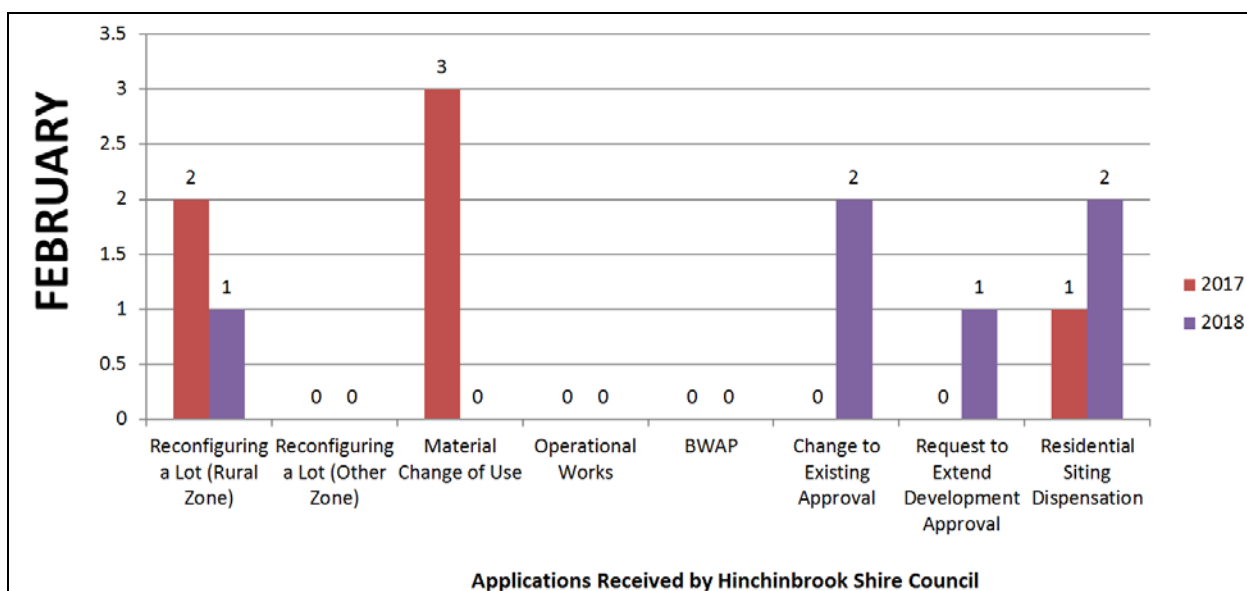
Plumbing Inspections from February

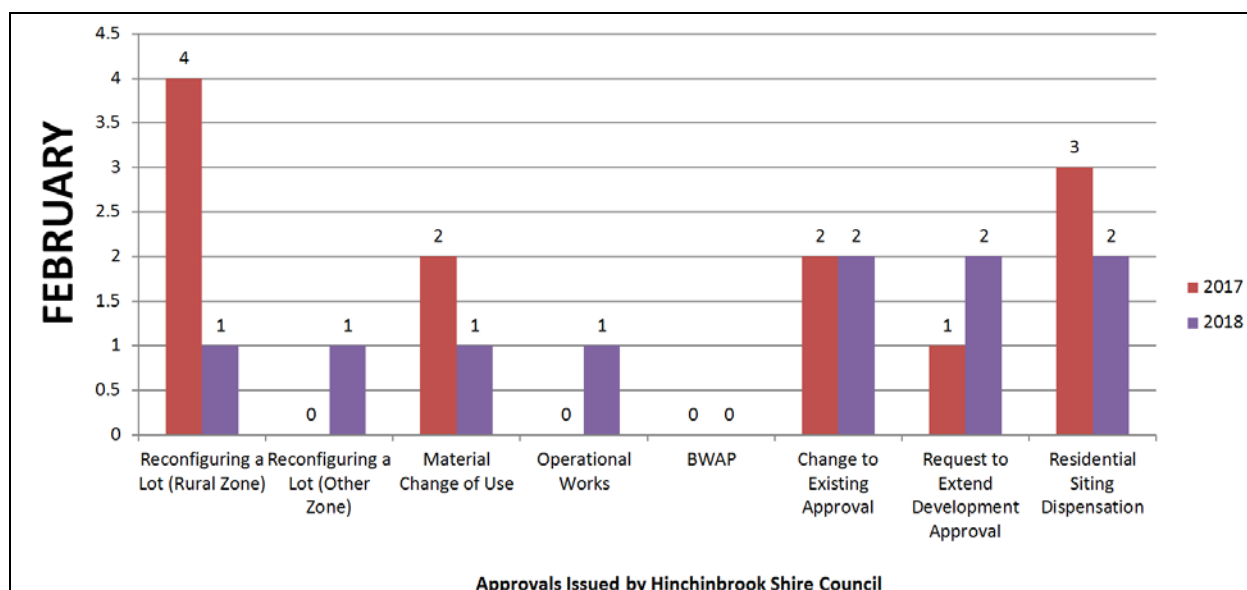


Land Dealings from February



Planning Applications from February





ECONOMIC DEVELOPMENT AND TOURISM

TYTO Management Activity

Please refer Infographic

Grants Activities – February Update

Coast 2100 – Coastal Hazard Adaptation Program – CHAS Phases 3 to 8 (which complete the CHAS) require a detailed assessment of the assets affected by coastal hazards (up to and including the year 2100), identification of adaptation measures, extensive community consultation and development of strategies to mitigate against the coastal hazards. Phases 3 to 8 will result in the development of a document which can be integrated into Council's decision making processes, operations and potentially inform capital works programs to implement the proposed adaption strategies.	Applied awaiting outcome - Total Estimated Project Cost \$460,000; HSC Contribution \$9,200; Funding \$450,800
QCoast 2100 – Coastal Hazard Adaptation Program – CHAS Phases 1 and 2	Awaiting Scoping Study Report approval by LGAQ and will proceed with acquittal of funding – final amount owing \$13,328
Department of National Parks, Sport and Racing – Get Playing Plus – Multi-purpose Horse Sports Arena. Variation # 3 requested to seek an extension to 30 March 2018 for completion of the pre-construction items	Awaiting Departmental approval
Department of State Government – Building Our Regions – Round 2 – Hinchinbrook Shared Footpath Connectivity Project – Second Milestone Reporting completed	Subsidy Claim submitted for \$280,000 – yet to be received

C	Construction	A	Assessment	P	Procurement
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[illegible]

C	Construction	A	Assessment	P	Procurement
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Project Description	Programme Estimate 2017/2018			2017/2018 Expenditure	Comments and Projected Timeline												
	HSC Budget	Other	Total														
2017/2018 Capital Projects																	
RV tourist park signage (west end Lannercost Street)	\$15,000	\$0	\$15,000	\$0													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Tourist Loop Signage Activate Space	\$92,546	\$0	\$92,546	\$0													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Wallaman Falls Infrastructure Project	\$50,000	\$0	\$50,000	\$0													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
TYTO upgrade lighting	\$25,000	\$0	\$25,000	\$0													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Lannercost Street laneway artwork Activate Space	\$25,000	\$0	\$25,000	\$0													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Cemetery lowering device (arrival due February)	\$16,000	\$0	\$16,000	\$0													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
TYTO Info Centre upgrade light and sound \$10K C/O	\$10,000	\$0	\$10,000	\$0													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Aged Care Projects (aging in place) Activate Space	\$10,000	\$0	\$10,000	\$0													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Mobile phone black spot (Mt Fox)	\$10,000	\$0	\$10,000	\$0													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Additional Shoring Box	\$8,000	\$0	\$8,000	\$0													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Totals	\$1,078,592	\$100,000	\$1,178,592	\$72,902													

VISITOR-DRIVEN ATTRACTIONS Year On Year Monthly Comparison ONLY



1,813 PATRONS IN FEBRUARY 2018
(3,210 2018 CALENDAR YEAR TO DATE,
35,716 TOTAL SO FAR IN 2017/18 ^[7]



BUSIEST MONTH TO DATE
IS **AUGUST** 2017/18
DRIVEN BY THE TCEC ^[9]



TOTAL PATRONAGE TO TYTO HAS
DECREASED BY
↓1% IN COMPARISON TO
FEBRUARY 2017 ^[8]

FEBRUARY 2018 HIGHLIGHTS

TYTO USE, GROWTH & IMPACT ANALYSIS

5 YEAR COMPARISON ^[10]

FEBRUARY 2018
EVENTS

AV GROWTH PER ANNUM
SINCE FEBRUARY 2013/14



CONFERENCE &
EVENT CENTRE
727
PATRONS

↑159% PA



REGIONAL ART
GALLERY
474 PATRONS

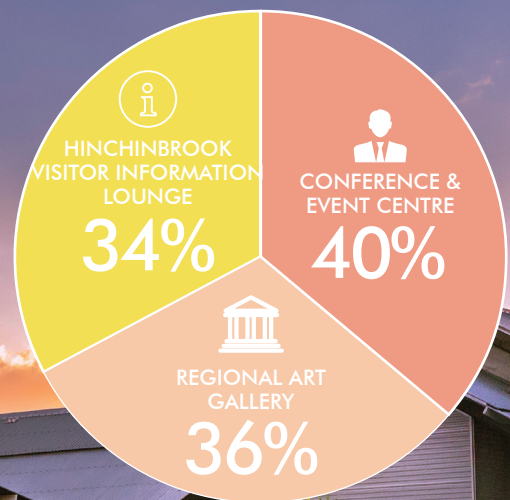
↑12% PA



HINCHINBROOK
VISITOR
INFORMATION
LOUNGE
612 PATRONS

↑4% PA

TYTO VISITATION ^[11]



AMBASSADOR CONTRIBUTIONS FEBRUARY ^[12]



REGIONAL ART
GALLERY
58 HOURS



HINCHINBROOK
VISITOR
INFORMATION
LOUNGE **396**
HOURS



HINCHINBROOK
SHIRE LIBRARY
204 HOURS



TOTAL WAGES
SAVED 2017/18
\$222,695



TYTO is owned and operated by Hinchinbrook Shire Council

CONFERENCE & EVENT CENTRE: A GROWING REVENUE STREAM

Year On Year Monthly Comparison ONLY



DIRECT SPEND
(ROOM HIRE AND
F&B)

↑79%

COMPARED TO
FEBRUARY
LAST YEAR [1]



37 DELEGATES PER
DAY PER EVENT,
COMPARED TO 58 IN
FEBRUARY 2017 [2]

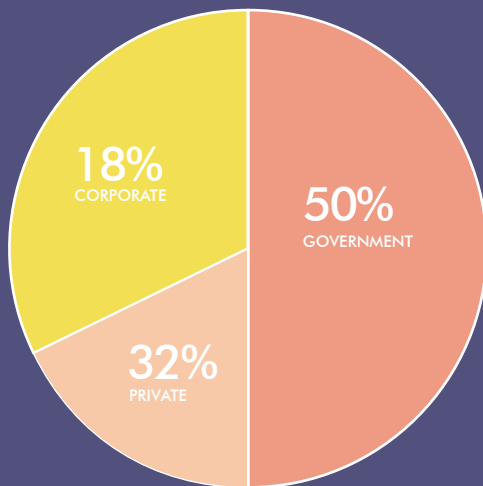
EVENT TYPES [4]

FEB 2018 EVENTS	NO. OF BOOKINGS	%CHANGE PA SINCE JULY 2014	
EVENT	2		0
WORKSHOP	5		0
CONFERENCE	3		0
MEETING	18	↑88%	4
OTHER	0		0

FEBRUARY 2018 HIGHLIGHTS

TYTO USE, GROWTH & IMPACT ANALYSIS

EVENT USAGE [5]



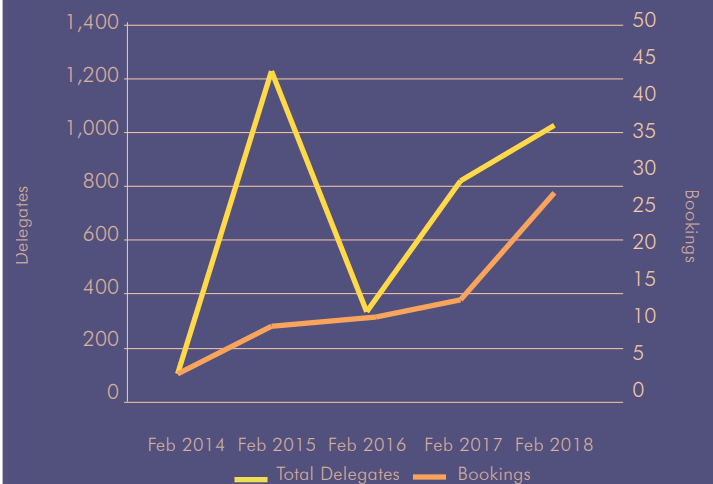
% CHANGE PA SINCE 2013/14 [6]

GOVERNMENT **↑14** BOOKINGS
CORPORATE **↑17%**
PRIVATE **↑9** BOOKINGS

OVERALL BOOKINGS **↑150%**

EVENT BOOKINGS & PAX [3]

5 Year Comparison*



* For longer-term trend analysis, data has been compared to 2013/14 as this was the first year of full data available.





\$2.5M
IN ESTIMATED DIRECT
TYTO REGIONAL VISITOR
EXPENDITURE [13]



\$3.4M
IN ESTIMATED INDIRECT
TYTO REGIONAL VISITOR
EXPENDITURE [14]



\$3.4M
IMPACTS THE
ACCOMMODATION
AND FOOD SECTOR
(40%), FOLLOWED BY
TRANSPORT (27%) &
RETAIL (12%) [15]

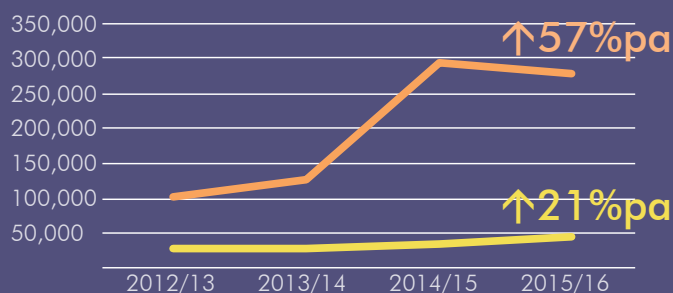
FINANCIAL YEAR 2016/17 HIGHLIGHTS

TYTO USE, GROWTH & IMPACT ANALYSIS

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

REGIONAL VISITATION [16]

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



— Overall Hinchinbrook Council Area Visitation
— TYTO Visitation (VIC, Arts & Events)

The most up to date financial year data from TRA for Overall Hinchinbrook Area Visitation currently available is for 2015/16.

VISITORS ORIGINS [19]

Approximately **90% of patrons** to the Hinchinbrook Visitor Information Lounge in 2016/17 were **from outside the region** (visitors).



REGIONAL JOBS [17]



40 JOBS SUPPORTED FROM VISITOR EXPENDITURE IN THE REGION FROM TYTO

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

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



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



\$1.73M IN
USER & NON-USER
BENEFITS



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



DISCLAIMER

The information and recommendations provided in this document are made on the basis of information available at the time of preparation and the assumptions outlined throughout the document. While all care has been taken to check and validate material presented in this report, independent research should be undertaken before any action or decision is taken on the basis of material contained in this report. This report does

not seek to provide any assurance of project viability and EarthCheck accepts no liability for decisions made or the information provided in this report. Unless otherwise stated, all venue and tourism statistics presented in this document are courtesy of Tourism Research Australia, for the Year Ending June 2016 or have been provided by Hinchinbrook Shire Council.

Assumptions and Data Sources:

1. Of visitors who reside within 400km of the VIC, 24% are overnight visitors and 76% are day visitors. Source: TRA YE June 2016 for Hinchinbrook Shire
2. Visitor driven attractions of TYTO are the Conference and Event Centre, Art Gallery and Information and Wetland Centre
3. The proportion of annual visitor origins remains constant throughout historic data and includes all visitors to the visitor driven attractions
4. Visitor spend per night/day in region is the average of surrounding council areas of Charters Towers, Cassowary Coast and Burdekin. Source: Tourism Research Australia
5. Total value added to the region is based the Tourism Satellite Account for the Townsville Region. Source: Tourism and Events Queensland
6. Social and economic benefits of Hinchinbrook library are based on State Library of Queensland Economic Value of Queensland Public Libraries, 2012.



TYTO is owned and operated by Hinchinbrook Shire Council

KEY TO SUBSCRIPT NUMBERS ^[1-19]

1. Figures provided by Council on spend on site for F&B and room Hire, comparing the month of February 2018 with February 2017
2. Figures provided by Council on the number of event delegates of the average number per day, comparing the month of February 2018 with February 2017
3. Figures provided by Council on the number of patrons per day at events and number of event bookings, comparing the month of February in 2014-2018.
4. Figures provided by Council on the number of bookings by type of event, comparing February 2018 with February 2014, and the average growth per annum (not total percentage growth) in booking numbers per event type. Pax figures have been provided by Council for February 2018 by event type.
5. Figures provided by Council on number of events by user type, comparing the share of each event user type to all event bookings in February 2018.
6. Figures provided by Council on number of event users by type, comparing the month of February 2018 with February 2014 with an average per annum percentage growth (not total percentage growth) in those type of event users.
7. Figures provided by Council on number of patrons counted in the visitor-driven attractions at TYTO (i.e. Regional Art Gallery (TRAG), Conference & Event Centre (TCEC) and Hinchinbrook Visitor Information Lounge (HVIL)) for February 2018 and in July-February 2018
8. Figures provided by Council on patrons to the visitor driven attractions, comparing the month of February 2018 to February 2014 with an average per annum percentage growth
9. Figures provided by Council on patrons to the visitor driven attractions per month since February 2012
10. Figures provided by Council on number of patrons to each of the visitor-driven attractions for February 2018, comparing February 2018 figures with February 2014 by an average per annum percentage growth
11. This diagram shows the proportion of patrons to each of the visitor-driven attractions out of total patronage to TYTO's visitor-driven attractions for February 2018
12. Figures provided by Council on ambassador contribution across TYTO.
13. The value of \$2.8M is estimated by:
 - a) Calculating the number of visitors to TYTO's visitor-driven attractions by using the total number of patrons for the 2015/16 financial year (53,680 patrons) and removing the percentage of locals sourced from the visitor origin survey conducted in the HVIL (=45,775 visitors remaining).
 - b) The expenditure of those 45,775 visitors is linked to their origin, apportioning typical regional spend figures.
 - c) This assumes the breakdown of domestic day and domestic overnight to the region from Tourism Research Australia applies to the visitors of the facility. The number of international visitors is assumed to be consistent with visitor origin data collected through the Hinchinbrook Visitor Information Lounge. In future, collecting data on day vs overnight visitation would be beneficial.
- d) A 'typical' average spend per trip day (\$94), domestic overnight (\$105), eastern international overnight (\$60) and western international overnight (\$58) are drawn from the National and International Visitor Surveys using the average of the local areas around Hinchinbrook Shire.
- e) There is no way to know exactly how much of this expenditure stays within the Shire and how much is economic 'leakage'.
14. The indirect value of the \$2.8M in estimated direct expenditure is calculated using the Tourism Satellite Account for the Townsville Tourism Region, published by Tourism and Events Queensland in partnership with Tourism Research Australia. There is no way to know exactly how much of this indirect expenditure stays within the Shire and how much is economic 'leakage'.
15. The industries likely impacted by this direct expenditure is calculated using the Tourism Satellite Account for the Townsville Tourism Region, published by Tourism and Events Queensland in partnership with Tourism Research Australia. There is no way to know exactly how much of this indirect expenditure stays within the Shire and how much is economic 'leakage'.
16. Visitors to TYTO's visitor-driven attractions are based on patronage numbers provided by Council for 2015/16, removing the percentage of locals from HVIL's visitor origin survey. Overall Hinchinbrook Council Area visitation is based on data sourced from Tourism Research Australia for 2015/16
17. The estimated direct jobs supported in the 2015/16 financial year (not new jobs) by the regional expenditure is calculated using the Tourism Satellite Account for the Townsville Tourism Region, published by Tourism and Events Queensland in partnership with Tourism Research Australia. There is no way to know exactly how many of these jobs supported stay within the Shire and how much is economic 'leakage'.
18. Social and economic benefit figures are based on community use only of Hinchinbrook Shire Library (not added expenditure to the region from outside sources/visitors). Model sourced from Qld Public Libraries Study, 2012
19. Visitor origin proportions are based on data provided by Council for patrons to HVIL 2015/16. It is assumed that these proportions are consistent across all patrons to the visitor-driven attractions.



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

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

Resolution Number 270218-35 –Change to Organisational Structure – Economic and Community Development

That Council approve the amendment of the Economic and Community Development Organisational Structure as follows:

- a) *Economic Development Officer* - (3 -5 years fixed term) - Change from permanent full time position to fixed term with decrease salary Level 6 to Level 5.
- b) *Tourism Officer - Name change to Economic Development Assistant* - permanent part time. Increase level and salary from Level 2 to Level 3.
- c) *Regional Event Coordinator* - (3 -5 years fixed term). Change from permanent full time position to fixed term with increase salary Level 3 to Level 5.
- d) *Conference and Event Coordinator* - permanent part time with a view to permanent full time
- e) *Create Economic Development / Conference and Event Support Administration* - permanent full time Level 2.
- f) *Administration Assistant* - permanent full time Level 3.
- g) Eliminate full-time Conference and Event Trainee.

Status:

March 2018 Update – The following positions were advertised 10/03/2018: Economic Development Officer – (3-5 years fixed term), Regional Event Coordinator – (3-5 years fixed term) and Administration Assistant. Other positions will be advertised in a further 2 weeks to allow for capacity for processing all positions.

Matter Closed

Resolution Number 270218-34 –Transfer of Fishing Hut from Vandaleen McConochie to Ray and Thelma Waddell

That Council approve a Trustee Permit between Hinchinbrook Shire Council and Ray and Thelma Waddell over fishing hut located in Lot 120 on CWL3246 at Crystal Creek for a three (3) year term.

Status:

March 2018 Update – Decision notice sent to applicant 06/03/18 - ECM Doc #2236711.

Matter Closed

Resolution Number 270218-33 –Commercial Tenancy Agreement Between Hinchinbrook Shire Council and FNQ NRM Ltd

That Council approve:

- a standard commercial Tenancy Agreement to be drawn up between FNQ NRM Ltd T/A Terrain at the TYTO Conference Centre, Office 1B, 2 and 3 in Lot 801 on SP225261, 73-75 McIlwraith Street, Ingham for a further term of two years being 19 February 2018 to 18 February 2020;

- the standard tenancy fee to the sum of \$735.95 per month inclusive of all outgoings plus GST for the term of the agreement;
- a monthly cleaning fee being \$45 per hour plus GST; and
- that FNQ NRM Ltd T/A Terrain pay all costs associated with Tenancy Agreement document preparation.

Status:

March 2018 Update – Decision notice sent to applicant 06/03/18 - ECM Doc #2236779.

Matter Closed

Resolution Number 270218-32 – Siting Relaxation Application – IR Wood & KA Wood – 3 Trout Street, Taylors Beach – Lot 113 on RP726626, Parish of Cordelia

That Council approve a side boundary and back boundary siting relaxations from the permissible 1.5m to 1.0m for the construction of a proposed shed on Lot 113 on RP726626, Parish of Cordelia and located at 3 Trout Street, Taylors Beach subject to a number of conditions.

Status:

March 2018 Update – Decision notice prepared and sent to applicant.

Matter Closed

Resolution Number 270218-31 – Siting Relaxation Application – NQ Garages & Sheds – 1 Carr Crescent, Lucinda – Lot 22 on L46927, Parish of Cordelia

That Council approve a side boundary siting relaxations from the permissible 1.5m to 1.0m for the construction of a proposed shed and a street boundary siting relaxations from the permissible 6.0m to 1.0m for the construction of a proposed awning on Lot 22 on L46927, Parish of Cordelia and located at 1 Carr Crescent, Lucinda subject to a number of conditions.

Status:

March 2018 Update – Decision notice prepared and sent to applicant - ECM Doc #2236240.

Matter Closed

Resolution Number 270218-30 – Siting Relaxation Application – GVD Building Design on Behalf of Saint Patricks Parish and Roman Catholic Trust Corporation (Diocese of Townsville) – 18 Abbott Street, Ingham – Lot 1 on RP738932, Parish of Cordelia

That Council approve the front boundary siting relaxation from the permissible 6.0m to 0.02m for the construction of a proposed porte cochère and covered walkway on Lot 1 on RP738932, Parish of Cordelia and located at 18 Abbott Street, Ingham subject to a number of conditions.

Status:

March 2018 Update – Decision notice prepared and sent to applicant.

Matter Closed

Resolution Number 270218-29 – Operational Works (Filling of Land) – S Blanco – Lot 4 on RP727804, Parish of Trebonne – 16 Perkins Street, Ingham

That Council resolve to issue a Development Permit for Operational Works – Filling of Land over Lot 5 on RP727804, Parish of Trebonne at 16 Perkins Street, Ingham, subject to a number of conditions.

Status:

March 2018 Update – Decision notice prepared and sent to applicant.

Matter Closed

Resolution Number 270218-28 – Request for Extension of the Currency Period – Brett and Mandie Scott for Ingham Family Medical Centre – Material Change of Use – Extension to Ingham Family Medical Practice – Lot 20 on RP703690, Parish of Cordelia – 22 Heard Street, Ingham

That Council resolve to extend the Development Approval Material Change of Use (Medical Centre including Pharmacy Dispensary), Lot 20 on RP703690, Parish of Cordelia, currency period for a period of six (6) years subject to a number of conditions.

Status:

March 2018 Update – Decision notice prepared and sent to applicant.

Matter Closed

Resolution Number 270218-27 – Request for Extension of the Currency Period – Mark Everett for the Everett Family Trust Pty Ltd – Material Change of Use and Reconfiguration of Land – Develop Rural Zoned Land for Residential Subdivision (82 Rural Lots, Tourist Facilities and Accommodation Purposes) – Lot 125 on CWL2515 and Lot 32 on CWL74, Parish of Marathon – Manda Road (Off Mount Cudmore Road), Bemerside

That Council resolve to extend the Development Approval Material Change of Use and Reconfiguring a Lot (Riverview Estate), Lot 125 on CWL2515 and Lot 32 on CWL74, Parish of Marathon, currency period for a period of six (6) years subject to the following conditions:

Status:

March 2018 Update – Decision notice prepared and sent to applicant.

Matter Closed

Resolution Number 270218-26 – Material Change of Use – Commercial Premises (Service Station) – SHA Premier Constructions Pty Ltd – 1 Herbert Street, Ingham – Lot 34 on SP293625, Parish of Cordelia

That Council resolve to issue a Development Permit for Material Change of Use – Redevelopment of a Service Station over Lot 34 on SP293625, subject to a number of conditions.

Status:

March 2018 Update – Decision notice prepared and sent to applicant.

Matter Closed

Resolution Number 270218-25 – Reconfiguring a Lot: Rearrangement of Boundaries – Orient Road, Blackrock – Lots 2 and 3 on RP721034, Parish of Trebonne – Hansen Surveys Pty Ltd for PJ & NA Cauchi

That Council resolve to approve a Development Permit for Reconfiguration of a Lot (Rearrangement of Boundaries) over Lots 2 and 3 to RP721034, subject to a number of conditions.

Status:

March 2018 Update – Decision notice prepared and sent to applicant.

Matter Closed

Resolution Number 270218-15 – Local Government Infrastructure Plan – 2018 – Draft LGIP Ministers Approval to Notify

That Council note:

- the *Draft Hinchinbrook Shire Local Government Infrastructure Plan (LGIP) 2018*;
- the *Draft Infrastructure Charges Resolution 2018* Information provided in the report;
- that the *Draft Infrastructure Charges Resolution 2018* will be workshopped with Council to determine relevant infrastructure charges prior to adopting an *Infrastructure Charges Resolution 2018*.

That Council resolve to:

- Publicly notify the *Draft Hinchinbrook Shire Local Government Infrastructure Plan (LGIP) 2018* for comments and input from the Hinchinbrook community for the period of 12 March 2018 to 24 April 2018, inclusive.

Reason(s) for Approval

- The draft LGIP has been prepared consistent with statutory requirements.
- The Minister for State Development, Manufacturing, Infrastructure and Planning (DSDMIP) in his correspondence dated 30 January 2018 pursuant to Section 117 of the Sustainable Planning Act 2009 gave approval for the Hinchinbrook Shire Council to commence with Public Consultation of the LGIP.

Status:

March 2018 Update – Open for public consultation from 12 March 2018 to 24 April 2018.

Matter Closed

Resolution Number 270218-14 – Reconfiguration of a Lot – Subdivision of Land – One (1) Lot into Two (2) Lots – Eleanor Street, Ingham – Lot 1 on RP714968, Parish of Cordelia – Hinchinbrook Shire Council

That Council resolve to issue a Development Permit for Reconfiguration of Lot 1 on RP714968, being for the Subdivision of one (1) lot into two (2) lots, subject to a number of conditions.

Status:

March 2018 Update – Decision notice prepared and sent to applicant.

Matter Closed

Resolution Number 300118-33 – Advertising of Environmental Services Administration Assistant Full Time Position

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

Status:

March 2018 Update – The position has been advertised and closed Friday 9 March 2018. Shortlisting and interview times have been allocated for the week following and the Chair of the panel expects to finalise the panel the week ending 9 March 2018.

February 2018 Update – The Position Description has been drafted by the Environment & Waste Operations Manager and will be advertised this week.

Matter Closed

Resolution Number 300118-29 – Siting Relaxation Application – GVD Building Design on Behalf of Saint Patricks Parish and Roman Catholic Trust Corporation (Diocese of Townsville) – 18 Abbott Street, Ingham – Lot 1 on RP738932, Parish of Cordelia

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

Status:

March 2018 Update – Decision notice prepared and sent to applicant.

February 2018 Update – An information notice was prepared and sent to the applicant in the first week of February 2018. Relevant DISD input has been received and included into the report for the February meeting.

Matter Closed

Resolution Number 300118-15 – Local Law – Waste Management

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

Status:

March 2018 Update – A quotation has been sought from suitably qualified legal firms for them to review the local law. The local law is based on Townsville City Council so there is not expected to be any complications. The state integrity check process has been initiated.

February 2018 Update – After discussions with EMDPES and the CEO, Council will need to send the draft Local Law together with the anti-competitive provisions to King & Co. for finalisation, then it has to be sent to DLGP for state interest. In the interests of time, it can be put out to public interest at the same time. Council should also confirm with King & Co. the steps required to complete introduction of the Local Law.

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

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

Status:

March 2018 Update – The determination hearing is set for the 20 April 2018.

February 2018 Update – Matter is in progress.

January 2018 Update – Matter is in progress.

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

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

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

Status:

March 2018 Update – MOA being drafted for signing.

February 2018 Update – Discussions held on Friday the 9 February 2018 with representative from the Forrest Beach Progress Association and the EMDPES and MECD. The trial will recommence at the beginning of April 2018.

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

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

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

Status:

March 2018 Update – Acquittal not yet received however will be followed up.

February 2018 Update – Letter of success sent to Ingham Meals on Wheels on 13 December 2017. Invoice paid on 13 December 2017. Awaiting Acquittal form from Ingham Meals on Wheels.

January 2018 Update – Letter sent to the FBPA 9 January 2018 with a meeting planned in February 2018.

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

That Council resolves to:

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

Reason(s)

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

Status:

March 2018 Update – Progressing.

February 2018 Update – Progressing.

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

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

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

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

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

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

Reason(s)

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

Status:

March 2018 Update – Progressing public notification.

February 2018 Update – Approval to notify has been received from the Minister dated 30/01/2018.

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

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

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

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

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

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

Status:

March 2018 Update – Advised Mungalla Aboriginal Corporation that Council supports this year's event just waiting for a Community Activity Grant to be received. MECD also recommended that they appoint an event coordinator to run future events.

February 2018 Update – MECD has meeting with Mungalla Aboriginal Corporation on 12/02/18 addressing numerous areas.

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

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

November 2017 Update – Still awaiting Acquittal Report.

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

September 2017 Update – Event preparation is progressing.

Resolution Number - 250717-36 – Works for Queensland

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

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

Status:

March 2018 Update – Ongoing, with monthly progress reports being provided to the Department for perusal via the Works for Queensland portal.

February 2018 Update – Ongoing, with monthly progress reports being provided to the Department for perusal. It was highlighted the Wattle Street Footpath Project (\$60,000) has been finalized, resulting in a request for variation to be submitted once alternate projects have been identified.

January 2018 Update – Ongoing.

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

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

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

September 2017 Update – Anticipate departmental notification mid September 2017.

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

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

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

Status:

March 2018 Update – Stage Two Status Report has been submitted, with the research conducted by Gilroy Santa Maria WW1 Link Project Club students having fully completed 9 soldiers and have begun research into 14 others.

February 2018 Update – The project is currently in progress.

January 2018 Update – The project is currently in progress.

December 2017 Update – The project is currently in progress.

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

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

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

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

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

June 2017 Update – In progress.

Resolution Number – 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 2018 Update – An update will be presented at the next PDG meeting.

February 2018 Update – An update will be presented at the next PDG meeting.

January 2018 Update – An update will be presented at the next PDG meeting.

December 2017 Update – Await final engineering drawings from contractor.

November 2017 Update – Design has been agreed and plans being supplied to address local supplier components. That is, to see if local suppliers can be engaged for separate components to both add a local flavour while supporting local industry. If this is not viable alternate RFQ to be composed. No movement on project.

October 2017 Update – Council has selected a design for the sign to be installed outside the front of the Hinchinbrook Visitor Information Lounge. MECD is in the process of progressing the project.

September 2017 Update – To be discussed at 21 September PDG meeting.

August 2017 Update – MECD to present a draft design at the PCG meeting.

July 2017 Update – Entrance statement deemed problematic in proposed location, decided to be incorporated into signage at TYTO. See PCG minutes for more information.

June 2017 Update – Concept and further details to be provided at next PCG meeting.

May 2017 Update – New design is being sourced and update to be provided at next PCG meeting.

April 2017 Update – No further update.

March 2017 Update – No further update.

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

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

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

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

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

September 2016 Update – Permits currently being assessed by DTMR.

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

July 2016 Update – No update at this stage.

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

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

March / April 2016 Update – EOI closed on 21 March 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 2018 Update – The matter is progressing as Council has recently decided on a location of the public toilets in Lannercost Street.

February 2018 Update – Still waiting on the final location for the toilets, Facilities Department are currently in charge of the RFQ and progress with this project.

January 2018 Update – Still waiting on the final location for the toilets, Facilities Department are currently in charge of the RFQ and progress with this project.

December 2017 Update – Final draft Signage Design Package has been paused pending confirmation of locality of new toilet facilities in Lannercost Street.

November 2017 Update - Final draft Signage Design Package has been paused pending confirmation of locality of new toilet facilities in Lannercost Street.

October 2017 Update – Final draft Signage Design Package has been paused pending confirmation of locality of new toilet facilities in Lannercost Street.

September 2017 Update – Final draft Signage Design Package has been paused pending confirmation of locality of new toilet facilities in Lannercost Street.

August 2017 Update – Final draft Signage Design Package has been paused pending confirmation of locality of new toilet facilities in Lannercost Street.

July 2017 Update – Preparation for RFQ's and internal consultation regarding signage locations underway. Further update provided at PCG meeting.

June 2017 Update – Wayfinding Design package approved at May PCG meeting. EDO progressing with preparing documentation needed for contractors before RFQs are sent.

May 2017 Update – Signage panels have been designed and design is with PCG for comment.

April 2017 Update – No further update.

March 2017 Update – Signage panels are being designed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Status:

March 2018 Update – This matter is still progressing.

February 2018 Update – Brass plaques to be installed by within the coming weeks by Audiore Builders.

January 2018 Update – Brass plaques have been supplied, pending installation by Audiore Builders

December 2017 Update – All interpretative signage has been installed. Awaiting supply and installation of brass floor plaques.

November 2017 Update - All interpretative signage has been installed. Awaiting supply and installation of brass floor plaques

October 2017 Update – All signage except three signs have been installed. Final three signs to be installed by the end of month.

September 2017 Update – Formal RFQ for Fabrication and Supply of brass plaques closes 15 September 2017. All other interpretative signage is in final stages of fabrication and likely to be installed prior to 22 September 2017. Walk brochure has been finalised and uploaded to Hinchinbrook Way Website.

August 2017 Update – The Sign Company (and subcontractor Firmi Engineering) and Audiore Builders have been engaged for all fabrication, printing and installation of all interpretative signage. Procurement progressing with brass floor plaques.

July 2017 Update – QTDDIF funding not successful. Company who was providing plaques has closed down. Once alternative company is sought, project can commence installation stage. Further update at PCG meeting.

June 2017 Update – Decision at May PCG to put project on hold pending decision of QTIF funding.

May 2017 Update – Loop signage envisaged to be completed or near completion by end of financial year.

April 2017 Update – No further update.

March 2017 Update – Signage panels are being designed.

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

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

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

November 2016 Update – DTMR require engineering drawings for consideration.

October 2016 Update – No further update at this stage.

September 2016 Update – Council awaiting DTMR approval.

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

July 2016 Update – No update at this stage.

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

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

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

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

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

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

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

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

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

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

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

Status:

March 2018 Update – More publicity is to be undertaken to notify visitors of the service.

February 2018 Update – Free WiFi network is active. Purple Insight report to be presented to PDG on Thursday 15 February 2018.

January 2018 Update – Free Wi Fi network is active.

December 2017 Update – As per August update – no further update.

November 2017 Update - As per August update – no further update.

October 2017 Update – As per August update – no further update.

September 2017 Update – As per August update – no further update.

August 2017 Update –

Item i. and v. are on hold,

Item ii. To be considered as part of the Rotary Park Master Planning process

Item iii Part of the Ingham CBD Wayfinding Signage Project. Refer to Resolution Number – 290915-23

Item iv. Refer to Resolution Number - 310117-13 – RFQ 001487

July 2017 Update – Items i. and v. are on hold. Items ii. and iii. are still in progress. Item iv. is currently being installed.

June 2017 Update – Projects updated in previous sections (Wayfinding design package approved at May PCG; Received Telstra report and their legal team creating contract).

May 2017 Update – Wayfinding signage design finalised and with PCG for comment. Detailed site survey completed by Telstra and awaiting survey report.

April 2017 Update – No further update.

March 2017 Update – No further update.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolution Number – 280715-25 –Hinchinbrook Meeting Place - Reserve for Botanical Gardens and Nursery R.635

That Council approve commencement of the process to re-survey and re purpose, via application to the Department of Natural Resources and Mines, to become a reserve for recreation in the area currently occupied by the structures known as the Hinchinbrook Meeting Place within the reserve for Botanical Gardens and Nursery, in Lot 3 on Crown Plan I22484.

That Council resume management of the facility and offer the facility for hire to community groups and individual community members with terms and conditions for hire based on those currently used for the Showgrounds and Halifax Hall accessing the existing fee structure for the Hinchinbrook Meeting Place detailed in Councils 2015/2016 Commercial Charges, Regulatory Fees and other Charges.

Status:

March 2018 Update – DNRM advised this action has been finalised and provided updated title search.

February 2018 Update – Awaiting a response from DNRM from correspondence sent to DNRM in October.

January 2018 Update – Awaiting a response from DNRM from correspondence sent to DNRM in October.

December 2017 Update – Awaiting a response from DNRM from correspondence sent to DNRM in October.

November 2017 Update – Council awaiting response from DNRM.

October 2017 Update – An enquiry has been sent to DNRM 9 October 2017.

September 2017 Update – No further update.

August 2017 Update – No further update.

July 2017 Update – No further update.

June 2017 Update – No further update.

May 2017 Update – No further update.

April 2017 Update – No further update.

March 2017 Update – No further update.

February 2017 Update – Briefing to Council will occur in March.

January 2017 Update – A further Briefing will be organised if requested by Council.

December 2016 Update – Update provided at Briefing Session of 6 December 2016.

November 2016 Update – Ongoing.

October 2016 Update – Ongoing.

September 2016 Update – Ongoing.

August 2016 Update – Ongoing.

July 2016 Update – Ongoing.

June 2016 Update – Ongoing.

May 2016 Update – In progress.

March / April 2016 Update – In progress.

February 2016 Update – In progress.

January 2016 Update – Land repurpose in progress. Council managing property.

December 2015 Update – No further update.

November 2015 Update – In progress. No further update.

October 2015 Update – Meeting planned with users to explain application process for community grants.

September 2015 Update – Land repurpose in progress.

August 2015 Update – Users advised of Council's resolution by letter. Hire terms and conditions on Council website and forwarded to current users. Process to repurpose land in progress.

Matter Closed

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 2018 Update – This matter has been finalised.

February 2018 Update – Progressing, the survey plan has been registered with DNRM.

January 2018 Update – DNRM received lodgement of Survey Plan December 2017 ECM Doc #2227492. Council awaiting response from DNRM.

December 2017 Update – A draft Survey Plan has been prepared.

November 2017 Update – After discussions with DNRM on 7 November 2017, Council is progressing with submitting Survey Plan for the additional land.

October 2017 Update – October 2017 Update – An enquiry has been sent to DNRM.

September 2017 Update – Information for the additional land has been sent to Gilkerson Legal so that it can be considered during the Nywaigi and Native Title ILUA process and for assessment under the Cultural Heritage requirements.

August 2017 Update – In progress. The close proximity of the area to a wetland is requiring further investigation.

July 2017 Update – In progress. The close proximity of the area to a wetland is requiring further investigation.

June 2017 Update – In progress.

May 2017 Update – Action plan for discharge quality being progressed.

April 2017 Update – Ongoing. Meeting held with HCSC and EHP to discuss options for achieving discharge quality compliance. An action plan has been drafted and forwarded to EHP, which identifies other potential solutions to the discharge quality problem. Should any of these alternative options be successful it may not be necessary to pursue the acquiring of additional land.

March 2017 Update - Ongoing.

February 2017 Update – Ongoing.

January 2017 Update – Ongoing.

December 2016 Update – Ongoing.

November 2016 Update – Ongoing.

October 2016 Update – Ongoing.

September 2016 Update – Ongoing.

August 2016 Update – 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.

Matter Closed

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 2018 Update –The Department has been advised that the additional land has been obtained. Awaiting further instructions from the Department regarding the next step in the process.

February 2018 Update – Discussions to be had with HCSC.

January 2018 Update – Council has been in discussions with the Department of Housing and Public Works in December 2017 and are progressing with this matter.

December 2017 Update – Matter is progressing.

November 2017 Update – Awaiting installation of improvements to waste water disposal system prior to being able to hand the facility over.

October 2017 Update –Awaiting determination of the Nywaigi Native ILUA case and acquisition of additional land for waste water disposal prior to being able to progress this matter further.

September 2017 Update – No further update.

August 2017 Update – Matter is progressing.

July 2017 Update – EMDPES is currently investigating the above matter and will advise in due course. Initial discussions with a representative from Hinchinbrook Community Support Centre (HCSC) were held regarding Forrest Glen.

June 2017 Update – No further update.

May 2017 Update – No further update.

April 2017 Update – Ongoing.

March 2017 Update - Ongoing.

February 2017 Update – Ongoing.

January 2017 Update – Ongoing. Recommended to be closed due to the fact that this matter is closely related to Resolution 150714-21 (Additional Land for Forrest Glen Retirement Village) and dependant on the outcome of the Native Title process (the Nywaigi claim).

It is noted that the action arising from the resolution has been completed in 2014 (i.e. the Department was advised the “we no longer wish to be a community housing provider and that we intend to investigate the possibility of a local community housing provider taking over ownership of the Forrest Glen Retirement Units”).

December 2016 Update – Ongoing.

November 2016 Update – Ongoing.

October 2016 Update – Ongoing.

September 2016 Update – Ongoing.

August 2016 Update – Ongoing.

July 2016 Update – Ongoing.

June 2016 Update – Ongoing.

May 2016 Update – Ongoing.

March / April 2016 Update – Ongoing see Council resolution 150714-21.

February 2016 Update – Ongoing.

January 2016 Update – Ongoing.

December 2015 Update – Ongoing.

November 2015 Update – Ongoing.

October 2015 Update – Ongoing.

September 2015 Update – Ongoing.

August 2015 Update – Ongoing.

July 2015 Update – Ongoing.

June 2015 Update – Compulsory address of native title process in place – registration on hold till further land can be acquired following native title resolution. Department of Public works and housing updated as appropriate.

May 2015 Update – No further update.

April 2015 Update – No further update.

March 2015 Update – No further update.

February 2015 Update – No further update.

January 2015 Update – No further update.

December 2014 Update – No further update.

November 2014 Update – Discussions held with HCSC.

October 2014 Update – Further correspondence sent to Department formalising the exit plan.

September 2014 Update – No further update.

August 2014 Update – No further update.

July 2014 Update – Report to Council for July meeting to approve process as advised by DEHP to seek an extension of land to create a buffer zone around the existing sub-surface irrigation system to facilitate the Environmental Authority Release Limits to be the same as those for the Standard Conditions of Approval.

This action shall allow the Bio Cycle sewerage treatment plant results to comply with the release limit specified for nitrogen in the Environmental Authority.

June 2014 Update – No further update.

May 2014 Update – No further update.

April 2014 Update – No further update.

March 2014 Update – Council officers reviewing the financial arrangements for Forest Glen (in particular any provisions for maintenance and depreciation funds) and will forward this to DHPW. This will allow DHPW to advance the options to progress Council's relinquishing of ownership.

February 2014 Update – No further update.

January 2014 Update – No further update.

December 2013 Update – Following advice from DHPW, Council officers will review the financial arrangements for Forest Glen (in particular any provisions for maintenance and depreciation funds) and will forward this to DHPW. This will allow DHPW to advance the options to progress council's relinquishing of ownership.

November 2013 Update – Conference call proceeded 23 October 2013 between EMECS, CSO, DHPW's representatives; Rose Hogarth, Julie Cosgrove, Candy Butler and Tanya Davern to discuss Council responsibility as social housing provider and way forward to relinquish this responsibility considering the options open to Council. Awaiting further advice from DHPW.

October 2013 Update – Conference call booked with Rose Hogarth from Department Housing and Public Works upon EMECS Tudor Tanase's return 16/10/13 to discuss Council's options and the way forward.

September 2013 Update – No further update.

August 2013 Update – No response has been received from the Department of Housing and Public Works at this stage.

July 2013 Update – A letter has been sent to the Department of Housing and Public Works advising Council no longer wishes to be a community housing provider and requesting details of contact in the Department to discuss Council's options.

Resolution Number – 180613-17 – Hinchinbrook Tourist Loop – Signage Plan

That Council approve the Tourist Loop based on Option B which incorporates the Loop passing through Four Mile Road and that the Loop be labelled as Tourist Drive as designated with a number as determined by DTMR.

That Council approve the aerial photograph of Hinchinbrook Island to be used on the Highway Signage as being the most suitable for the drive.

Status:

March 2018 Update – No further update.

February 2018 Update – No further update.

January 2018 Update – No further update.

December 2017 Update – Project paused whilst other priority tourism projects are finalised.

November 2017 Update - Project paused whilst other priority tourism projects are finalised.

October 2017 Update – Project paused whilst other priority tourism projects are finalised.

September 2017 Update – Project paused whilst other priority tourism projects are finalised.

August 2017 Update – The See and Do panels are being finalised.

July 2017 Update – Internal approval of see and do panels currently underway. Progress Associations will then approve.

June 2017 Update – EDO received 'see & do' panel dot points, now creating text around those. Will then send back to Progress Associations.

May 2017 Update – Economic Development Officer has contacted via phone and email all progress associations to discuss the "see & do" panel.

April 2017 Update – Signage panels are being designed and wording for the signage is being collated.

March 2017 Update – Signage panels are being designed.

February 2017 Update – RCP approved by DTMR.

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

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

November 2016 Update – DTMR require engineering drawings for project consideration.

October 2016 Update - SEDTO to prepare a Report for Council consideration.

September 2016 Update – Completed and released for quotation. Quotation received, awaiting direction from council.

August 2016 Update – Work is progressing and development of print material is being prepared.

July 2016 Update – No further update at this stage.

June 2016 Update – Destination Node structures being released for request for quotation by 24 June 2016.

May 2016 Update – Design firm Dot Dash is currently finalising signage design with initial construction of the signage commencing in June 2016. The loop will be included in the Hinchinbrook Way regional brochure.

March / April 2016 Update – The Hinchinbrook Way Website to be operational 16 April 2016 and the loop information will be included from July. Design firm Dot Dash is currently finalising signage design with construction of the signage commencing in June 2016. The loop will be included in the Hinchinbrook Way regional brochure.

February 2016 Update – Material being prepared for brochure and website.

January 2016 Update – Material being prepared for brochure and website.

December 2015 Update – Final layout to be confirmed by Council at December General Meeting.

November 2015 Update – Final layout to be confirmed by Council at December General Meeting.

October 2015 Update – Briefing Session to Council on Hinchinbrook Way Drive on 13/10/2015.

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

August 2015 Update – Work progressing.

July 2015 Update – Work is progressing on the Hinchinbrook Way with documentation being prepared. It is expected that the documentation will be finalised by the end of September.

June 2015 Update – Work is progressing on the Hinchinbrook Way with documentation being prepared. It is expected that the documentation will be finalised by the end of September.

May 2015 Update – Work is progressing on the Hinchinbrook Way with documentation being prepared.

April 2015 Update – Work is progressing on the Hinchinbrook Way with documentation being prepared.

March 2015 Update – Timeframe to be confirmed on Tuesday 24 March 2015 at Economic Development Strategy presentation.

February 2015 Update – Signage Committee to be updated. Progress Associations to be updated in late march, early April on split project – directional signage and 'Hinchinbrook Way – Drive tourism product'. Update to be presented to Council mid March 2015.

January 2015 Update – Senior Economic Development Officer is developing the strategy and documentation required to meet MRD requirements.

December 2014 Update – Senior Economic Development Officer has been developing the drive strategy. Information will be provided to Council at the Briefing Session on 2 December 2014.

November 2014 Update – Senior Economic Development Officer is working with TEL to finalise the tourist loop and register with DTMR.

October 2014 Update – No further progress this month. Will be one of the first actions the Senior Economic Development and Tourism Officer will be tasked with assisting the EMDP.

September 2014 Update – No further progress this month. Will be one of the first actions the Senior Economic Development and Tourism Officer will be tasked with assisting the EMDP.

August 2014 Update – No further progress this month. Will be one of the first actions the Senior Economic Development and Tourism Officer will be tasked with assisting the EMDP.

July 2014 Update – Work has commenced on providing the relevant information for recognition by Townsville Enterprise Ltd of the new tourist loop.

June 2014 Update – Some preliminary discussions have been held with Townsville Enterprise Ltd.

May 2014 Update – TMR have advised that **essential criteria need to be met regarding the promotion of tourism routes**. This includes the following:

- The route must have significant tourism and/or scenic appeal, including a reasonable frequency of quality tourist attractions to maintain the interest of the visitor
- The route **MUST NOT** be based on attractions which are strictly seasonal or are not a permanent feature of the route
- The route must allow for the safe passage of private passenger vehicles at all times (avoiding hazardous alignments or grades, or single lane roads)
- The route must use only suitably maintained roads, preferably sealed, which are also capable of accommodating the higher volumes of traffic attracted to the route
- Promotional material (e.g. map, brochure and website) covering the drive and attractions **MUST** be developed and made available through visitor information centres and other outlets on an ongoing basis. It is expected that tourist drives will not occur on expressway type roads
- Support of the Regional Tourist Organisation (RTO).

EMDP has discussed options with Council's Works Engineer and we have divided the project into two (2) components once being the directional signage and the other being the tourist information signage. The Works Engineer will progress the directional signage and the EMDP will progress the tourist information signage. The Works Engineer believes she can move quite quickly to get approval from TMR for this standard signage and have it erected by the end of June. If possible space will be allowed on these signs for the insertion of tag lines and the route number at a later date. With regard to the tourism information signage the EMDP has contacted Townsville Enterprise Limited and Tourism and Events Qld about the development of a tourist loop this will take some time to develop to a standard which meets the TMR requirements.

April 2014 Update – Further consultation with TMR regarding Tourist Loop signage and necessary requirements to ensure approval.

March 2014 Update – Further consultation with TMR regarding the name and logo of the tourist drive is required. Options will be taken to the Signage Committee for discussions. Once the name and logo have been decided, final amendments to the signs will be required and then forwarded to TMR for final approval.

February 2014 Update – Feedback from TMR has been received. Amendments to signage and locations have been requested. Project to be reviewed based on comments provided from TMR.

January 2014 Update – An onsite location inspection of the four highway signs has occurred between HSC and TMR. Awaiting response from TMR regarding the outcome of the site visit. Further consultation is required within the HSC Engineering Department to determine the progression of all other signage.

December 2013 Update – DTMR are reviewing the proposal. MTS has organised a meeting to fast-track DTMR in providing a response.

November 2013 Update – DTMR are reviewing the proposal to provide a solution for the issues raised previously. Council is awaiting comment from DTMR.

October 2013 Update – Further consultation with DTMR has occurred and issues were raised regarding the area descriptions and the two main highway signs being too congested. Consultants are in the process of working up a solution to resubmit to DTMR for final approval.

September 2013 Update – DTMR recently informed that although the Northern Regional Office approved the proposal the Brisbane Office had some issues that need to be worked through. Further consultation with DTMR now required.

August 2013 Update – DTMR Townsville have approved the proposal but have sent it to Brisbane for final approval.

July 2013 Update – Signage and footing design has been completed. Waiting on Main Roads to issue a Route Number for proposal, once received Council will need to apply for a Road Corridor Permit from Main Roads. Purchase order has been issued for signage fabrication.

Resolution Number – 210513-30 – Pelorus Island

That Council formally write to the Department of Natural Resources and Mines and request confirmation that a Trustee Lease or Permit can be issued to a commercial operator for part of Pelorus Island.

Further that the Department be requested to provide examples of terms and conditions of instances where similar leases have been issued.

Status:

March 2018 Update – Report to Council being prepared for March Meeting.

February 2018 Update – Pelorus Island has been advertised and offers continue to come in with the closing date being Monday 26 February 2018.

January 2018 Update – Progressing.

December 2017 Update – The Pelorus EOI has been amended and submitted to EcoDev to develop a professional looking tender.

November 2017 Update – A draft EOI document was discussed with the Mayor, discussed changes to the EOI is underway where after the document will be reviewed and finalised.

October 2017 Update – PDM and EMDPES are preparing a draft Expression of Interest seeking commercial tourism operations on the island for a period of up to 3 years.

September 2017 Update – No further update.

August 2017 Update – Council Solicitors Roberts Nehmer McKee are reviewing the Local Laws and drafting documentation to allow permitting of commercial uses on the island.

July 2017 Update – Council has received copy of the Garden Island Management Plan and is currently liaising with the DNRM regarding the requirements to progress this matter.

June 2017 Update – EMDP is currently drafting amendments to Council's Local Law No 4 and associated documentation for restricted and prescribed activities for uses on Pelorus Island.

May 2017 Update – The applicants consultant met with DNRM officers who indicated that the Council could deal with the issue under local laws similar to Cassowary Coast Regional Council.

April 2017 Update – Council's consultant was scheduled to meet with DNRM officers on the 27 March 2017.

March 2017 Update – Department of Natural Resources and Mines are reviewing the draft plan and will advise of further requirements for the plan.

February 2017 Update – Department of Natural Resources and Mines are reviewing the draft plan and will advise of further requirements for the plan.

January 2017 Update – Further discussions with the Department of Natural Resources and Mines is planned.

December 2016 Update - No further progress.

November 2016 Update – No further progress.

October 2016 Update – Discussions were held with Department of Natural Resources and Mines Officers regarding the draft plan. Other alternative ways of allowing facilities on the island were discussed such as licensing will be investigated. This was discussed with DNRM representatives at a meeting on the 28/9/16 and they agreed that this is the best way forward at this point in time. Designs of QPWS toilets at Jourama Falls and requirements for toilets on islands given to EMECS for securing quotes for erection of a suitable public toilet on the island.

September 2016 Update – The State has not yet provided an official response to the proposed draft plan.

August 2016 Update – The draft has been submitted to the State. The State has provided some feedback for consideration.

July 2016 Update – Passed over to Economic Development Department.

June 2016 Update – No further update.

May 2016 Update – No further update.

March / April 2016 Update – No further update.

February 2016 Update – No further update.

January 2016 Update – No further update.

December 2015 Update – No further update.

November 2015 Update – No further update.

October 2015 Update – No further update.

September 2015 Update – No further update.

August 2015 Update – No further update.

July 2015 Update – No further update.

June 2015 Update – No further update.

May 2015 Update – No further update.

April 2015 Update – Meeting organised with Remote Area Dive to discuss a range of issues including permitting, food hygiene, sanitation and tourism development.

March 2015 Update – No further update.

February 2015 Update – No further update.

January 2015 Update – No further update.

December 2014 Update – No further update.

November 2014 Update – No further update.

October 2014 Update – No further update.

September 2014 Update – No further update.

August 2014 Update – No further progress.

July 2014 Update – No further progress.

June 2014 Update – No further progress.

May 2014 Update – No further progress.

April 2014 Update – No further progress.

March 2014 Update – No further progress.

February 2014 Update – No further update.

January 2014 Update – Officers have contacted QPWS and neighbouring Councils to obtain information as to the fees and charges applicable in the region for commercial camping on public reserves.

December 2013 Update – Preliminary investigations indicate that the most practical and efficient option for the control of commercial camping activities on the island is via existing Local Laws, similar to the Crystal Creek area. A Report will be prepared for Council's consideration recommending possible options and camping fees.

November 2013 Update – No further progress.

October 2013 Update – Moved from Executive Manager Development and Planning to the new responsibility of the Executive Manager Environment and Community Services who will progress on his return from leave.

September 2013 Update – No further update.

August 2013 Update – A letter has been received from the Department of Natural Resources and Mines with information on options of leases for Council to consider. A report to Council will be prepared for Councils consideration when these options have been investigated.

July 2013 Update – No response has been received from the Department at this time.

June 2013 Update – Council has written to the Department of Natural Resources and Mines requesting information.

Matter Closed

**LEASE BETWEEN HINCHINBROOK SHIRE COUNCIL AND PAUL, RITA AND NATAL CAUCHI
OVER LOT362 ON SP214657, HALIFAX ROAD INGHAM**

Executive Summary

The current lease between Council and Paul Joseph, Rita Beatrice and Natal August Cauchi is due to expire on the 9 May 2018. The Cauchi family has held the current lease over Lot 362 on SP214657 since February 2011.

The Cauchi family have indicated to Council they wish to enter into a new lease with Council over the abovementioned property for a further 10 years. Water and Sewerage Manager advised we offer a 5 year lease over the location with an optional 5 years renewal. The reason for this being that there is no expected need to expand the sewerage treatment plant.

For Council Decision – Recommendation

That Council approve a lease agreement between Council and Paul Joseph, Rita Beatrice and Natal August Cauchi over Lot 362 on SP214657, Halifax Road, Ingham for a further 10 years subject to the following conditions:

1. Compliance with all clauses for a lease;
2. Annual rental of \$3644.42 (excl GST) with annual CPI increase as at March quarter included in lease terms (calculated 1 May annually);
3. Five (5) year lease term with an option of another five (5) years;
4. Minimum Public Liability insurance of \$20,000,000; and
5. All expenses associated with lease preparation, including lease application, survey fees if required and registration with Department of Natural Resources and Mines of the Lease are paid by the Cauchi Family.

Reason(s) for Decision

- The Cauchi family have held the current lease with Council since 21 February 2011
 - The lessee have complied with the conditions of the lease
 - The sewerage treatment plant is not planned to be expanded and in need of the Lot 362 in the foreseeable future.
-

Background

This property is located next to the Council Ingham Sewerage Treatment Plant and is still required to be owned by the Council for future development of the treatment plant if any.

The current permitted use for this land is Cane Farming and has been under Cane for the past 10 years. The current procedure is to levy General rates on the leased area, based on the valuation of the area and charge a fee for rental of the land over the lease period. The current rental paid annually on this lease is \$200.00 excluding GST.

Attachments

Location Map

Statutory Environment

Lands Act 1994
Planning Act 2017
Local Government Act 2009

Policy Implications

No relevant policy implications

Consulted With

DISD - Water and Sewerage

“offer a 5 year lease over the location with an optional 5 years renewal in case Council need to expand treatment plant after the first 5 years.”

Financial and Resource Implications

All lease preparation and registration costs for the account of Paul, Rita and Natal Cauchi

Risk Management Implications

Nil

Strategic Considerations

Council is required to deal with assess planning concerns with reference to the following Codes and Planning Instruments:

- The *Hinchinbrook Shire Planning Scheme 2005*;
 - Hinchinbrook Shire Corporate Plan – Strategic Direction Two (Responsive and Responsible Management of Land); and
 - Hinchinbrook Shire Operational Plan – Strategic Direction Two (Responsive and Responsible Management of Land).
-

Legal Implications

This Lease is entered into in accordance with the provisions of section IC of the Native Title Act 1993 (Cth). In accordance with section IC of the Native Title Act 1993 (Cth), the non-extinguishment principle applies.

Category		Examples of lease, licence, permit or authority	Proposed dealing	Does Module IC apply?	Procedural rights
5	Non-exclusive agricultural lease		The proposed dealing does not involve the term of the lease being increased.	Yes.	No procedural rights apply.

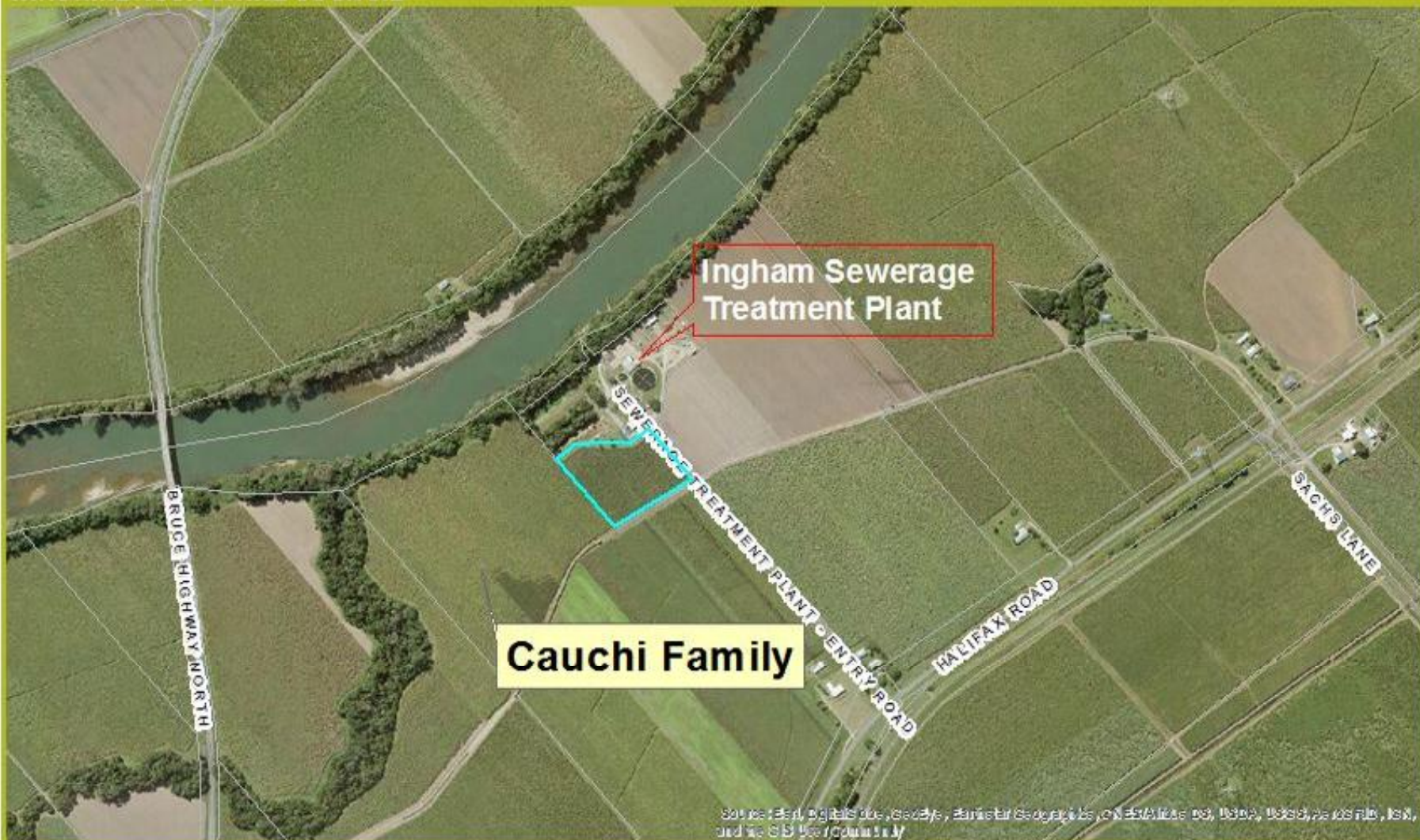
The new lease is not seen as a “Disposal of Property’ and can be dealt with by relying on s.236 (1)(c)(iv) of the Local Government Regulations 2012 as a disposal of land to a person who owns adjoining land.

Officers Comment

The current lease area Lot 362 on CWL is next to the Cauchi family cane farms. Lot 362 on SP214657 is designated for future development of the Ingham Sewerage Treatment Plant if required by Council. Council provide table below outlining lease figure amount:

Category	HA	Lease Amount / Ha		Total Lease Amount	
		Current (Excl GST)	Proposed (Excl GST)	Current (Excl GST)	Proposed (Excl GST)
Cane Land	3.59	\$200		\$200	
			\$1015.16		\$3644.42

HINCHINBROOK SHIRE COUNCIL



Disclaimer & Acknowledgements

This map was prepared for the use of the Council. The Council is not responsible for any errors or omissions in the map. The Council is not responsible for any use of the map for any purpose other than that for which it was prepared. The Council is not responsible for any use of the map for any purpose other than that for which it was prepared. The Council is not responsible for any use of the map for any purpose other than that for which it was prepared.

This map is not to be read or made as part of a commercial product.

LOT 362 ON SP214657, Halifax Road, Ingham



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Compiled By: Ianne/1401
Date: 22/02/2018

HIRE OF THE INGHAM AERODROME TRANSIT OFFICE

Executive Summary

Council has received enquiries from organisations and individuals who wish to rent the Ingham Aerodrome Transit Office space for a casual hire bases, however there are currently no fees and charges for approved for casual hire of the facility.

It is proposed that Council consider hiring out the offices on a casual basis and introduce a weekly hire rate of \$50 (excl GST) and a monthly fee of \$100.00 (excl GST) for a period of up to six (6) months.

For Council Decision – Recommendation

That Council introduce a short term hire fee of \$50 (excl GST) per week and \$100 (excl GST) per month to hire the Ingham Aerodrome Transit Office for up to a period of six (6) months:

That Council introduce a short term hire fee to be included in the 2018/2019 fees and charges for office space at Ingham Aerodrome for no longer than six (6) months.

1. Short term hire fee of \$50 (excl GST) Per Week;
2. Monthly hire fee of \$100 (excl GST) Per Month; and
3. Hire of space for no longer than six (6) months per organisation or individual.

Reason(s) for Decision

- Council supports the opportunity for organisations or individuals to start up business incentives;
- Having the Ingham Aerodrome Transit Office in a useful state is positive to Council

Background

Council currently has no casual hire rate for this space at the Ingham Airport. Previously the location known as Lot H had been leased to a local aviation firm. The local aviation firm has since surrendered the lease over this location. The area of the Terminal Building that was being leased was 63.22m², please note this is only for ½ the size of the office space. The previous firm was utilizing the space over a five (5) year term for a sum of \$1560per/year GST inclusive.

Attachments

Location Map

Statutory Environment

Lands Act 1994
Planning Act 2017
Local Government Act 2009

Policy Implications

The property hire fees will need to be included in Council's fees and charges schedule.

Consulted With

Planning and Development Manager, Gerhard Visser
Councillor Mary Brown
Councillor Andrew Lancini
Manager Economic and Community Development, Donna Prentice

Financial and Resource Implications

There are no foreseen adverse financial implications. Note that offices have been vacant, one for nearly three years.

Risk Management Implications

There is no identified risk to Council. Hirers will need to provide evidence of their insurance cover for their activities.

Strategic Considerations

Council is required to deal with assess planning concerns with reference to the following Codes and Planning Instruments:

- The *Hinchinbrook Shire Planning Scheme 2005*;
 - Hinchinbrook Shire Corporate Plan – Strategic Direction Two (Responsive and Responsible Management of Land); and
 - Hinchinbrook Shire Operational Plan – Strategic Direction Two (Responsive and Responsible Management of Land).
-

Legal Implications

Nil

Officers Comment

Council has received requests from time to time by organisations and individuals who wish to use this space for a month or more frequently on a casual basis. However there is no set fee in Council's Schedule of Fees and Charges for this location.

Below is comparison of Square Meter charges around Lannercost Street, Ingham office space, TYTO Precinct office space, Business Assistance Scheme, Ingham Aerodrome sites, and Land Regulations Act 2009:

Location	Rate/M ²	Comments
Lannercost Street, Ingham Office Spaces	\$180.00/m ²	The current rental fees per m ² difference from property to property are very large. No average can be determined.
	\$181.00/m ²	
	\$153/m ² (Excludes outgoings)	
	Lessee to pay 25% of annual rates	
	\$94.50/m ² (excludes outgoings)	
	Lessee to pay 50% of annual rates	
	\$12,000.00 Per Year (GST n/a) 259m ² (\$46/m ²)	
TYTO Office Spaces	\$14.80/m ² (Excl GST)	
	\$25.06/m ² (Excl GST) and (inclusive of \$18.00 power charge per month)	
Start Up Business Rate (TYTO)	\$125.00 One Full Day Rate	
	\$192.50 Weekly rate for 6 Months or less	
	\$330.00 Monthly rate for 6 months or less	
Business Assistance Scheme	\$500 per/month (Excl GST)	
Ingham Aerodrome Sites	\$.30c /m ² (Excl GST)	
Land Regulation 2009	Land valuation by Rent for leases or categories % (s 37A)	
	Minimum rent for leases of particular category 13 \$243.00 / Month	

Attachment A: Location Map



COMMUNITY ACTIVITY GRANTS SPONSORSHIP: 1 APRIL 2018 TO 30 JUNE 2018 – HERBERT RIVER CRICKET ASSOCIATION

Executive Summary

Community Activity Grant Application period for 1 April to 30 June 2018 was advertised on Saturday 10 February 2018. Applications closed on 26 February 2018 where eight (8) applications were received and assessed under the Community Activity Grants Policy. In accordance with the Policy, the application from Herbert River Cricket Association has been referred to Council for decision. Herbert River Cricket Association were seeking \$5,000 ex GST to assist with the delivery of their event, Herbert River Cricket Over 40T20 Challenge being held on 4 May 2018. The Community Activity Grant panel assessed the application and recommend a sponsorship value of \$4,250 based on uniformity of fund distribution amongst previous grant recipients.

For Council Decision – Recommendation

That Council approve Herbert River Cricket Association's Community Activity Grant application to the value of \$4,250.00 ex GST as per panel recommendation.

Background

Community Activity Grant Application period for 1 April to 30 April 2018 was advertised on Saturday 10 February 2018. Applications closed on 26 February 2018 where eight (8) applications were received and assessed under the Community Activity Grants Policy. One (1) applicant withdrew their application due to securing sponsorship from another agency, leaving seven (7) applications to be assessed. In accordance with the current Community Activity Grants Policy, one application is pending by the CAG Panel and one application from Herbert River Cricket Association was referred to Council for decision. In 2016/17 financial year, Herbert River Cricket Association was successful in receiving \$5,000 in grant funding from Hinchinbrook Shire Council through Festival and Events Sponsorship.

Below is a summary of previous sponsorship supplied to Ingham Meals on Wheels Inc. through Community Grants.

Below is a summary of assistance currently approved through Community Grants, Festival and Events Grants and Community Activity Grants within the 2017/2018 budget up to but not including 6 March 2018.

Organisation	Event	Amount ex GST
Herbert River Museum	Annual Assistance	3,853.00
Macknade Bowls Club	Mixed 4's Bowls Competition 1-2 July 2017	\$200.00
Herbert River Pastoral and Agricultural Association Inc	Ingham Show 6-7 July 2017	\$24,000.00
Ingham Tennis Association Inc	Ingham Open Tennis Championship 21-23 July 2017	\$1,000.00
Ingham Sugar City Rodeo	Horsesports – 5 August 2017 Rodeo – 2 September 2017 Horsesports – 4 November 2017	\$2,500.00
Herbert River Jockey Club	Ingham Gold Cup Race Day 9 September 2017 Family Race Day – 18 November 2017	\$4,000.00
Australian Italian Festival	Australian Italian Festival 3-6 August 2017	\$37,000.00

HERBERT RIVER CRICKET ASSOCIATION APPLICATION

Hinchinbrook Community Support Centre	Financial Assistance towards Administration costs, Financial assistance towards employing a Community Grants Officer and Sponsorship of Out and About Bus	\$62,564.00
Hitch-n-Ride Horse Sports Club	Horse Sports Events x 4	\$1,000.00
Ingham Arts Festival Association Inc.	Ingham Arts Festival 20 August 2017 to 25 August 2017	\$1,800.00
Special Children's Christmas Parties	Annual Assistance	\$250.00
Lower Herbert Blue Light Association	Police Youth Program	\$416.60inc GST
MotorActive	Cruise for Charity	\$180.65 inc GST
Herbert Valley Voices	Herbert Valley Voices Various Performances	\$700.00
Everglow Community Care	Annual Assistance	\$3,000.00
Ingham Squash Racquets Association	Northern Region Junior Qualifier	\$500.00
Noorla Bowls Club	Noorla 4's Bowls Competition	\$300.00
Alzheimers Australia Townsville – Café Connect	Café Connect	\$200.00
Lucinda Progress Association	Lucinda Christmas Carols	\$900.00
Ingham Maraka Festival Inc.	4TO FM Ingham Rotary Maraka Festival	13,000.00
Herbert River Mens Shed	Christmas Auction	\$500.00
Herbert River Quilters	Jane Grove workshop and Show n Tell Day	\$1,743.00
Ingham Meals on Wheels	Meal Delivery Service to the elderly	\$3,626.00
Hinchinbrook Sportfishing Club	NQ Sportfishing Championships and Club Activities	\$4,700.00
Bent Rods Car Club Inc	Show n Shine and Swap Meet	\$1,500.00
Ingham Ladies Bowls Club Inc	"Allamanda Fours" Bowls Competition	\$250.00
Cancer Council Queensland	Ingham Relay for Life	\$500.00
Halifax QCWA	Winter in the Tropics	\$250.00
Leukaemia Foundation	Mother's Day Afternoon Tea- Hoy & Cent Sale	\$250.00
Surf Life Saving Club	Membership fees for future members	\$980.00
Forrest Beach Lions Club	Cleaning of BBQ's	\$500.00
Total Sponsorship supported		\$172,163.25

Below is a summary of applications undergoing further investigation or assessment by the CAG panel, up to but not including 6 March 2018.

Organisation	Event	Amount
Ingham Family History Association Inc	Computer Skills and Artefact Identification Workshop	\$2,294
Total Sponsorship pending		\$2,294.00

Below is a summary of unsuccessful applications up to but not including 6 March 2018.

Organisation	Event	Amount
Miss Zoe Kemp	Queensland State Trials for Athletics	\$250.00
Ingham Community Kindergarten and Pre School Association	Annual assistance for grounds maintenance	\$5,720.00

HERBERT RIVER CRICKET ASSOCIATION APPLICATION

Ingham State High School P&F	Combined Secondary School Ball	\$500.00
Total Sponsorship unsuccessful		\$6,220.00

The total Festival and Events budget for 2017/2018 financial year is \$145,000 and the total community assistance budget is \$103,000 giving a total grant budget of \$248,000.

Attachments

- a HR Cricket Association Application Form
- b Hinchinbrook Shire Council Community Activity Grants Policy

Statutory Environment

Local Government Act 2009

Policy Implications

Applications were received under the Community Activity Grants Policy and assessed under the Community Activity Grants Policy

Consulted With

Councillor Mary Brown
Councillor Andrew Lancini
Executive Manager Development, Planning and Environmental Services, Rosemary Pennisi
Manager of Economic and Community Development, Donna Prentice

Financial and Resource Implications

2017/2018 budget for Festival and Events is \$145,000, the Community assistance grants budget for 2017/2018 is \$103,000.

Risk Management Implications

Minimal risk

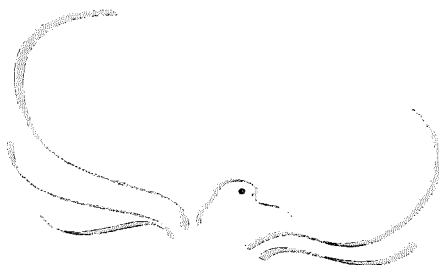
Strategic Considerations

Corporate Plan – Strategic Direction 4 and 5

Officers Comment

In 2017, the Herbert River Cricket Association was successful in receiving \$5,000 through Hinchinbrook Shire Council's Festival and Events Grant. In addition to the grant, TYTO supplied 200 "Welcomer bags" filled with TYTO and Hinchinbrook Way collateral to the Herbert River Cricket Association to distribute amongst incoming teams. The Community Activity Grant panel assessed the application and recommended a sponsorship value of \$4,250 based on uniformity of fund distribution amongst previous grant recipients. The amount was formulated using the Ingham Italian Festival as a baseline, where funding was costed out to be \$3.70 per attendee.

2235758



**HINCHINBROOK
SHIRE COUNCIL**

**HINCHINBROOK SHIRE COUNCIL
COMMUNITY ACTIVITY GRANT
APPLICATION FORM**

The **Support for Hinchinbrook Shire Council Community Activity Grants Policy** is designed to provide financial assistance for community activities that enliven and enrich communities within the Hinchinbrook Shire.

- Read the Policy carefully before completing this application;
- Application/s should be typed or neatly handwritten;
- **ALL** questions must be answered;
- Remember to **KEEP A COPY** of your application/s and list of enclosures for acquittal purposes;
- Incomplete applications will **NOT** be accessed;
- For a more detailed description of your event further papers may be attached;
- **DO NOT** bind your applications. Staple at left hand top corner only.

Associated Documents

- Community Activity Grants Policy
- Community Activity Grants Acquittal Form

Postal Address:

Chief Executive Officer
Hinchinbrook Shire Council
PO Box 366
INGHAM QLD 4850
council@hinchinbrook.qld.gov.au

Hand Delivery:

Chief Executive Officer
Hinchinbrook Shire Council
25 Lannercost Street
INGHAM QLD 4850

For further enquiries or assistance in completing the application form, please contact Hinchinbrook Shire Council on (07) 4776 4600.

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Form Number: Community Activity Grants Application Form
Authorised By: EMDPES
Document Maintained By: Development, Planning and
Environmental Services

Version No: 1
Initial Date of Adoption: 25/07/2017
Current Version Adopted: 25/07/ 2017

Definitions

Community Achievement Activity

Local individuals or a group of individuals selected by a recognised sporting, academic and cultural body who represents Queensland at national competition level in their respective fields of endeavour and seek:

- Financial assistance for individuals is \$250
- Financial assistance for teams of 3 individuals or more is \$700

Community Activity Grant:

Financial assistance for community organisations seeking support for community activities:

- Financial assistance for up to \$500 dollar value
- Financial assistance for between \$501 and \$1000 dollar value
- Financial assistance for over \$1001 dollar value that has a community based outcome

One-off Community Activity support:

Financial assistance for any Community Activity within the Hinchinbrook Shire that is either a new Community Activity, or has been an established Community Activity for less than three years.

Characteristics include:

- Free entry, some pay as you consume charges
- Minimum of 70 attendees
- Minimum timeframe for the Community Activity is four hours
- Primarily a single Community Activity, may have additional features
- Financial assistance of up to \$200

Start-up organisation:

Financial assistance for a Community Activity delivered by a not-for-profit committee/ club /group which has not previously held a Community Activity. Characteristics include:

- Free entry some pay as you consume charges
- A minimum of 100 attendees
- Minimum timeframe for the Community Activity is four hours
- Shire and external marketing required
- Primarily a single Community Activity may have additional features
- Financial assistance of up to \$2,000

Moderate Community Activity:

Financial assistance for a Community Activity delivered by a not-for-profit committee/ club /group which has previously held a Community Activity. Characteristics include:

- Have previously held a Community Activity within three years plus
- Free entry some pay as you consume charges
- Minimum between 300 and 500 attendees
- Minimum timeframe for the Community Activity is six hours
- Substantial external marketing required
- Primarily a single Community Activity may have additional features
- Financial assistance between \$3,000 and \$5,000

Major Community Activity:

Financial assistance for a Community Activity delivered by a not-for-profit committee/ club /group which has previously held a Community Activity. Characteristics include:

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- Have previously held a Community Activity within five years plus
- Entrance fee usually charged some free entry
- Minimum of 1000 attendees
- Minimum of event of Community Activity is one day/night eight hours several events within program
- Marketing activity a mix of Shire and wider communities required
- Financial assistance of up to \$15,000

Signature Regionally Significant Community Activity:

Financial assistance for a Community Activity delivered by a not-for-profit committee/ club /group which has previously held a Community Activity. Characteristics include:

- Have previously held an Community Activity within five years plus
- Normally charged an entrance fee with a minimum of 5000 attendees
- Multiple days (minimum two days) of event or festival with multiple events within a larger program
- Professionally developed marketing campaign with a minimum costing of \$5,000, with targeted activity in the Shire and wider communities
- Financial assistance of up to \$30,000

Consumer Price Index (CPI):

The CPI Measures quarterly changes in the price of a basket of goods and services. Capital City indexes issued by the CPI are based on the 2011 Australian Standard Geographical Classification (ASGC) statistical divisions. The capital city indexes measure price movements over time in each city individually.

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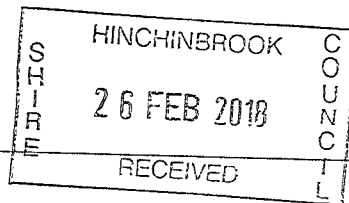
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Application Details

Are you applying for (please tick relevant boxes)

- ☐ Community Achievement Activity
- ☐ Community Activity Grant up to \$500
- ☐ Community Activity Grant between \$501 to \$1000
- ☐ Community Activity Grant over \$1001
- ☐ New or one-off Community Activity support
- ☐ Start up organisation
- ☒ Moderate Community Activity
- ☐ Major Community Activity
- ☐ Signature Regionally significant Community Activity

Has your organisation already received funding from the Hinchinbrook Shire Council for this Community Activity this financial year?

(If yes, you will have received notification in writing)

- ☐ Yes Please contact Councils Economic Development Team to discuss further options
- ☒ No Please proceed with application

Applications for Community Achievement Activity

Please complete section 1

Applications for Community Activity Grants less than \$2000

Please complete section 2

Applications for Community Activity Grants greater than \$2000

Please complete sections 2 and 3

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SECTION 1 Community Achievement Activity Only

Applicant Name:
Applicant Postal Address
Applicant Street Address
Phone No Fax No ..
Contact Person
Email Address
Representative Organisation name :
Field of excellence:
President signature: DATE . ..
Event Title:
Total Cost:
Start Date: Finish Date

What do you wish to apply your financial assistance towards?

- ☐ Travel
☐ Accommodation
☐ Entrance Fee
☐ Other (please specify)

Supporting Documentation

Please provide a copy of the following

- ☐ Copy of competition details
☐ Copy of letter of acceptance into the competition
☐ Copy of evidence of club enrolment or participation in field of excellence

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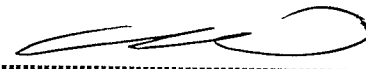
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Environmental Services

Current Version Adopted: 25/07/ 2017

SECTION 2

ACTIVITY NAME:	Herbert River Cricket over 40/20 Challenge		
ORGANISATION NAME :	Herbert River Cricket Assoc.		
PRESIDENT SIGNATURE :		DATE :	26 Feb 2018.
Total cost .	\$	\$ 5,000	
Anticipated Start Date ..	04 May 2018	Finish Date ...	07 May 2018.

Q1 Provide a detailed description of the community activity including location, time and name of the Community Activity (please attach additional pages if required)

please refer documents attached.

Q2 How will the community activity benefit the community?

please refer documents attached

Q3 How many people do you expect to attend the Community Activity?

1000

Q4 How many people are estimated to be from outside the Hinchinbrook Shire?

100-150

Q5 Which component/s of your event will these funds be allocated to?

please refer documents attached.
funds will be allocated to: Flights and accommodation for brisbane heat members, sporting equipment required, exhibition match fees, marquee hire, ground maintenance and upkeep.

Q6 How will the Hinchinbrook Shire Council contribution/assistance be acknowledged?

e.g.: On advertising for the event; Mayor invited to speak at event; Inclusion of the Mayor's message in any festival or event related publicity

Display signage, media release, significant sponsor status, invitation for attendance to all event functions.

Q7 What other individuals/groups/organisations will be involved in this Community Activity and what is their involvement?

please refer to documents attached.

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Q8 What contribution does your organisation/s provide for the Community Activity? (e.g. funds, labour or In Kind Support)

please refer documents attached

Background Information

Q9 Is this a Joint Organisation Application ☐ Yes* ☒ No
*(if yes please copy and complete this page for each additional organisation and attach to your application)

Organisation's Details

The organisation is the group facilitating the Community Activity for which support is requested.

Organisation Name(s)
Postal Address

Street Address

Phone No
	Fax No
Contact Person
Email Address
Australian Business Number
(if applicable)	

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Committee Details

Please list names, addresses and/or email of Committee/Board Management Members:

President ..	Chris Bradshaw	Vice President ..	N/A
.....			
Secretary .	Michael Bain	Treasurer	Des Rooper
..	Candlenvt Street Ailingham		Davidson St Ingham

Q10 Is your organisation incorporated? ☒ Yes ☐ No

If your organisation **is incorporated**, please enclose copy of the following documents:

- ☒ Certificate of incorporation
- ☒ Latest audited financial statement
- ☐ Copies of written confirmation of funding commitment from other partners
- ☐ Insurance

If your organisation **is not incorporated**, please provide details of your sponsoring organisation:

Organisation Name(s)
Postal Address
.
Street Address
..
Phone No
Fax No
Contact Person
Email Address
Australian Business Number
(if applicable)	

Q11 Is your organisation registered for GST? ☒ Yes ☐ No please proceed to certification

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If your organisation is registered for GST and in the instance that this application is successful, is your organisation prepared to issue a Tax Invoice for the GST inclusive amount approved by the Council?

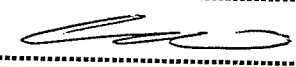
☒ Yes

☐ No

Certification

To be signed by the President/Chair of the applicant organisation or sponsoring organisation.
I certify that to the best of my knowledge the statements made in this application are true and correct.

I understand that if the Hinchinbrook Shire Council approves this application, I will be requested to accept the conditions of the funding in accordance with the Hinchinbrook Shire Council's Community Funding Grants Policy and audit requirements.

Name .	<u>CHAS SKADSHAW</u>	Position .	<u>President</u>
Signature ...		Date ..	<u>26-2-2018</u>

END OF APPLICATION FOR COMMUNITY ACTIVITY GRANTS LESS THAN \$2,000

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SECTION 3 – Continue application if applying for greater than \$2000

Financial Details:

Q12 Will you be applying for/have you received funding from any other businesses/organisations for this event?

☒ No

☐ Yes

Please attach

- Copies of written confirmation of funding commitment from other partners
- Please complete the below table:

Name of Funding Body	Amount Applied For	Amount Received (\$)

Q13 Give details of any financial assistance received from the Hinchinbrook Shire Council including Rate relief within the last two (2) years:

Type of Assistance	Date Received	Date Acquitted	Amount (\$)
			\$5000
rate relief			50 % discount

Provide a simple budget for the festival or event showing expenditure, income, volunteer support and contributions from other sources.

Q14 Will there be a fee to attend the Community Activity?

☐ Yes

☒ No

If so please provide details of the fee structure.

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Q15 Financial status of the organisation at the date of the last audited financial records or Annual General Meeting:

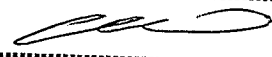
Income	_____
Expenditure	_____
Assets	_____
Liabilities	_____
Cash at Bank	_____
Investments	_____

please refer documents attached.

Certification

To be signed by the President/Chair of the applicant organisation or sponsoring organisation.
I certify that to the best of my knowledge the statements made in this application are true and correct.

I understand that if the Hinchinbrook Shire Council approves this application, I will be requested to accept the conditions of the funding in accordance with the Hinchinbrook Shire Council's Community Funding Grants Policy and audit requirements.

Name .	<u>CAUS SAADSHAW</u>	Position .	<u>President</u>
Signature ...		Date ..	<u>26-2-18</u>

Thank you for completing this application.

ACQUITTAL FORM: For events receiving greater than \$15,000 please take note of section 5 of the Acquittal Form for acquittal requirements

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Form Number: Community Activity Grants Application Form

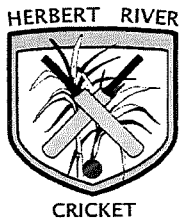
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17/02/2018

Herbert River Over 40T20 Cricket Competition.



Please see below for explanation and supporting Documentation.

Dear Sir/Madam,

Our over 40's T20 cricket competition will run over the May long weekend seeing players and their families travel from as far away as Indonesia, Perth, Gladstone and Cairns, arriving in Ingham for the weekend.

This year the theme is "Women in Cricket" and we are currently in negotiations to secure a presence from the Brisbane Heat WBBL team to ensure our event continues to grow and our town and businesses all prosper from the event. This will be a family friendly environment with Milo Cricket sessions for the little kids, training clinics for juniors and a Ladies versus Colts T20 match to ensure everyone is included in the fun filled weekend. The intention to include women from the Brisbane Heat in the T20 match will be a major draw card for the player's partners and their families to attend.

Due to the events popularity the competition will involve 10 teams of 15 players with many more members of our community putting their hands up to play and assist in any way possible. We have seen increases in the support with the event drawing over 1150 attendees in 2017. We expect numbers to continue to increase as our event grows.

We are proud to have built an event capable of delivering on its promises and to date has given back in excess of \$80,000 in prizes and giveaways to participants and a significant direct injection to the local economy from local goods and purchases to ensure our community as a whole benefits.

It would not be possible for us to continue without the support and assistance of our community as we are a not for profit organisation. We rely on sponsorship, donations and volunteers to ensure our event is a success. Many members of our community look forward to, and spend months organising and training for our over 40T20 weekend.

We see our event as continuing to have major benefits for our shire, businesses and community. Be it accommodation, food services, purchases of sporting equipment and potential marketing for our community as we continue to host major sporting personalities. Our aim is to keep and attract people to Ingham for the long weekend.

We feel we are continuing to maintain and in areas grow the economic value of the event to the community and would be grateful if consideration was given for a donation of \$5000 in support of our event to secure its future and continue to expand for the benefit of our district.

Yours Sincerely,

Chris Bradshaw,
HRCA President.

Purpose

This policy has been developed to administer Community Activity Grant (CAG) requests from Hinchinbrook Shire high achievers and not-for-profit entities that deliver activities within Hinchinbrook.

This policy will provide eligibility criteria and guidance on the allocation of grant funds to Community Activity Grant applications.

The maximum funds available for Community Activity Grants will be determined by Council and included in the budget each financial year.

All requests for a Council grant must be made through the application process outlined in this policy.

The Hinchinbrook area has the potential to attract external visitors (participants and spectators) that may contribute to the economy. This is usually through ancillary purchases such as accommodation, meals, fuel and the like. Through this policy Council is able to consider supporting all events that are delivered in the Hinchinbrook Shire.

Background

Hinchinbrook Shire Council regularly receives requests for assistance from organisations and individuals in regards to national achievement, community activities, festivals and events.

Council recognises the value in providing support to such community activities and endeavours to assess local community needs in an open and transparent way.

Council's overall aim is to support varied and exciting activities that focuses on core goals:

- Enhanced opportunities for community inclusion
- Enhancement of civic pride and sense of place
- Enhanced opportunities for local economic activity

Objectives

- a) To recognise local individuals selected by recognised sporting, academic and cultural bodies who represent Queensland at national competition level in their respective fields of endeavour.
- b) To recognise the contribution to the development of community self-help and the provision of community services made by locally based not-for-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. Developing community capacity in hosting community activities;
 - ii. Supplementing the funds that organisations have raised themselves for their own activities;
 - iii. Enhancing the quality of service delivery and facilities;
 - iv. Assisting the development of services and facilities (excluding operational costs);
 - v. Promoting increased access and usage of community resources, services and facilities;

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Current Version Adopted: [1]

Next Review Date: [25/07/2019]

- vi. Facilitating the establishment of projects and services;
- vii. 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 Activity Grants
- (ii) To ensure all potential applicants have equitable access to grant funding
- (iii) To ensure that Community Activity 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 not-for-profit groups and organisations.

Community Activity Grant (CAG) Scope

A Community Activity 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 such as festivals and events to support local community needs in an open and transparent manner.

Requests for funds that seek to deliver profitable or business outcomes are not within the scope of this Policy.

Assessment Panel

The Council want to streamline and speed up the Community Activity Grant assessment process through the establishment of a CAG Assessment Panel.

CAG Assessment Panel

The CAG Assessment Panel will be formed by: four Portfolio Councillors from the Departments of Community Services and Development and Planning Services supported by the relevant Executive Managers of the Departments.

The CAG Assessment Panel Delegation

The CAG Assessment Panel is delegated by the Hinchinbrook Shire Council to assess and approve Community Activity Grant applications up to and inclusive of \$2,000.

All Community Activity Grant applications over \$2,000 must be submitted to Council for assessment and approval;

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The CAG Assessment Panel will assess Community Grant Applications that has been submitted for amounts over \$2,000 and recommend said applications for approval/refusal to the Council.

The CAG Assessment Panel must base their recommendations on:

- The information provided on the Hinchinbrook Shire Council Community Activity Grant application form
- Current priorities of Hinchinbrook Shire Council
- Feedback on the specific community activity from previous years
- Previous community activity assessment
- Assessment of the level of benefit to the community from the community activity
- The benchmark of each community activity category

The Grants received will be assessed by the assessment panel:

- For compliance to the Community Activity Grant policy guidelines
- Request more information from the applicant if necessary
- Recommended to Council for assessment to approve for grants requested in excess of \$2,000
- Recommend to Council applications less than \$2,000 for refusal

Approved Community Grant Applications

All events that receive this funding must adopt the Hinchinbrook Way branding within their event promotion. Branding images and specifications will be provided to successful applicants.

Financial Scope

This policy will address Community Activity Grant requests in terms of the Community Activity Grants policy and within the relevant Council budget provisions and regulations.

Legislative Reference

The Council is permitted to submit Community Activity Grants applications in the form of grants or provide assistance in accordance with Part 5 of the Community Grants, 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

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(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 Community Activity Grant will be accepted according to Council's quarterly review schedule. Requests must be submitted to the Chief Executive Officer on the prescribed form.

Applications will be assessed quarterly, by Council's Assessment Panel, creating four funding rounds each year. An organisation can only receive one Community Activity Grant in any 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. Hinchinbrook Shire Council supports community based activities and the social and economic benefits these activities create for the region. However, in applying for support to operate such community based activities, certain requirements are in place to ensure the flow on effects of such activities is beneficial to the Hinchinbrook Community.

Applications will not be considered for activities that have already been delivered.

Categories of grant funding available

Category	Established	Fees/Charges	Target Attendance	Target Market	Marketing and promotion	Duration/ Format	Total Support
Community Achievement Activity	n/a	Costs associated with travel/registration	n/a	Hinchinbrook Shire Community	n/a	n/a	\$250 for individuals \$700 for teams of 3 or more individuals
Community Activity	n/a	Free entry some pay as you consume chargers	Minimum of 25	Hinchinbrook Shire Community	Shire Marketing	Minimum of four hours.	Up to \$500
Community Activity	n/a	Free entry some pay as you consume chargers	Minimum of 25	Hinchinbrook Shire Community	Shire Marketing	Minimum of four hours	Between \$501 to \$1000
Community Activity	n/a	Free entry some pay as you consume chargers	Minimum of 50	Hinchinbrook Shire Community	Shire and external Marketing	Minimum of four hours. Multiple days advantageous	Over \$1001
New/ one off Community Activity	Less than 3 years	Free entry Some pay as you consume charges	Minimum of 70	300km drive radius	Very limited	Minimum of four hours. Primarily a single event, may have additional features	Up to \$200*
Start up organisation	Has not previously held an event or festival	Free entry Some pay as you consume charges	Minimum of 100	300km drive radius	Shire and external marketing	Minimum of four hours. Multiple days advantageous	Up to \$1,500*
Moderate	3 years plus	Free entry Some pay as you consume charges	If 300ppl \$3,000 If 500ppl \$5,000	300km drive radius	Limited marketing activity within the Shire	Minimum of four hours. Primarily a single event, may have additional features	Between \$3,000 and \$5,000*
Major	5 years plus	Entrance fee usually charged Some no cost component	Minimum of 1000	300km drive radius	Funded marketing activity within and external to the Hinchinbrook local government area	Minimum of one day/night 8 hours Several events within a program	Up to \$15,000*
Signature Regionally Significant	5 years plus	Entrance fee usually charged	Minimum of 5000	300km drive radius	Professionally developed, funded marketing campaign with minimum cost of \$5000. With targeted activity in the Shire and Townsville	Multiple days (minimum two days) Multiple events within a larger program	Up to \$30,000*

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* Whilst the various community activities have their respective levels of funding, Hinchinbrook Shire Council may deem necessary to add additional funds to those activities which are considered to generate significant economic advantage to the region.

Criteria

To be considered eligible for a Community Activity Grant an organisation or individual must:

- Reside within Hinchinbrook Shire
- 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)
- Enhance opportunities for community inclusion including community benefit
- Enhance civic pride and sense of place derived from the community activities including a willingness to work co-operatively with other organisations
- Share expected outcomes of the community activity
- Source support for the Community Activity, including but not limited to cash and labour support
- Abide by requirements of each activity category
- Demonstrate level of benefit to the community
- Submit previous event acquittal forms
- Enhance opportunities for local economic activity including locally source supplies, materials and services. This includes the flow on economic benefit to sectors such as accommodation providers, service providers and the like.
- Complete the Hinchinbrook Shire Councils Community Activity Grants Application Form

The level of assistance available through the program is limited by the Council's budget decisions and its priorities. Applications for funding are not guaranteed nor is it guaranteed the applicant will be awarded the full amount requested. It is important that each applicant consider these limitations when preparing the request for assistance.

Applicants are required to demonstrate how the grant will:

- Benefit the Hinchinbrook Shire
- Strengthen the Hinchinbrook Community
- Demonstrate that any monies raised through activities associated with the grant will be used on the community activity, that the applicant sought support for or, will be set aside for future compliant community activities. Alternatively, any additional monies raised must be returned to Council.

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Organisations must be incorporated and a copy of the Certificate of Incorporation must be enclosed with the application. A copy of the latest audited financial statement or “class 1” check of the organisation must be enclosed with the application.

If the organisation is not incorporated, a sponsoring organisation must be obtained.

A copy of the sponsor’s Certificate of Incorporation must be enclosed together with a letter from the sponsor accepting responsibility for the event.

A copy of the sponsoring organisation’s latest audited financial statement must also be enclosed with the application.

It is a requirement of the applicant to ensure all insurance and Health & Safety requirements are abided by.

PLEASE NOTE: Rejection of an application does not necessarily mean that the community activity is not worthy of support.

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
- Organisations receiving a general rate remission entitlement
- Organisations receiving funds from Council under the Regional Arts Development Fund
- Organisations that are primarily for the benefit of an individual
- Organisations that are primarily of a commercial nature
- Organisations that have not acquitted returns for previous year support
- Activities that are high risk activities, that could result in unruly behaviour or anti-social practices
- Activities that take place outside of the Shire, not including national competitions

Acknowledgement

All applicants successful in obtaining a Community Activity 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 Community Activities:

- Display Council’s logo/banner “Sponsored by Hinchinbrook Shire Council” at the activity (minimum size **Electronic version current. Uncontrolled Copy current only at time of printing**)

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- Provide Council with a Letter of Thanks and acquittal form at conclusion of the activity
- Display district promotional material at the activity (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 activity and if applicable, mention Council sponsorship in a "Thank you to sponsors" advertisement

Definitions

Community Achievement Activity \$250 (individuals) or \$700 (groups)

Local individuals or groups participating in competition at a national level

Community Activity Grants up to \$500

Local community not-for-profit organisations that are looking for support for a dollar value of \$500 or less

Community Activity Grants between \$501 - \$1,000

Local community not-for-profit organisations that are looking for support for a Community Activity Grants dollar value of more than \$501 up to \$1,000.

Community Activity Grants \$1001 and over

Local community not-for-profit organisations that are looking for support for Community Activity Grants over the dollar value of \$1001.

New or one-off Community Activity support:

Financial assistance for a Community Activity within the Hinchinbrook Shire that is either a new Community Activity or has been established for less than three (3) consecutive years.

Start up organisation

A Community Activity delivered by a not-for-profit committee/ club /group which has not previously held an community activity.

Characteristics of Community Events include:

Moderate

A festival or event delivered by a not-for-profit committee/ club /group which occurs on an annual basis in the Shire. Characteristics of these festivals and events include:

- No attendance/entrance fee – may charge fees for consumables like food and beverage, rides, and entry fees to compete

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- Have broader appeal to the community
- Moderate ability to provide a catalyst for people outside of the region to travel to Hinchinbrook
- Usually held at a single site
- Moderate capacity to generate over night commercial stays
- Undertake some funded marketing and promotional awareness raising activity usually within the Hinchinbrook Shire
- Are valued as part of the community fabric of Hinchinbrook Shire
- Attract minimum of 300 to 500 people
- Grant will be between \$3,000 and \$5,000*
- Acquittal form must be completed within six weeks prior to the completion of the activity

Major

A Community Activity delivered by a not-for-profit committee/ club /group which occurs on an annual basis in the Shire. Characteristics of these Community Activities include:

- May have a combination of no cost activities and costed activities
- When an entrance or gate fee is charged must then have no cost activities included once at the venue
- May charge fees for entertainment, food and beverage, rides, and entry fees to compete
- Must have broad appeal to the community
- Must provide a catalyst for people outside of the region to travel to Hinchinbrook e.g. be a unique offering within a 300km radius
- Must have a planned and funded marketing and promotional awareness raising activity both within and external to the Hinchinbrook Shire
- Are valued as part of the community fabric of Hinchinbrook Shire
- Significant capacity to generate overnight commercial stay
- Attract minimum of 1000 people
- Grant will not exceed \$15,000*
- Acquittal form must be completed within six weeks prior to the completion of the event

Signature Regionally Significant Community Activities

A Community Event delivered by a not-for-profit committee/ club /group which occurs on an annual basis in the Shire. Characteristics of these Community Activities include:

- May have a combination of no cost activities and costed activities
- When an entrance or gate fee is charged must then have no cost activities included once at the venue
- If eligible, may charge fees for entertainment, food and beverage, rides, and entry to compete fees
- Must have broad appeal to the community and the surrounding region inclusive of Townsville
- Must provide a catalyst for people outside of the region to travel to Hinchinbrook and stay at least one night
- Must have multiple components usually delivered over more than one day
- Must have a planned and funded marketing and promotional awareness raising activity of not less than \$5000 to target within and external to the Hinchinbrook local government area that specifically

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targets the Townsville residential population

- Are valued as part of the community fabric of Hinchinbrook Shire
- Significant capacity to generate multiple overnight stays
- Attract minimum of 5000 people
- Grant will not exceed \$30,000*
- Acquitted from must be completed within six weeks prior to the completion of the event

* Whilst the various community activities have their respective levels of funding, Hinchinbrook Shire Council may deem necessary to add additional funds to those activities which are considered to generate significant economic advantage to the region.

Consumer Price Index (CPI)

The CPI Measures quarterly reflects changes in the price of a basket of goods and services. Capital City indexes used by the CPI are based on the 2011 Australian Standard Geographical Classification (ASGC) statistical divisions. The capital city indexes measure price movements over time in each city individually.

Scope of Support

Scope of support is the dollar amounts provided by Council. All amounts are exclusive of GST.

Acquittal

To provide the Council with information on the success of this program it is compulsory for successful grant applicants to provide Council with a completed acquittal form. Organisations will not be eligible for future Community Activity Grants if an acquittal form has not been returned.

Legal Parameters

Local Government Act 2009

Local Government Regulation 2012

Associated Documents

- Hinchinbrook Shire Council Community Activity Grant Application Form
- Hinchinbrook Shire Council Community Activity Grant Acquittal Declaration

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ROUND 1 2017 / 2018 REGIONAL ARTS DEVELOPMENT FUND (RADF) APPLICATIONS

Executive Summary

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Hinchinbrook Shire Council to support local arts and culture in regional Queensland. For the financial year of 2017/2018 there are two rounds. The closing date for 2017/2018 applications for Round 1 was 19 February 2018. The closing date for Round 2 applications is 30 April 2018. The Committee received four applications.

For Council Decision – Recommendation

That Council endorse the recommendation as presented by the RADF Committee and approve funding totalling \$1,675.00 inclusive of GST for the specific projects as follows:

1. Forrest Beach State School – Allingham Timeline Mural – Stage 2
The continuation of creating a unique timeline mural of the Allingham/Forrest Beach Region. Local professional Artist, Barbara Horsley, has been employed. Barbara has completed 5 out of 6 panels with her artwork. The remaining panel is to be completed by Indigenous Artist Joanne Cassady, overseen by Nywaigi elder Jacob Cassady. Entire project to be painted on (6) marine ply panels and attached to the wall. There will be provision for public access to the artwork and community involvement in the construction of the project. There will be a public launch/unveiling of the project. \$1,675.00

The RADF Committee approves the final notification to Round 2 2016/2017 applicant, Victoria Plantation State School P&C, to provide a new completion date for their project 'Under Cover Cultural Mural' by April 30 2018. If this information is not supplied by the deadline, the applicant will be required to return the RADF funding of \$3,396.15.

Background

The Regional Arts Development Fund (RADF) is a state and local government partnership that supports professional and emerging professional artists and arts practitioners living in regional Queensland. The RADF program focuses on the development of quality art and arts practice for, and with, regional communities. RADF is a partnership between the Queensland Government through Arts Queensland and Councils to support local arts and culture.

The RADF Committee consists of Councillor Mary Brown and Councillor Marc Tack and interested community members. The RADF Liaison Officer does not have a vote on the committee, but is there to ensure due process is observed.

Applications for Round 1 closed on Monday 19 February 2018. On Wednesday 7 March 2018 the RADF Committee met to appraise applicants. The Committee recommends approval of funding totalling \$10,509.00 which is available in RADF funds. The total RADF funds available for public applications are \$17,000.00. This is to be spread across both rounds.

Funding allocated for 2017/18 RADF Council Initiated projects includes: \$10,000.00 for TYTO In-Flight Workshops; \$4,500.00 for Community Public Art with David Rowe and Barbara Cheshire workshops; \$11,357.00 for public artworks produced by Artist in Residence.

A summary of applications with comments follows:

HSC local Arts and Cultural Priorities addressed (as set out in the HSC RADF Guidelines for Applicants)	State (QLD) priorities addressed	Applicant & Title	Total Cost of Project	Money Requested from RADF	Comments
Invest in Arts and Culture in the Shire	Conserving Heritage	Ingham Family History Association Inc. – Exhibition Management Plan and Purchase of Historical Documents for Proposed “Re-discovering Buk Ti: Chinese Settlers in the Lower Herbert Valley” EXHIBITION 2019	\$6,232	\$4,732	Not approved. The application does not adhere to RADF Guidelines and is incomplete. Project does not align with RADF protocols.
Invest in Arts and Culture in the Shire	Conserving Heritage	Forrest Beach State School – Allingham Timeline Mural (Stage 2)	\$4,525	\$3,350	Approval of \$1,675. The project be funded 50% (\$1675) of the requested amount and the School needs to fund the remainder due to RADF funding the full amount of \$5665.50 in 2016/17 for Stage 1 of the project
Expand Arts and Cultural Tourism with the Shire – create and embrace an ‘Arts and Culture’ destination	Building Regions	Isabelle Gair-Hemsley – Jewels in the Crown: The Birds of TYTO Wetlands & Hinchinbrook Region	\$6,152	\$4,999	Not approved as a public application. Approved as part of the CIP Artist in Residence. The committee recommended that this project be allocated to the Council Initiated Project (CIP) of Artist in Residence. The artworks are to become part of the permanent collection of HSC and are to be housed at the Hinchinbrook Visitor Information lounge as an education tool for visitors and visiting schools. The remainder of the funds in the artist in residence component be used for another artist to produce a public art piece for the community.
Address youth and social issues	Supporting disadvantaged Queenslanders	Different Tribes 1 Community Group – Hinchinbrook. Indigenous Youth Art Camp	\$9,075	\$4,995	Not approved Application incomplete. Project requires more planning and verification with regards to workshop details, outcomes, target groups, and letters of

					support from community organisations. Project stages were not completed correctly. The committee recommended that the application be reworked and resubmitted for Round 2
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Attachments

Nil

Statutory Environment

HSC Corporate Plan 2010 – 2014

HSC Arts and Culture Policy

Policy Implications

RADF funding as per HSC Arts and Culture Policy

Consulted With

RADF Committee regarding approval of grants.

Arts Queensland

Financial and Resource Implications

Total amount of RADF Money allocated for 2017-18 Public Applications is \$17,000.

Risk Management Implications

As per HSC RADF Committee Handbook.

Strategic Considerations

Aligns with HSC Arts and Culture Policy and RADF Guidelines.

Officers Comment

As TYTO Regional Art Gallery Coordinator and HSC RADF Liaison Officer it is my professional view that, to the best of my knowledge and according to the guidelines available to me, procedures were carried out in accordance with Arts Queensland and HSC RADF Guidelines.

CEMETERY STATEMENT OF PRINCIPLES

Executive Summary

The Hinchinbrook Shire Council Statement of Principles for cemeteries has been developed to set appropriate standards for the services provided at Hinchinbrook Shire Councils operated cemeteries to ensure an appropriate and effective delivery to meet community standards.

The principles within the document apply to all cemeteries that are under Council's control and will apply to all individuals, organisations, business and workers as defined in the document who enter and operate in a cemetery.

The document will provide a consistent approach to the operation of cemeteries owned, managed and maintained by Council.

For Council Decision – Recommendation

That Council resolve to adopt “Hinchinbrook Cemeteries Statement of Principles”.

Background

Historically the work undertaken at Council owned and managed cemeteries has been undertaken without any clear guidelines and structures and has relied on the expertise, knowledge and goodwill of all those involved. The service over the years has been appropriate and generally of a good standard.

During this time there have been a limited number of issues that have occurred that would have been prevented with an appropriate set of guidelines in place and enforced.

These issues include but are not limited to:

- » Plot reservations;
- » Headstone placement and erection;
- » Size and shape of headstones;
- » Differing vault sizes; and
- » Grave site surrounds.

Following key external deputations it was determined that an increased robust framework was required and the statement of guiding principles resulted. This document is intended to be a “living” document and will be adjusted (if necessary) to ensure the best possible outcomes are delivered.

Attachments

Hinchinbrook Cemeteries Statement of Principles (draft)

Statutory Environment

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

AS4201-1994 Headstones and Cemetery Monuments

AS4425-1996 Above Ground Burial Structures

Local Government Act 2009

Policy Implications

Not applicable

Consulted With

Council staff
Funeral Director, Gus Delise
Fletcher Monumental
Quality Stone International
Distinctive Tiles
Executive Manager Development, Planning and Environmental Services

Financial and Resource Implications

The guiding principles to a large degree formalises the current process and procedure, however will not provide an improved level of consistency that will produce some limited gains in relation to on ground maintenance over a number of years. However this is not expected to be a material amount.

Risk Management Implications

The introduction of the Statement of Principles will ensure Council will mitigate its exposure to risk. This will take the form of reduced reputational risk and will ensure that any contractor/supplier working in and around cemeteries will carry the appropriate level of insurance cover.

Strategic Considerations

The introduction of the Statement of Principles will provide some consistency and assurance for operational matters and does lay a very good foundation for the development and introduction of an overarching Cemeteries Strategy Plan. It is intended to start a project to develop a strategic plan in the 18/19 financial year.

Officers Comment

Once the Statement of Principles is adopted it is intended to circulate within the industry and publish the document on Council's website.

Further it is intended to develop media releases to ensure that members of the public are aware of the guidelines and there are some impacts that will need to be managed. It is intended to allow a transition period for the public on a number of conditions (e.g. items are not allowed within the grassed areas).

Internal staff - key staff from the Infrastructure Services Delivery team and Environmental Services have provided input into the document.

Further elected members were provided a draft for consideration and then the document was forwarded to a number of key external stakeholders for their review and input. These stakeholders included funeral directors and stonemasons.

A limited number of external stakeholders did query some of the information contained in the document however after conversations with Council officers all but one was satisfied. The issue that has been raised as not being acceptable by one external stakeholder is the actual slab dimension, being 2700mm long x 1500mm wide. The feedback indicates that this size slab does not allow enough space between back to back headstones for stonemasons to undertake their work.

The author is under the understanding that the size of the slabs has been discussed previously and Council has decided that the current dimensions are suitable. Moving to a larger size slab to accommodate the request would necessitate a resurvey of the cemeteries resulting in less plots and consequently reduce the cemeteries lifespan.



HINCHINBROOK
SHIRE COUNCIL

**HINCHINBROOK CEMETERIES
STATEMENT OF PRINCIPLES**

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1 OBJECTIVE

- 1.1** To honour the Shire of Hinchinbrook's history and those who have made Hinchinbrook the diverse and liveable town it is today.
- 1.2** To set appropriate standards for the services provided at Hinchinbrook Shire Council's (Council) operated cemeteries, which enable the effective delivery of services to meet community needs.
- 1.3** To provide a consistent approach to the operation of cemeteries owned, managed and maintained by council.
- 1.4** To provide a place for the living to visit their loved ones.

2 DEFINITIONS

- 2.1** Council – this refers to the Hinchinbrook Shire Council and specifically to employees within the Section of Environmental Services or Infrastructure Services Delivery as specified, and where appropriate, within this document.
- 2.2** Workers – this includes Council employees, contractors, volunteers, and all others who perform work on behalf of council.
- 2.3** Inter / Interment – the act or ritual of interring or burying.
- 2.4** Right of Burial – the right to inter into a burial plot.
- 2.5** Cemetery Reservation Certificate – a legal document that permits the right to be buried in a particular grave and the right to authorise the burial of others in the grave/plot (up to the number permitted in that grave as determined by Council).
- 2.6** Monuments / Memorial – Monuments are a practical way of perpetuating memories and providing a focal point on a plot for family, friends and others. The size of the monument allowed on a plot depends on the area of the cemetery it is to be placed.

3 GENERAL

- 3.1** The principles within this document apply to all Cemeteries that are under Council's control. These principles apply to all individuals, organisations, businesses and workers who enter a cemetery under Council's control.
- 3.2** Council managed cemeteries include; Old Ingham Cemetery, New Ingham Cemetery and Halifax Cemetery.
- 3.3** Old Ingham Cemetery is a historic cemetery and no new burial plots are available to reserve. Existing Cemetery Reservation holders may make an application for interment.
- 3.4** New Ingham and Halifax Cemeteries are fully operational and available for new burials and reserves.
- 3.5** Cemetery fees for services provided are set out within Council's Fees and Charges, which are reviewed annually.

3.7 Council applies cemetery fees and charges at an appropriate level to enable the provision of cemetery services at a fair price to the community. Cemetery fees and charges are set to cover the immediate costs of operating the cemetery and to contribute to the ongoing maintenance of the cemetery. However Council does not accept the responsibility of maintaining graves, with the only exception being the Council owned Mausoleum Wall at the New Ingham Cemetery.

3.8 Council's approved cemeteries form/s must be completed for every funeral or memorial service and submitted to Council.

4 STANDARD CONDITIONS

4.1 All burials shall take place between 9:00am and 3:00pm weekdays. After hours can be negotiated with Council, and would incur fees for services as set out within Council's Fees and Charges.

4.2 All enquiries should be directed to Hinchinbrook Shire Council's Office on (07) 4776 4600.

4.3 Two working days' notice must be given to allow sufficient time for administrative and burial preparation to be completed. In the circumstance where a burial is required on shorter notice, Council will make every effort to support this.

4.4 Council can accommodate a maximum of 2 coffin interments per day.

4.5 Council provides the option of a traditional burial at a single burial depth of 1.5 meters to allow the family to backfill the grave in line with their tradition.

4.6 Graves are excavated at a depth of 1.5meters.

4.7 Preparation of plots – Workers will prepare grave sites, the preparation includes: Digging, Laying shoring boards and bars as required, setting lowering devices.

On request by a Funeral Director, workers will set up chairs and marquees, for graveside services (setup fees apply as per Hinchinbrook Shire Council's fees and charges).

4.8 Council understands funeral times are difficult to predict, however a maximum of 1 hour early or late arrival is permitted from the scheduled time indicated on the Application for Interment Form, with advanced notice to be given to Council's Environmental Services Office.

4.9 If Funeral Directors supply lowering devices, Council does not accept any responsibility for any maintenance or repairs to such devices. Council will take every care with the Funeral Director's equipment and will notify if they need maintenance or replacing.

4.10 Workers will be present to locate the burial site and make Funeral Directors aware of any safety concerns. This must occur at least 15 minutes in advance of the funeral commencing. Once the safety inspection is complete, the site becomes the responsibility of the Funeral Director as their "Place of Work" for the duration of the funeral.

4.11 The Funeral Director must remain on site and present during the funeral at all times.

4.12 Funeral Directors must supervise and assist families throughout the duration of a traditional funeral service.

4.13 The responsibility of the site concludes when the last of the family members and the Funeral Director's employees leave the site and Cemetery staff have been informed.

4.14 Workers must backfill a plot as soon as possible to ensure the safety of those on site after the departure of the family and the removal of the Funeral Director's equipment.

4.15 Council will exercise all due care when undertaking excavation for an interment when an existing monument or memorial structure exists on or around a plot.

4.16 In the event of a reopening, the family / funeral home must engage a Monumental Stone Mason to remove the existing monumental structure at least 48 hours prior to the funeral to allow workers to prepare the plot.

4.17 Any structures moved must be either placed in a suitable location as agreed with workers, if it is able to be reinstated on the grave following the funeral. If the structure is unable to be reinstated, the Monumental Mason must remove all waste material from the cemetery.

4.18 Participation by Council staff on duty in the actual burial process is prohibited; this includes Council staff carrying the casket from the funeral vehicle, unless previously authorised by Council

4.19 All activities undertaken within the Cemetery grounds shall comply with relevant Work Health and Safety requirements and standards, i.e. *Work Health and Safety Act 2011*, *Work Health and Safety Regulation 2011*, *AS4201-1994 Headstones and Cemetery Monuments*, *AS4425-1996 Above Ground Burial Structures*.

5 RESERVING A PLOT

5.1 The person/s reserving a new plot (Reservation holder) will receive a Cemetery Reservation Certificate and acquires the entitlement to be buried in that plot and the right to authorise the burial of others into the plot.

5.2 A reserved plot may be surrendered to council. If the surrender occurs within 6 months from the date of application, a full refund will be provided to the original payee. If the cancellation occurs later than 6 months from the date of the application, Council will refund 80% of the fees paid to the original payee.

5.3 Council will undertake a review of all reserved plots in excess of 10 years duration, annually, in order to ascertain whether the applicant still requires the reservation.

6 RIGHT OF BURIAL TRANSFER

6.1 A Cemetery Reservation Certificate may be transferred to another applicant where Council eligibility requirements have been met, these include –

6.1.a Original Cemetery Reservation Certificate and written authority from the current reservation holder consenting to the transfer, or;

6.1.b A certified copy of the deceased Reservation Certificate holder's last known Will and Testament, and;

6.1.c Certified written authority provided from all beneficiaries, or;

6.1.d Written authority from the Reservation Certificate holder's personal legal representative providing evidence of authority to transfer.

7 APPLICATION FOR INTERMENT

7.1 Council's burial application form must be completed and sent to council's Environmental Services Office or emailed to EnvironmentalServices@hinchinbrook.qld.gov.au at least 2 working

days before the intended funeral date to allow sufficient time for administration work and the grave to be prepared.

7.2 A burial application form along with a copy of the death certificate or cremation certificate must be supplied to Council at least two days prior to the funeral.

7.3 Approval of an Application for Burial for a pre-reserved plot/grave will be granted when:

7.3.a The Applicant is the Reservation Holder; or

7.3.b The Reservation Holder is the person being interred; or

7.4 Where the application is for the deceased Reservation holder, the Applicant has the authority to arrange a suitable monument or plaque. Authority for any future interments into the plot shall not be permitted, until such time as the Cemetery Reservation Certificate has been transferred to the rightful beneficiary, as per the Right of Burial Transfer guidelines outlined within Section 6 of this document.

7.5 Refer to council's Cemetery Fees and Charges for a full list of applicable fees.

8 LAWN & BEAM CEMETERY SECTIONS

8.1 A plaque may be installed on the concrete plinth in the Lawn Section and a headstone on the concrete beam in the Beam Section, by a Monumental Stone Mason or an approved licensed builder. An Application for a Permit to Erect a Monument must be completed prior to the erection of all new monuments, and upgrade works. Plaques and headstones must comply with the specifications outlined in Section 11 Memorials & Monuments.

8.2 Fresh and plastic flowers are permitted to be retained within flower urns and metal vases only and must be securely placed at the head of the grave site (or concrete beam for those where such is provided). Such flowers will be removed as they deteriorate, at the discretion of Council.

8.3 The lawn sections have a concrete plinth for the purpose of erecting a small plaque, and the placement of metal vases on the concrete plinth to hold flowers. Fragile or glass items are not permitted within the lawn sections whatsoever as they may be damaged when maintaining the lawns and brush-cutting.

8.4 Items are not permitted to be installed within the grassed area, such as archways, crosses, statues or other structures and plots must not be enclosed with railing or kerbing or surrounded by rocks, bricks or other materials.

8.5 Council is responsible for the maintenance of the lawn area. All shrubs, plants etc. within the cemeteries are planted and cared for by Council. No tree, shrub or other plant is permitted to be planted within the cemetery, including at grave sites, other than by Council.

8.6 Any unapproved structures or items left at grave sites as outlined herein shall be removed at the discretion of Council after due notice to family or descendants.

8.7 Any item identified as a hazard that may endanger the wellbeing of the public or workers shall be removed at the discretion of Council. Council reserves the right to remove any headstone, granite, marble, concrete and any flower container (after due notice to family or descendants) in the event that the condition of same renders it dangerous to workers or visitors and the cost of so doing may be recovered, at the discretion of Council, from the valid Right of Burial holder or their family.

9 MONUMENTAL CEMETERY SECTIONS (Catholic, Anglican, Uniting, Lutheran)

9.1 Monuments are required to be installed by a Monumental Stone Mason or an approved licensed builder. An application for “A Permit to Erect a Monument” must be completed and approval granted, prior to the erection of all new monuments, and upgrade works. Monuments must comply with the specifications outlined in the Memorials & Monuments section of this document.

9.2 Fresh and plastic flowers are permitted to be retained within flower urns and metal vases only and must be placed at the head of the grave site. Such flowers will be removed as they deteriorate, at the discretion of Council.

9.3 For safety reasons, no glass, shells, non-approved vases and breakable ornaments are to be left at grave sites. Any unapproved structures or items left at grave sites as outlined herein shall be removed at the discretion of Council after due notice to family or descendants.

9.4 Council is responsible for the maintenance of aisles between the rows of graves in the monumental grave sections. Maintenance of the grave and immediate surrounds is the responsibility of the Right of Burial Certificate holder and family.

9.5 No tree, shrub or other plant is permitted to be planted within the cemetery, including at grave sites, other than by Council. All shrubs, plants etc. within the cemeteries are planted and cared for by Council.

9.6 Any item identified as a hazard that may endanger the wellbeing of the public or workers shall be removed at the discretion of Council. Council reserves the right to remove any headstone, granite, marble, concrete and any flower container (after due notice to family or descendants) in the event that the condition of same renders it dangerous to workers or visitors and the cost of so doing may be recovered, at the discretion of Council, from the valid Right of Burial holder or their family.

10 MEMORIALS & MONUMENTS

10.1 All monuments must be constructed by a licensed Monumental Stone Mason or Builder (who has provided Council with evidence of a current public liability insurance policy) and must comply with the Australian Standards AS4204-1994 Headstones and Cemetery Monuments. Failure to comply may result in removal.

10.2 Construction dimensions of monuments/vaults/concrete slabs are to comply as follows:

1. Lawn Sections: 380mm long x 280mm wide (max)
2. Beam Sections: 1300mm long x 900mm wide x 1000mm high (max)
3. Monumental (Religious) Sections in ground burials: A mandatory full concrete slab that is 2700mm long x 1500mm wide must be laid over the grave within 2 years from date of burial.
4. Monumental (Religious) Sections Vault size: 2400mm long x 1300mm wide

10.3 A Permit to erect a monument form must be completed and handed into Council for an approval of the erection of all new monuments, headstones and upgrade works.

10.4

10.4 The fee for a permit is detailed in the Cemetery Fees and Charges. Once a permit has been paid for and approved, it will be issued to the applicant and/or Monumental Stone Mason.

10.5 A Construction Permit will only be issued with consent from the Right of Burial holder. Where the Right of Burial holder is deceased, a Construction Permit to erect a monument or headstone may be issued with the approval of the applicant identified on the Application for Burial Form/s (for the Right of Burial holder).

10.6 A family can request to erect a monument on a historical plot in honour of the deceased person through a Construction Permit application form. Council may consider such a request where it believes the family is acting with the full consent of the deceased person. If approval is given, the Right of Burial certificate will not automatically be transferred, refer to section Right of Burial Transfer of this policy.

10.7 Any monumental grave, vault, monument, headstone, plaque or marker in the Cemetery shall be maintained by the Legal Personal Representative or family of the person whose remains have been buried within the plot.

10.8 The opening of vaults, crypts or mausoleums is to be arranged directly with a Monumental Stone Mason. Council must receive formal notification via the "Burial Application Form" or "Exhumation Request Application Form" (from the family or Funeral Director) prior to any action being taken.

10.9 When an unveiling of a headstone is undertaken, we require that all of the materials that are part of the unveiling process be removed following the celebration.

11 REFERENCES

- 1.** Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2012
- 2.** Subordinate Local Law 1.14 Undertaking Regulated Activities regarding Human Remains 2012
- 3.** AS 4425-1996 Above ground burial structures
- 4.** AS 4204-1994 Headstone and cemetery monuments

OFFICE OF THE MAYOR AND CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR MONTH ENDING 28 FEBRUARY 2018

Executive Summary

This Report is presented for the information of Council and includes an activity update for the month ending 28 February 2018.

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment

Nil

CAPITAL WORKS CURRENTLY IN PROGRESS

- See attached

MEDIA ENGAGEMENT

- Media releases sent - 4
- Media enquiries carried out –10
- Hinchinbrook Shire Council Facebook page – 1,930 likes (1,905 likes as at 31 January)
- Most engaged post from January – Impounded animal (dog) (7,212 from organic reach and 0 from paid reach), 1,016 post clicks, 186 reaction/comments/shares
- Press articles – 25
- TV coverage – nil
- Radio coverage – 10
- Web coverage - 40

HUMAN RESOURCE SERVICES

HRS activities also include addressing all other HR matters which are not identified in this Report

Recruitment:

Advertised Vacancies:

- Works Supervisor
 - Records Management Officer
-

Author: Dan McKinlay
Position: Chief Executive Officer
Date: 14 March 2018

- Environmental Services Administration Assistant
- Land Dealings Administration Officer – 12 Maternity Relief Internal

Recruitment not finalised:

- Finance Trainee - waiting on recommendation to be approved
- Planning and Development Trainee - waiting on recommendation to be approved
- Records and Customer Service Trainee - waiting on recommendation to be approved
- Casual Labourers –short listed for interview - to be conducted as soon as possible.

New Employees:

- Ganger

Internal Appointments –

- Cleaner, TYTO
- Works Manager

Resignations

- Information Technology Officer after 8 years with Council

Work Experience:

- 1 student working in WHS for half a day each week
- 2 students working 1 day per week in Workshop
- 1 student working in the Library
- 1 student working in Development and Planning
- 1 student working in the Art Gallery

Training:

- Cert III in Civil Plant Operations and Civil Road Maintenance is about to resume with a new RTO at neutral cost to Council. 10 other employees will sign up in the next few weeks under Government User Choice Funding to do Cert III Civil Road Construction and Maintenance
- Still not resolved - Cert III in Driving Operations - HR licencing for employees that are completing Plant Operations to enable them to move plant from site to site –
- Matrix identifying Training and Skills gap linking Policies and PD's continues to be developed; this is being transferred into TechOne - 50 %.

General:

- Certified Agreement nearing completion to be forwarded to Union Organisations prior to going to vote
- Updating of Organisational Structure HR waiting on approval of all changes under the restructure
- Amending TechOne Organisational Structure will commence once Organisations Structure is finalised, minor changes commenced.
- Updating Position Descriptions in line with new changes and new format continues.
- Continuation of Policy Statements, Policy and Procedures updating for CEO approval.

WORKPLACE HEALTH AND SAFETY

- Incident Reports
See graphs attached
- Hazard Reports
See graphs attached
- Public Liability Claims
See graphs attached
- Workers Compensation and Rehabilitation
See graphs attached
- WHS Training
 - Dogging Final Assessments
 - Traffic Management – Stop/Slow Certificates issued

PARTNERSHIP, REGIONAL AND STATE ACTIVITIES

- North Queensland Regional Organisation of Councils - NQROC
 - 22 February
- Far North Queensland Regional Organisation of Councils – FNQROC
 - 12 February
- Regional Economic Development Regional Organisation of Councils – RED-ROC
 - 22 February

EMERGENCY DISASTER MANAGEMENT

- Activities
 - 21 February – LDMG Meeting
- Training
 - 19 February – Emergency Alert Training

PROJECTS

- CSI Project
CRM – CRMs went live on 20 February 2018. Minor issues arose from incorrect permissions. Numerous amendments required to data in the Production system which had been correct in the Train system (ie. workgroups, positions, resources etc.). Further training to take place for Infrastructure Services Delivery. Other training to occur on an as needs basis.
- Customer Service Charter
Charter is now in place. Continue to review and focus on the various gateways that impact on meeting targets such as CRM system, timely feedback on queries / complaints. Generally there has been a good improvement across the organisation.
- Actions from Staff Survey Results
Planning in place for new staff survey after 30 June 2018.
- Internal Audit – Fuel Management
See attached report

MANAGEMENT ACTIVITY

- Conference Attendance
 - o Nil
- Training Attendance
 - o Nil
- Meeting Attendance

In addition to the meetings already documented the CEO attended the following meetings:-

- o 1 February – Internal meetings
- o 1 February – Executive Management Team Meeting
- o 2 February – Internal staff meetings
- o 5 February – Meeting with Ingham Disability Support Centre
- o 5 February – Hinchinbrook Shire Water Project Meeting
- o 6 February – Councillor Connect Session
- o 7 February – Internal staff meetings
- o 8 February – Executive Management Team Meeting
- o 9 February – Meeting with Mt Fox Lions Club representative
- o 12 February – Internal staff meetings
- o 13 February - Councillor Briefing Sessions
- o 14 February – Safety Committee Meeting
- o 14 February – Meeting with Clear Horizon Consulting Pty Ltd regarding Regional Infrastructure Grants
- o 14 February – Meeting with DTMR regarding Frances Creek rest area
- o 14 February – Internal staff meeting
- o 15 February – Projects Development Group Meeting
- o 15 February – Executive Management Team Meeting
- o 15 February – EBA Information Session with all staff
- o 15 February – Meeting with Mt Fox resident
- o 16 February – Internal meetings
- o 16 February – Meeting with Tammy Castles
- o 19 February – Meeting with Jenny Patience
- o 19 February – Internal meetings
- o 19 February – Meeting with Scott Stewart MP, Nick Dametto MP and Greg Pellegrini
- o 20 February – Councillor Portfolio Meetings
- o 21 February – Half Day Strategic Session with EMT, Second Tier Supervisors and Third Tier Supervisors
- o 21 February – Internal meeting
- o 23 February – Internal meetings
- o 26 February – Internal meetings
- o 27 February – Internal meeting
- o 27 February - General Meeting
- o 28 February – Audit Committee Meeting
- o 28 February – Internal meeting

- Events
 - 20 February – Chamber of Commerce Meeting
 - 21 February – Ingham Showgrounds Management Advisory Committee Meeting

BUSINESS IMPROVEMENT TEAM

Key initiatives arising from the Business Improvement Team meetings to date are as follows:

- Onboarding Process
- Corporate Identity Manual
- Software program for grave maps - mapping software to be available on mobile devices
- Introduction of Sustainability Policy and Procedure
- Inspection Apps for Field Work
- Depot Wash Down Bay Improvements
- Permanent Signage at Flood Prone Areas
- Pre-recorded message for Council phones
- Staff Silos – Register for Unwanted Furniture and Equipment
- IT Request Box for Outdoor Staff
- Purchase of Portable Site Office / Lunchroom
- Multi-tyred Roller Attachment for Council Graders
- Wifi Access to Pest Management Shed
- Hot and Cold Water Tap at Works Depot Kitchen
- Lunch room Improvements
- Use of Gravel from Shoulders of Unsealed Roads

MAYORAL DISCRETIONARY FUND

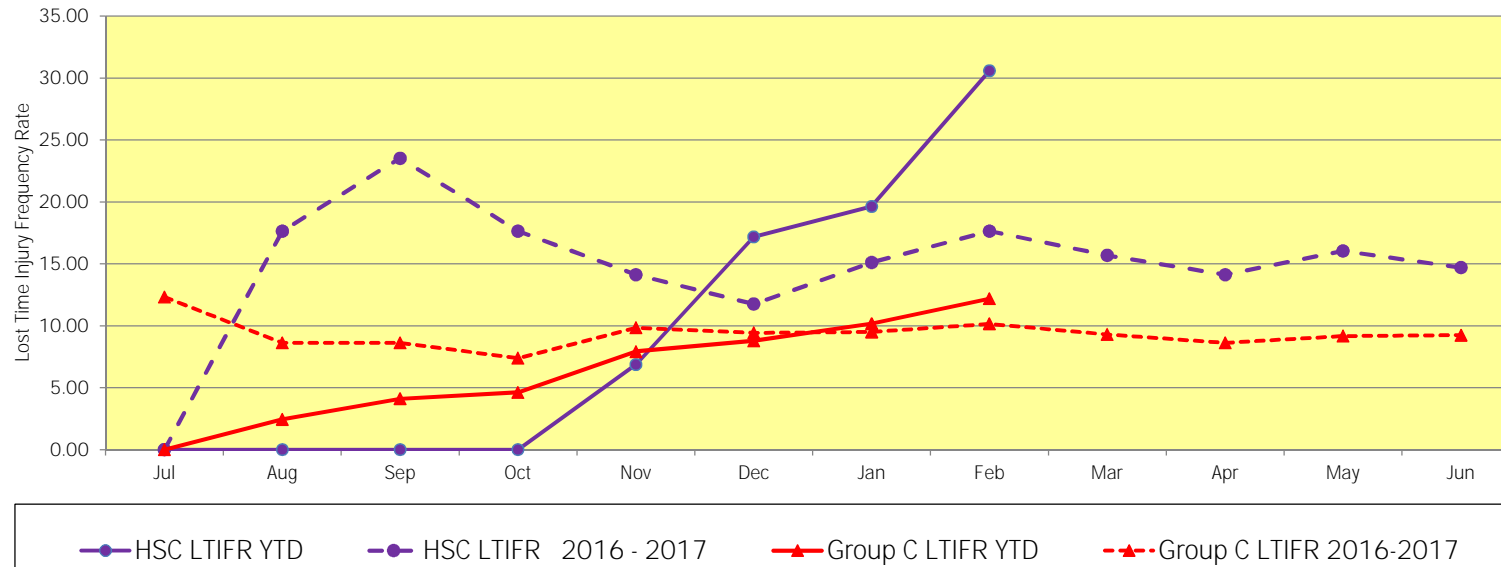
- Nil

Office of the CEO Capital Progress Report:

P	Procurement
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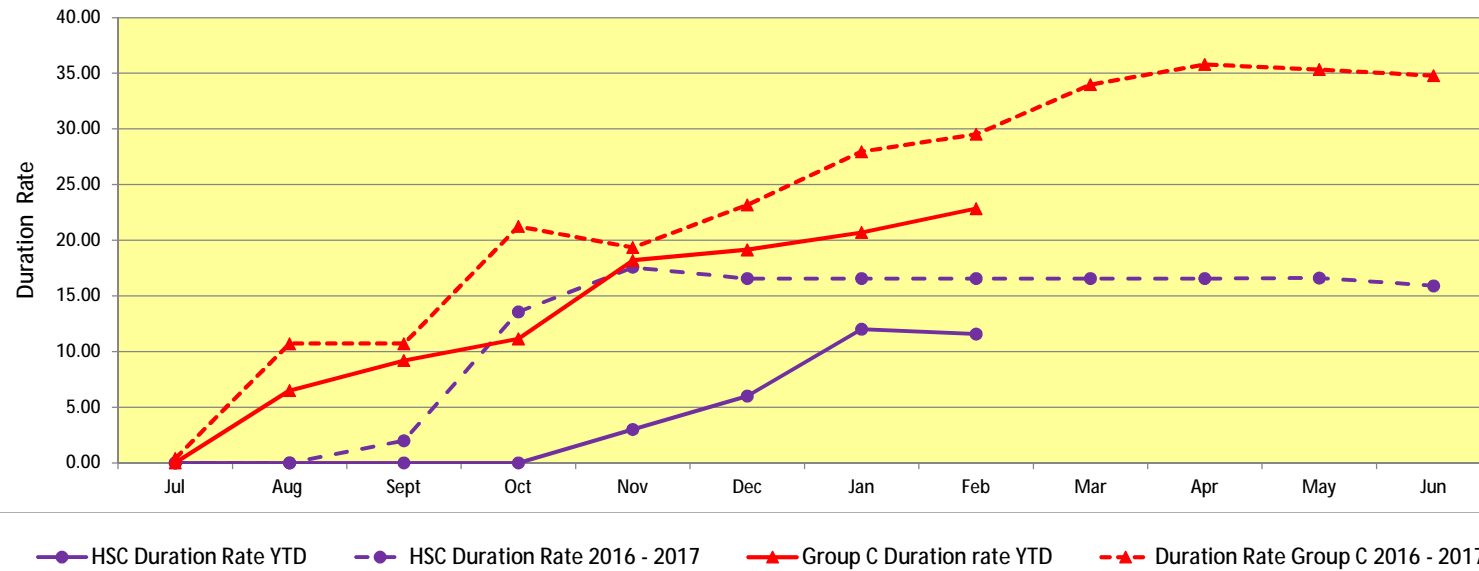
Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 YTD Expenditure	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
CSI Project 2016/2017	\$82,000	\$0	0	Feb 2018 \$45,433	Carryover from 2016/17 project												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
New Website 2016/2017	\$17,000	\$0	\$0	Feb 2018 \$14,079	Carryover from 2016/17 project												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Unallocated Capital Fund 2017/2018	\$650,000	\$0	\$650,000	Feb 2018 \$0.00													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												

LTIFR Comparison: HSC / Group C Councils in Scheme - 2017/18



LGW Data		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
HSC LTIFR YTD		0.00	0.00	0.00	0.00	6.87	17.18	19.63	30.60				
HSC LTIFR 2016 - 2017		0.00	17.65	23.53	17.65	14.12	11.76	15.12	17.65	15.68	14.12	16.04	14.70
Group C LTIFR YTD (Councils with wages \$10-20 mil)		0.00	2.45	4.11	4.62	7.92	8.79	10.17	12.20				
Group C LTIFR 2016-2017		12.32	8.62	8.62	7.39	9.85	9.44	9.50	10.16	9.31	8.62	9.18	9.24

LTI Duration Comparison: HSC/Group C Council's in Scheme 2017/18



LGW Data		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
HSC Duration Rate YTD LGW data.		0.00	0.00	0.00	0.00	3.00	6.00	12.00	11.57				
HSC Duration Rate 2016 - 2017		0.00	0.00	2.00	13.57	17.57	16.56	16.56	16.56	16.56	16.56	16.60	15.91
Average duration rate for Group C		0.00	6.50	9.20	11.14	18.18	19.14	20.70	22.84				
Duration Rate Group C 2016 - 2017		0.40	10.71	10.71	21.25	19.35	23.17	27.96	29.52	33.97	35.80	35.33	34.79

Workers Comp and Rehabilitation 2017/2018

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Totals
New Claims (accepted)													0
Lost Time Injuries		2	1		1	3							7
Medical Treatment Only	1				1	2							4
Time Lost (hours) Workers Comp	0.5	8.5	260	51	30	29.6							350
Suitable duties (hours) Rehab				34	221	238							255

Area	Ref	Audit Recommendation	Status/Response	March Update	April Update	May Update	June Update	July Update	August Update	September Update	October Update	November Update	December Update	February Update	Expected Completion Date	
Depot																
	Diesel Pump Calibration															
	5.1	The diesel pump be correctly calibrated to ensure that the DataFuel console and the pump are properly synchronised. This will enable greater accuracy in reported information and allow more reliable data analysis to detect anomalies that may require further investigation.	Datafuel has now provided information to calibrate/synchronise the console and pump. Initial Expected Completion Date of 31 January deferred until 14 February. Requires calibration by external party, currently receiving quotes.	Datafuel has now provided information to calibrate/synchronise the console and pump & with external assistance the pump has been successfully calibrated.	NA										Completed	
Segregation of Duties																
	5.2.1	Receipts of fuel be processed by the Finance Officer who captures supplier's invoices.	Fuel is part of the Inventory system and as such it is not applicable or feasible for the Accounts Payable officer to receipt fuel deliveries.	Fuel is part of the Inventory system and as such it is not applicable or feasible for the Accounts payable officer to receipt fuel deliveries. The purchase order process is followed so orders have to be receipted prior to matching & payment by Accounts Payable. Any issues/discrepancies would be highlighted or investigated.	NA										NA	
	5.2.2	Bulk issues of fuel should be made on requisitions signed by supervisors and managers.	This is not really practical and the electronic capture of fuel usage and its subsequent review means that this not necessary neither	Fuel issues are manually entered into the Inventory system using Datafuel reports which captures plant number, litres taken, odometer readings etc. At present only the plant & litres are recorded. However we are already looking at getting the Datafuel report uploaded but this requires system configuration by TechOne. Don't believe introducing another manual paper based step into the process would add value and once the Datafuel reports are automated the Fleet Manager will have the ability to monitor usage. Within Datafuel, parameters have already been put in place to limit the amount of fuel that can be issued at one time therefore reducing the risk of fuel taken exceeding tank capacity.	NA										NA	
	5.2.3	At least once a month the dipping procedure should be witnessed by the Depot manager and the fuel reconciliation completed by a Finance Officer.	Stores officers dip prior to & after every fuel delivery to check quantity delivered. As part of the month end process Stores dip again to check & reconcile the stock report & going forward this will be witnessed by the Depot Manager.	Stores officers dip prior to & after every fuel delivery to check quantity delivered. As part of the month end process Stores dip again to check & reconcile the stock report & going forward this will be witnessed by the Depot Manager.	NA										Completed	
	5.2.4	All new, unused fuel key-tags should be kept in a secured location by the Fleet Manager and only issued to stores when a new item of plant is issued and recorded in a register. The process to replace a lost fuel key-tag should include a statement from the operator when the tag is lost.	The Fleet Manager currently keeps a record of all plant called 'Fuel Rego' & this will be expanded to incorporate key-tag information & become a plant register. This spreadsheet is locked by the Fleet Manager. Fleet Manager will be responsible for the safe keeping of key-tags & Stores will be responsible for the activating/deactivating of key-tags on Datafuel under instruction from Fleet Manager. Key-tags cannot be used until activated & we re-cycle old keys rather than return to Datafuel as there is a cost incurred for new ones.	The Fleet Manager currently keeps a record of all plant called 'Fuel Rego' & this will be expanded to incorporate key-tag information & become a plant register. This spreadsheet is locked by the Fleet Manager. Fleet Manager is responsible for the safe keeping of key-tags & Stores will be responsible for the activating/deactivating of key-tags on Datafuel under instruction from Fleet Manager. Key-tags cannot be used until activated & we re-cycle old keys rather than return to Datafuel as there is a cost incurred for new ones.	NA										Completed	
	5.2.5	Old key-tags should be recorded on the register and returned to DataFuel for recycling or destroyed immediately.	Covered in 5.2.4	Covered in 5.2.4 above	NA											Completed
	5.2.6	Management should consider implementing a fuel key-tag register, and conduct period "audits" of the fuel key-tag register against the fleet register to ensure completeness and demonstrate that fuel key-tag use is being monitored	Stores Manager has updated the " Fuel Rego" spreadsheet with key-tag numbers & is now liaising with Fleet Manager to complete an audit. On going process.	Stores Manager is updating the " Fuel Rego" spreadsheet with key-tag numbers & once complete will liaise with Fleet Manager to complete an audit. see 5.2.4 above	All key tags have been matched to the relevant Fleet and checked and updated on spreadsheet.											Completed
Small Fuel Containers Not identified																
	5.3.1	All small containers be engraved with the words "Property of HSC" and identified with a unique number.	Not feasible to do as engraving would create a weak point in the container & other labelling could easily be removed.	Not feasible to do as engraving would create a weak point in the container & other labelling could easily be removed.	NA									As per Audit Committee meeting 28/2/18- now CLOSED	NA	
	5.3.2	Periodic reconciliations should be undertaken by Stores and Fleet Officers to ensure that all containers are official Council Property and are also fully accounted for. Discrepancies should be investigated.	When full, these containers are locked away & are issued to a particular item of plant rather than a specific person. Various employees may handle the same container, return or re-fill making full reconciliation difficult.	When full, these containers are locked away & are issued to a particular item of plant rather than a specific person. Various employees may handle the same container, return or re-fill making full reconciliation difficult. Empty containers are a low value item & don't have a long shelf life however to address the issue Stores will prepare a simple spreadsheet to keep count of containers & record lost or damaged containers where possible.	A detailed format for the spreadsheet is still in progress to address variables in the process outside a simple despatch and on hand.	A spreadsheet has been set up however the process still needs to be refined.								As per Audit Committee meeting 28/2/18- now CLOSED	31-May-2017	
Tanker and Fuel Pods																
Tanker and Fuel Pod Records Should be Formalised																
	6.1.1	The records of fuel issues from the tanker should be maintained in a register that is retained by the tanker operator.	A new Fuel Management System has been ordered which will record fuel issues from the tanker and communicate these transactions to system software.	Fuel management systems have been ordered for tankers which will allow for automatic recording of fuel issues from the tanker against the fleet item being fueled.	2 tankers are still outstanding on order. Mobile consoles from Data Fuel have not arrived as Data Fuel is waiting to finalise another order to commence an extended run.	The tankers have not been delivered since the April update. The mobile consoles were still awaiting delivery at the end of May. (Consoles now arrived early June)	Tankers remain undelivered. 2 Consoles have been set up - 1 is at workshop and 1 fitted to tanker at Warren's Hill. Console for underground fuel tank has been configured. Data fuel technician due for site visit next week.	Data fuel on site visit complete - installed consoles successfully reporting to Stores for underground tanker and tanker at Warren's Hill. 2 tankers have arrived and should be completed in week ending 18.08.17	Tankers received and operating						Complete	
	6.1.2	Ideally, issues of fuel from the tanker should be signed for by another person, if the tanker driver is the same individual as the plant operator.	The new system negates the need for manual signing												NA	
	6.1.3	The fuel pod issues should be recorded in a register that is kept with the utility vehicle and issues should be signed for by the plant operator	The new system will enable this		Waiting for receipt of consoles, testing and installation	This is still in progress as noted at 6.1.1	This is still in progress as noted at 6.1.1	To be completed with 6.1.1	Fuel pod issues being recorded via data fuel.						Complete	
Data Capture into Technology One																
	7.1.1	Management conduct discussions with the vendors of DataFuel and Starcard to determine whether the information can be downloaded in a manner that would allow integration into Technology One.	We have already started looking into this with the assistance of a TechOne consultant. Further consultancy time is required to progress, including fully testing the system.	We have already started looking into this with the assistance of a TechOne consultant. Further consultancy time is required to progress, including fully testing the system.	Further discussions have been held with the T1 consultant, it has been identified that Data fuel consoles need to be delivered and installed prior to further T1 involvement to allow identification of data fuel fields required in reporting.	This item is dependent on the progress at 6.1.1	This item is dependent on the progress at 6.1.1	Data cleansing is required - a meeting arranged with supervisors for 14.08.17 to address the issues. T1 have been notified that further work required for integration is pending.	Meeting with supervisors held to improve recording of odometers when receiving fuel. Marked improvement noted by stores since the meeting. T1 have commenced work on the conversion file. Further information requested by T1 provided early September.	The Store supervisor has been on leave for 5 weeks (Sept - returning 2nd week of October). Upon his return contact with T1 to advance the conversion file is a priority.	Tech One has been engaged and working with HSC staff to set up data transfer configuration for data fuel and Starcard. Further consultancy is required to progress this and the consultant has been booked for 23rd November.	Tech One consultant worked remotely with Council staff on 21st November, progress was made however there is still work to be done in relation to correctly capturing odometer readings, GST, errors when uploading the Caltex transfer file. Ongoing communication with Tech One is occurring to resolve the issues. Further consultancy maybe required to finalise. Tech1 have been asked to confirm	Consultation for completion was not available with T1 prior to Christmas close down. The matter will be progressed subject to T1 availability on return of the Management Accountant from leave at end of January.	Currently experiencing data format issues which is impacting the running of the bulk fuel ETL. Working with IT to resolve issues.	31 March 2018 - as per Audit Committee meeting 28/2/18	
	7.1.2	Alternatively, management may wish to explore the use of spreadsheet data, with the use of macro's, to allow data to be formatted and uploaded into the Technology One system.	see 7.1.1	Refer comment at 7.1.1.	NA	NA	NA								NA	
	7.1.3	Determine whether BP have an electronic platform that Council could utilise to receive data, including odometer readings.	Accounts Payable Supervisor will contact BP Halifax to make initial enquiries. AP confirmed BP do have an electronic platform.	7.1.3 Accounts Payable Supervisor has made contact BP Halifax to make initial enquiries.	It has been confirmed that BP has an electronic platform.										Completed	
	7.1.4	Utilise the Caltex Online Business Centre reporting capability through their online portal which contains a number of detection reports that are in a format that allows data analysis.	see 7.1.1	Refer comment at 7.1.1.	Refer comment 7.1.1.	Refer comment 7.1.1.	Refer comment 7.1.1.		Refer comment 7.1.1	Refer comment 7.1.1	Refer comment 7.1.1	Refer comment 7.1.1	Refer comment 7.1.1	Refer comment 7.1.1	31 March 2018 - as per Audit Committee meeting 28/2/18	
	7.1.5	Remind all operators of the purpose and importance of the odometer/hour readings. Regular incorrect records should be treated as deliberate attempts to corrupt data and disguise activities.	Done. Review of records will be ongoing.	Tuesday 10th January 2017 Stores attended pre-start meetings at the Depot to advise of new measures already put in place regarding issue of fuel & reiterated the need for odometer/hour reading to be accurately entered.	NA										Completed	
	7.1.6	Once data is uploaded into Technology One, Fleet Officers should routinely analyse the usage of fuel to confirm that usage patterns appear reasonable (and, if not, investigated). The key fuel data analytics that could be considered are: \$ Fuel tank size vs actual volume purchased (Indicates more than one car being filled at a time) \$ Number of purchases in a month (Indicates potential for filling another car on the key/card) \$ Weekend and out of hours' purchases (Indicates that personal vehicles may be filled)	To be reviewed and implemented based on outcomes achieved via the automation of Datafuel and Caltex fuel entries and invoices into CSL. This is work in progress but is a high priority	An electronic communication device has been ordered to allow for the transfer of data between electronic consoles and PC/IT infrastructure. On completion of this installation and consultancy works undertaken by TechOne the example reports will be investigated and developed as required.	Dependent on previous step - see 7.1.1.	Dependent on previous step - see 7.1.1.	Dependent on previous step - see 7.1.1.	Dependent on previous step - see 7.1.1.	Dependent on previous step - see 7.1.1.	Dependent on previous step - see 7.1.1.	Dependent on previous step - see 7.1.1.	Dependent on previous step - see 7.1.1.	Dependent on previous step - see 7.1.1.	Dependent on previous step - see 7.1.1.	31 March 2018 - as per Audit Committee meeting 28/2/18	

OFFICE OF THE MAYOR AND CHIEF EXECUTIVE OFFICER MONTHLY STATUS REPORT – MARCH 2018

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number – 270218-38 – Chief Executive Officer Performance Appraisal

That Council endorse the Chief Executive Officer Performance Appraisal recently conducted.

Status:

March 2018 Update – Received and noted by Council.

Resolution Number – 270218-37 – Chief Executive Officer Sick Leave – Appointment of Acting Chief Executive Officer

That Council approve leave of absence for the Chief Executive Officer from Council from Tuesday 1 May 2018 to Friday 29 June 2018 inclusive.

That Council appoint Rodney Ferguson to the position of Acting Chief Executive Officer for the period from Tuesday 1 May 2018 to Friday 29 June 2018 inclusive.

Status:

March 2018 Update – Letter of appointment being finalised.

Resolution Number – 270218-36 – Recruitment of Vacant Permanent Contract Position - Chief Financial Officer

That Council approve to replace the Chief Financial Officer position.

Status:

March 2018 Update – Position advertised.

Matter Closed

Resolution Number – 270218-22 – Chief Executive Officer – Annual Leave

That Council approve leave of absence for the Chief Executive Officer from Council from Monday 26 March 2018 to Thursday 29 March 2018 inclusive and that Council appoint Executive Manager Infrastructure Services Delivery to the position of Acting Chief Executive Officer for the period from Monday 26 March 2018 to Thursday 29 March 2018 inclusive.

Status:

March 2018 Update – Complete.

Matter Closed

Resolution Number – 270218-21 – Councillor Opportunities – Attendance at 2018 Financial Sustainability Summit and Civic Leaders Summit

That Mayor Ramon Jayo and Councillor Tack attend the Financial Sustainability Summit at Benowa on Tuesday 8 and Wednesday 9 May 2018.

That Mayor Ramon Jayo and Deputy Mayor Mary Brown attend the LGAQ Civic Leaders Summit at Benowa on Thursday 10 and Friday 11 May 2018.

Status:

March 2018 Update – Councillor attendance to be registered.

Matter Closed

Resolution Number – 270218-20 – Aboriginal Cultural Heritage Policy

That Council adopt the Aboriginal Cultural Heritage Policy as presented.

Status:

March 2018 Update – Policy uploaded to website. Training of staff to be arranged and indigenous (native title) officers to be involved in training.

Resolution Number – 121217-29 – Mayor Jayo – Solar Projects Feasibility Assessment

That Council accept the quote from Resource Analytics for \$27,400 (excl. GST) for the preparation of a feasibility assessment to assess the suitability of rooftop solar on Council's main Administration Building in Ingham, as well as large scale solar photovoltaic (PV) on Council's preferred site to offset Council's electricity usage (project).

Phase One will cover Tasks 1 to 6 which will cover:

- Task 1 Electricity Profile Analysis
- Task 2 Rooftop Solar at Council Administration building
- Task 3 Constraints Assessment site visit
- Task 4 Ergon Liaison
- Task 5 Technical Feasibility of large scale solar
- Task 6 Report and Communication
- Task 7 Council Workshop

The sum of \$27,400 (excluding GST) will be funded from the repurposing of the \$100,000 provided in the Capital Budget for solar on Council's Administration Building roof.

Status:

March 2018 Update – Consultant was supposed to visit on 14 March 2018 to look at sites, however due to flooding disaster management operations, visit postponed to a date yet to be arranged.

February 2018 Update – Continuing to provide requested information.

January 2018 Update – Resource Analytics appointment has been confirmed. Funding will be repurposed at the December budget review.

Resolution Number – 121217-15 – Hinchinbrook Local Disaster Management Plan (LDMP)

That Council call Expressions of Interest for an appropriately qualified consultant to prepare a viability / suitability report.

That Council adopt the Hinchinbrook Local Disaster Management Plan Version 1.6 as presented and copies of updated pages be forwarded to members detailed on Distribution List contained within the Plan.

Status:

March 2018 Update – In relation to the calling of Expressions of Interest for an appropriately qualified consultant to prepare a viability / suitability report, this has not yet been progressed.

February 2018 Update – In relation to the calling of Expressions of Interest for an appropriately qualified consultant to prepare a viability / suitability report, this has not yet been progressed.

January 2018 Update – Report has been circulated to members.

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 2018 Update – Further letter dated 06/03/18 sent to Tablelands Regional Council once again requesting tax invoice and information regarding the calling of their EOI for a Feasibility Study.

February 2018 Update – No further update.

January 2018 Update – No further update.

December 2017 Update – Still awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council. Further letter sent requesting copy of TRC EOI for Feasibility Study.

November 2017 Update – Still awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council. Further letter sent requesting copy of TRC EOI for Feasibility Study.

October 2017 Update – Still awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council. Further letter sent requesting copy of TRC EOI for Feasibility Study.

September 2017 Update – Still awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council.

August 2017 Update – Awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council.

July 2017 Update – CEO corresponding with Tablelands Regional Council CEO advising that as Tablelands Regional Council will not release the Funding Agreement, Council will only agree to pay \$8,000 which was Council's share of costs incurred to date in February 2016.

June 2017 Update – Tablelands Regional Council CEO has advised that "on legal advice" they will not release the Deed as it was an agreement between Tablelands Regional Council and two Governments.

May 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.

April 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.

March 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.

February 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.

January 2017 Update – CEO of Tablelands has verbally confirmed that Hinchinbrook Shire Council has been included in the funding agreement re: flood mitigation. Still waiting to see copy of agreement.

December 2016 Update – CEO has formally written to Tablelands Regional Council asking confirmation that funding agreement has been changed to also reflect flood mitigation in its own right.

November 2016 Update – Council still awaiting confirmation that funding agreement has been changed to also reflect flood mitigation in its own right.

October 2016 Update – The Tablelands Regional Council passed the following resolution at its last Council meeting:

- *Write to the members of the Southern Atherton Tablelands Irrigation Development and Flood Mitigation Steering Committee and thank them for their hard work and dedication in advocating for the development of the Southern Tablelands region;*
- *Endorse working together with Hinchinbrook Shire Council and Herbert River Improvement Trust to support the investigation of new dams, weirs, pipelines and channels to support significant new irrigated agricultural development in the upper Herbert River, taking into consideration flood mitigation and power generation possibilities;*
- *Continue to advance the National Water Infrastructure Development Fund agreement for the purpose as stated above;*
- *Approve the expenditure of up to \$10,000 (ex-GST) for project management leading up to the finalisation of the Grant Deed and that these funds be expended from joint funds provided by the Herbert River Improvement Trust and Hinchinbrook Shire Council with their express agreement.*

Hinchinbrook Shire Council is still confirming the change to the agreement to reflect flood mitigation in its own right.

September 2016 Update – Steering Committee meeting was held at the Tablelands Shire Council on 5 September 2016. In attendance was Mayor Ramon Jayo, Councillor Wally Skinner along with CEO. Key outcomes were:

1. *Joint Arrangement between the Tablelands Regional Council (TRC) and Hinchinbrook Shire Council (HSC) and Herbert River Improvement Trust (HRIT) – to be negotiated*
2. *Note that each party may be required to contribute a further \$25,000 each to the project in order to meet the current terms of the funding arrangement (applicant's contribution) pending consideration by the relevant parties*
3. *HSC and HRIT to draft an agreement between themselves*
4. *TRC and HSC to exchange letters in agreement of the way forward with expenditure of funds for the project management in the interim with an anticipated cost of \$10,000 ex GST via an agreed scope between the parties*
5. *TRC negotiate with the terms of the grant deed*
 - *Item 1 – leave as it currently exists in the draft*
 - *Item 2 - Activity - Scope to include reference to flood mitigation and power generation such as: "whilst recognising that some flood mitigation capacity may be provided for the Lower Herbert Floodplain"*
 - *Item 3 – Clarification around pre-feasibility and feasibility – can this be done with the total funds*
 - *Item 4 – commencement and term – negotiation to start and be completed before the end of this term of local government*
 - *Item 5 – Milestone payments – negotiate*
 - § *35 % to engage contractors*
 - § *35 % on receipt of investigation reports*
 - § *20 % on receipt of draft pre-feasibility study*
 - § *10 % on receipt of pre-feasibility study*
 - *Item 6 – negotiate \$75,000 initial contribution from the parties and see if day-labour can be costed to this contribution*
6. *Joint media release agreed between the parties*
7. *Respective CEO's to present report covering the above to their next General Meetings.*

August 2016 Update – No further progress.

July 2016 Update – No further update.

June 2016 Update – Meeting held between Hinchinbrook Shire Council Mayor and CEO and Tablelands Regional Council Mayor and CEO on Friday 10 June 2016. Decided that Mayor and CEO would visit Tablelands in the future to receive a full briefing with the Tablelands Regional Council.

May 2016 Update – No further update at this stage.

March / April 2016 Update – Meeting was held on 9 March 2016. Business Case has also been developed for a Preliminary Indicative Economic Analysis completed by Cummings Economics. Department of Agriculture and Water Resources were considering recommending \$750,000 in funding to focus on economic viability and business case development of the preferred infrastructure for the proposal.

A flying minute will need to be confirmed at the next meeting of the Committee as follows:

- *That Committee Members agree to \$750,000 in funding to focus on economic viability and business case development of the preferred infrastructure for the proposal*
- *That Committee Members agree to employing GHD under Local Buy, for an amount up to \$4,000, to amend the original application to provide a revised project plan and budget which will focus on economic viability and business case development of the preferred infrastructure for the proposal, for an amount of \$750,000.*

February 2016 Update – Draft Memorandum of Understanding and Contribution Agreement for the Joint Steering Committee now received. Tablelands Regional Council's Mayor and Deputy Mayor are keen to progress the matter to facilitate an inaugural meeting of the Joint Steering Committee being held as soon as possible in February.

January 2016 Update – Correspondence dated 4 December 2015 received from Tablelands Regional Council (TRC) advising of their adoption on 19 November 2015 of the Report. TRC will now form the Steering Committee and prepare a draft Memorandum of Understanding in consultation with member organisations. TRC adopted a further resolution on 3 December 2015 to provide \$25,000 seed funding. Expressions of Interest under the National Water Infrastructure Development Fund close 21 January 2016 and they will proceed to lodge an EOI.

December 2015 Update – Understand that Tablelands Regional Council have adopted the Report but yet to receive correspondence from them in relation to this.

November 2015 Update – Tablelands Regional Council have not yet considered the matter at a formal Council meeting but this will be reported to their Ordinary Meeting on 19 November 2015 and will advise Council of the outcome after that point.

October 2015 Update – Letter written to Tablelands Regional Council advising them of resolution outcomes.

LATE BUSINESS ITEMS FROM GENERAL MEETINGS

• GENERAL MEETING – 25 JULY 2017

3.3 MAYOR JAYO – ROAD TO ITALIAN RADIO STATION ON WARREN'S HILL

The Mayor informed that complaints had been received concerning the state of access to the Italian Station Repeater on Warren's Hill. He also commented that due to legal liability issues, access to the area should be restricted to authorised personnel only (people with infrastructure only) and that a licence system incorporating specific terms and conditions of access, safety induction requirement and indemnification issues be prepared.

Action - EMDPES to ensure access to the area is restricted to authorised personnel only (people with infrastructure only).

EMDPES prepare a licence system incorporating specific terms and conditions of access, safety induction requirement and indemnification issues.

March 2018 Update – Facility Officer has been to site and reviewed keys. Access is only available to approved personnel. Matter Closed

February 2018 Update – Environment and Waste Operations Manager is liaising with Facilities to sort out keys and access permissions.

January 2018 Update – Agreement is now finalised and is being implemented.

December 2017 Update – Policy is now with CEO for final sign off.

November 2017 Update – WHS recommendations were received and Policy has been finalised and sent to CEO for approval. The authorised sign has been erected for a few months. The gate key currently is assessed by a number of people and an idea was delivered by Council's Community Services Facilities Officer to the CEO (principally that Council should take away the Council and Italian Radio locks and replace with a Council lock which is a sub-lock of Warren's Hill Transfer Station lock, but it can only be opened by the user or by the Warren's Hill Transfer Station key, the second gate has that type on lock on it and then issue a key to Mario Torrisi which would give Council the security for this site).

October 2017 Update – Procedure is being finalised with HR.

September 2017 Update – Authorised Personnel Only sign has been installed and the Procedure is in final stages with HR.

August 2017 Update – A draft document has been prepared setting out requirements for use of the access road. A locked gate is currently in place to restrict access to the road.

- GENERAL MEETING – 25 OCTOBER 2016

- 3.3 COUNCILLOR ANDREW LANCINI – LUCINDA SWIMMING ENCLOSURE

Councillor Lancini raised whether Council could investigate other treatments for the eastern side of the Lucinda Swimming Enclosure (e.g. recycled plastic slats) to alleviate sand encroachment which currently causes problems on the eastern side of the enclosure.

Action – Executive Manager Engineering Services and Executive Manager Environment and Community Services to brief Council at a future Briefing Session.

March 2018 Update – Currently in procurement phase for design services to produce detailed design documentation for the proposal.

February 2018 Update – EMISD provided an update to Council confirming the trial of the floats has proven ineffective. Council wish to proceed with the Works 4 Queensland Project to investigate and install a fixed enclosure as an alternative to the net.

January 2018 Update – The swimming enclosure net has now been installed and the floats have been attached to the net on a trial basis as per the discussions with Council and the LPA. The \$50,000 Works for Queensland Round 2 project is on hold until the outcome of trial is known.

December 2017 Update – As per last months update, still awaiting feedback from LPA to finalise Management Plan.

November 2017 Update – The LPA were issued a draft of the 2017/2018 Management Plan for comment on 04/09/17 (ECM # 2217091). Some feedback received and further discussions required to finalise the Plan. It is currently unclear when the LPA intend to trial attaching floats to the swimming enclosure.

October 2017 Update – Repairs have been completed and Lucinda Progress Association have been notified of the planned dates the net is to be reinstated.

September 2017 Update - Repairs are currently being undertaken. The net has sustained a large amount of damage. NOTE - \$50,000 Works for Queensland Round 2 Funding confirmed for net replacement.

August 2017 Update - Swimming enclosure net has been removed and is currently being repaired. Lucinda Progress Association will then trial fitting buoys and the net will be re-installed.

July 2017 Update – As communicated via the Mayor, current strategy is the local operators in charge of maintaining the stinger net are planning to trial attaching buoys to the net to keep the net from being buried by debris and sand.

June 2017 Update – EMECS provided briefing on 12 June 2017. Matter still being investigated.

May 2017 Update – Noted on future Briefing Session list.

April 2017 Update – Noted on future Briefing Session list.

March 2017 Update – Noted on future Briefing Session list.

February 2017 Update – Noted on future Briefing Session list.

January 2017 Update – Noted on future Briefing Session list.

December 2016 Update – Noted on future Briefing Session list.

November 2016 Update – Noted on future Briefing Session list.

- GENERAL MEETING - 26 APRIL 2016

- 3.1 COUNCILLOR MARY BROWN – SHIRE DIRECTIONAL SIGNAGE IN FRONT OF PUBLIC TOILETS AT VINCE CORBETT PARK, FORREST BEACH

Forrest Beach Progress Association have reported that the directional signage is unreadable and of poor quality. Executive Manager Environment and Community Services advised that the electronic notice board was originally thought to be able to notify the public however Council is currently in the process of awaiting receipt of a signage design.

Action - Outcome of investigations to be provided to Council.

March 2018 Update – Tower structures under review and will be discussed when designs are available.

February 2018 Update – Still on hold. No further update.

January 2018 Update – No further update.

December 2017 Update – Awaiting installation of the Highway Tourist Drive, which is on hold.

November 2017 Update – Awaiting installation of the Highway Tourist Drive, which is on hold.

October 2017 Update – Awaiting installation of the Highway Tourist Drive, which is on hold.

September 2017 Update - This matter is still in progress.

August 2017 Update – This matter is still in progress.

July 2017 Update – EDO has sought response from Forrest Beach Progress Association. EDO is now seeking confirmation of text internally which will be sent back to Forrest Beach Progress Association for approval. Once text is approved by both parties, this can be added to design package ready for sign manufacturer.

June 2017 Update – EDO has contacted the Forrest Beach Progress Association regarding wording for signage.

May 2017 Update – Economic Development Officer (EDO) is currently liaising with Progress Associations to discuss “see and do” elements of drive signage.

April 2017 Update – Discussions will be held with EMECS regarding park signage at the April Briefing Session. A Hinchinbrook Way drive sign will be erected in the area. It is anticipated that the sign will be installed early in the 2017 / 2018 financial year.

March 2017 Update – Directional signage continues to be progressed by SEDTO.

February 2017 Update – Faded sign removed and will be replaced with directional signage being progressed by SEDTO.

January 2017 Update – The existing faded sign will be removed before end of January 2017.

December 2016 Update – Applying for Queensland Transport Infrastructure Funding (QTIF) and envisage regardless of funding that the sign will be erected at Forrest Beach no later than 30 June 2017.

November 2016 Update – No further update.

September / October 2016 Update – Senior Economic Development and Tourism Officer (SEDTO) advised update at PCG meeting on 15 September 2016. Council progressing signage through the Hinchinbrook Way Drive.

August 2016 Update - Senior Economic Development and Tourism Officer (SEDTO) is continuing to progress the Hinchinbrook Way Drive Signage and will provide an update to Council at the CBD Project Control Group (PCG) Meeting on 15 September 2016.

July 2016 Update - The Senior Economic Development and Tourism Officer (SEDTO) has had initial discussions with the Forrest Beach Progress Association (FBPA) regarding the signage and the FBPA has advised they support the signage and information to be provided in the Hinchinbrook Way Drive Loop.

June 2016 Update – Forrest Beach Progress Association have been in discussion with Senior Economic Development and Tourism Officer (SEDTO) regarding the possibility of rebranding the sign, including an update of the information (which has already been completed) to follow the Hinchinbrook Way style guide.

Acting Executive Manager Environment and Community Services has discussed this with SEDTO who has assumed responsibility for this project in regards to design.

May 2016 Update – FBPA have advised that they would prefer to wait for the new precinct sign to be installed before considering whether this sign is still needed or wanted.

April Update – The draft design for the new sign has been finalised and is being sent to FBPA and Council for approval.

PROJECT DEVELOPMENT GROUP MEETING MINUTES

Executive Summary

Council have agreed that the Project Development Group Minutes are to be considered by Council for adoption.

For Council Decision – Recommendation

That Council receive and note the Project Development Group Meeting Minutes held on 15 February 2018.

Background

The Project Development Group meet monthly to discuss a range of issues pertaining to CBD and other projects.

Attachments

15 February 2018 Project Development Group Meeting Minutes

Statutory Environment

2014 – 2019 Corporate Plan – 5.1 – Our Ingham CBD is attractive, alive and diverse
2017 / 2018 Operational Plan – 5.1 – CBD refresh and associated actions

Policy Implications

Not applicable

Consulted With

Not applicable

Financial and Resource Implications

Not applicable

Risk Management Implications

It is important that these projects are progressed through a Project Development Group to ensure timely and cost effective implementation. Group meeting minutes progressing through to Council's General Meeting ensures transparency of projects.

Strategic Considerations

Not applicable

Officers Comment

Not applicable



PROJECTS DEVELOPMENT GROUP MINUTES

Thursday 15 February 2018 at 9.00 am

Council Chambers

Attendance: Mayor Ramon Jayo, Councillors Wally Skinner, Andrew Lancini, Kate Milton and Marc Tack, CEO Dan McKinlay, EMISD James Stewart, EMDPES Rosemary Pennisi, MECD Donna Prentice, SEDTO Ben Christie-Johnston and MCCO Dianne Purnell

Apologies: Councillors Mary Brown and Maria Bosworth

The Meeting commenced with a presentation from Architect Hugh Markwell regarding Herbert Street Activation Area.

Infrastructure and Service Delivery officers provided a presentation on the Fig Tree issues in Herbert Street.

WE Jenna Devietti, IE Monica Accornero and Acting I M Schembri were also in attendance for the presentation.

AGENDA ITEMS	MINUTES	Responsible Officer
1. Minutes of Previous Meeting – 23 November 2017	That the Minutes of the previous meeting held on 23 November 2017 be approved and sent to a General Meeting for Council's information.	

<p>2. Council resolutions arising from Ordinary Meeting dated 29 September 2015.</p> <p>2.1 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works in Rotary Park as per the following:</p> <ul style="list-style-type: none"> a) Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park b) Design and install tourist information signage in Rotary Park c) Design and install signage for Rotary Park to Lannercost Street walk d) Install Free Wi Fi network in Rotary Park e) Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders. 	<p>15/02/2018 – Refer to item 4.</p> <p>23/11/2017 - Refer to Item 4.</p> <p>26/10/2017 - No further action at this stage.</p> <p>21/09/2017 - No further action at this stage.</p> <p>17/08/2017 – No further action at this stage.</p> <p>22/07/2017 – The meeting noted that EDO has not heard from Steven Slade. Health Department have spoken to Steven who will be bringing the van in for an inspection.</p> <p>15/06/2017 -</p> <p>2.1(a) EDO advised that Steven Slade was contacted via email on 8 June 2017 and received phone call in return. Steven advised that he has spent about \$50K on fitting out the van and is about to get the van wrapped by Significant Signs. He advised that he is doing a business course and his wife is getting her food handlers certificate. EDO stressed the need for Steven to contact Health before investing anymore. Health have sent through all relevant information on 19 April and are trying to contact him to discuss the fitout.</p> <p>20/04/2017 –</p> <p>2.1. (a) EDO advised that the Health Services have emailed Steven Slade regarding the appropriate permits and health regulations. EDO contacted Mr Slade regarding businesses proposed name. Mr Slade is yet to complete Health Services requirements but when completed will talk with EDO and Planning Development Manager (PDM).</p> <p>Action - That Council discuss this matter with Steven Slade at a future Connect Session.</p>	<p>MECD</p>
<p>2. Council resolutions arising from Ordinary Meeting dated 29 September 2015.</p> <p>2.1 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works in Rotary Park as per the following:</p> <ul style="list-style-type: none"> a) Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park b) Design and install tourist information signage in Rotary Park c) Design and install signage for Rotary Park to Lannercost Street walk d) Install Free Wi Fi network in Rotary Park 	<p>15/02/2018 – Refer to item 4.</p> <p>23/11/2017 - Refer to Item 4.</p> <p>26/10/2017 – Refer to Item 4.</p> <p>21/09/2017 – Refer to Item 4.</p> <p>17/08/2017 - Meeting held of stakeholders with Chamber of Commerce. Chamber of Commerce will bring consultation process to Council at Connect Session on 5 September 2017 regarding views of related parties and stakeholders.</p> <p>16/02/2017 –</p> <p>2.1 (b) A site inspection with relevant Council Officers and Economic Development and Tourism portfolio Councillors, Deputy Mayor Mary Brown and Councillor Andrew Lancini concluded any development of new infrastructure or signage within Rotary Park should not proceed until Council have workshopped a masterplan for Rotary Park.</p>	<p>MECD</p>

<p>e) Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders.</p>	<p>The basis for this conclusion was that any new works may significantly compound existing design issues, including the diversity, suitability and placement of street furniture and signage. It is noted the majority of street furniture and signage within the park is poorly located, unsuitable for purpose and collectively presents a low quality experience for locals and visitors.</p> <p>It is recommended that Item 2.1 (b) be closed and addressed under the new proposed agenda item 10.</p> <p>MATTER CLOSED - Action – Invite all Rotary Park stakeholders and others to a future meeting.</p> <p>17/11/2016 –</p> <p>2.1. (b) Cost per tower: Approx \$20,650. Agreement sought for installation of tower at Rotary Park and TYTO.</p> <p>Hinchinbrook Way Towers over \$20,000 (1 at Rotary Park and one at TYTO) each- called for tenders in July – local (The Sign Co and Rinaudo Engineering).</p> <p>RFQ sent out recently.</p> <p>Rotary Park – at water fountain - investigate footings.</p> <p>TYTO – frontage of Visitor Information Centre – standard wording – change brown signs – also investigate "I" information sign on to this sign.</p> <p>Looking at late February 2017 for installation.</p>	
<p>2. Council resolutions arising from Ordinary Meeting dated 29 September 2015.</p> <p>2.1 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works in Rotary Park as per the following:</p> <ul style="list-style-type: none"> a) Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park b) Design and install tourist information signage in Rotary Park c) Design and install signage for Rotary Park to Lannercost Street walk d) Install Free Wi Fi network in Rotary Park e) Design and install concrete pad and associated hardstand area for commercial lease in consultation with 	<p>15/02/2018 - Project pending confirmation of locality of new toilets will be required prior to finalising design package for wayfinding signage.</p> <p>The meeting considered a draft report provided by Acting CFO on the results from the community toilet survey.</p> <p>Action – Report to be considered at February General Meeting for an RFQ to be sent out for architectural design of toilet block.</p> <p>23/11/2017 - Project pending confirmation of locality of new toilets will be required prior to finalising design package for wayfinding signage.</p> <p>CFO update - Survey for location of new CBD Toilets open 18 November to 1 December 2017.</p> <p>26/10/2017 – EMISD advised that the estimate was provided to CFO from WSM for both locations (main street and Johnson Street Carpark). Engineering prefer carpark location as it is the cheapest install cost and will be cheaper in the long run as it will be all gravity feed rather than pumping.</p>	<p>MECD</p> <p>CFO</p>

<p>the successful tenderer and other stakeholders.</p>	<p>CFO update - that the various options for location of toilet block were to be discussed with Council on 24 October.</p> <p>SETO advised that pending confirmation of locality of new toilets will be required prior to finalising design package for wayfinding signage.</p> <p>22/07/2017 -</p> <p>2.1(c) The meeting noted that coordinates, timing and distances have been confirmed and awaiting internal approval within Department. Internal approval also needs to be sought from Engineering in regards to underground assets for proposed signage locations. RFQ and RCP is being prepared.</p> <p>The meeting also noted that SETO is awaiting final design package from DotDash prior to proceeding with installation.</p> <p>15/06/2017 -</p> <p>2.1(c) EDO advised that a few steps need to be carried out before seeking quotations. Work has commenced in confirming the time and distances on all signage as well as allocating GPS coordinates for the engineering certification drawings. The engineering certification will be completed by the end of the financial year and this is preparation work for the Road Corridor Permit. Once the GPS and time/distances work has been completed, Dot Dash can provide Council with an updated design package and high resolution versions of maps and symbols. A complete package will be available to hand to the appointed contractors to commence work. After that, the next step is to seek quotations for signage and installation.</p> <p>24/05/2017 –</p> <p>2.1 (c) This is being referred to as the Wayfinding design package from DotDash.</p> <ul style="list-style-type: none"> • Ingham CBD Wayfinding Draft Design Package emailed to PCG members on 27 April. • EDO is seeking amendments/approval to commence with construction and installation preparation based on the design package. <p><u>Resolved</u> –That the Wayfinding Signage Design Package be approved.</p> <p>Action – EDO to proceed to seeking quotations for preparation of signage and installation / construction costs.</p>	
<p>2. Council resolutions arising from Ordinary Meeting dated 29 September 2015.</p> <p>2.1That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works in Rotary Park as per the following:</p> <p>a) Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park</p>	<p>15/02/2018 –</p> <p>Action - Purple WiFi analytics report to be presented at General Meeting.</p> <p>Action - Signage alerting people as to availability of wifi to be progressed and implemented.</p> <p>23/11/2017 - The following update was provided:</p> <ul style="list-style-type: none"> • Installation works have been finalised at Rotary Park and the Hinchinbrook Visitor Information Lounge. 	<p>MECD</p>

<ul style="list-style-type: none"> b) Design and install tourist information signage in Rotary Park c) Design and install signage for Rotary Park to Lannercost Street walk d) Install Free Wi Fi network in Rotary Park e) Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders. 	<ul style="list-style-type: none"> • Council's Facility Officer advised <i>"the work undertaken for the WiFi connection is very messy there is cement powder left on the concrete and cement up the wall of the iron and the finish on the concrete is not real good. Is the job complete? and or is the job going to be inspected? Due to the site being in the public eye, all contractors are to leave the site clean. Can they go back and clean?"</i> - SEDTO following up with Telstra project officer on matter. Action - SEDTO to send a letter to Telstra to follow up on this matter. • Telstra Air team have advised network configuration will be finalised on or around Thursday 30 November and the network will go live from this date. • SEDTO has finalised the Purple platform configuration, including all network access pathways and offline and online splash pages. It is noted further work needs to be done to enhance access pathways to optimise data collection associated with social media platforms. • SEDTO and CCMO coordinating launch with Telstra Air media team. It is advised we run a soft launch (network activation) to test all access pathways and splash pages prior to formal launch. It is noted that the network will be ready for a formal launch on or around 14 December 2017. As previously discussed there is an opportunity to launch the network in conjunction with the official opening of the Hinchinbrook Way walk; however brass floor plaques are not likely to arrive until 19 December. As such SEDTO seeks direction from PDG as to the following options: <ul style="list-style-type: none"> i. Launch the network on or around 14 December; ii. Launch the network in the first or second week of January 2018. Action – SEDTO to check with Telstra Air Media Team if they will be in a position to soft launch locally at the Mayor's Light up the Tree Event / Christmas Carols on Sunday 3 December. • It is further noted that signage should be installed at both sites advising locals and visitors of the availability of free WiFi. <p>Dungeness Free WiFi – The following update was provided:</p> <ul style="list-style-type: none"> • SEDTO has had several conversations with Telstra regarding the proposal. • A formal request for written quotation has been sent to Telstra's Regional Senior Account Executive David White. • Telstra have advised that they will require specifications of any infrastructure associated with Council's proposed CCTV at Dungeness (i.e. locality, power supply, will the CCTV be tower mounted or mounted to existing infrastructure). As a guide Telstra have provided the preliminary advice that project cost will be heavily influenced by the locality of existing Telstra infrastructure. SEDTO has not checked whether an existing phone box exists at the locality (which is the best option!). Alternatively we could seek consent to connect into existing Telstra services at the Marine Safety premises in Dungeness. 	
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	<p><i>EMDPES advised further that Council has a credit with Telstra and this money could be utilised towards other WiFi hubs in the district.</i></p> <p>26/10/2017 - SEDTO provided the following update:</p> <ul style="list-style-type: none"> • Installation works have commenced and Telstra Air Wi Fi network will be operational by mid-November 2017. • SEDTO working with Telstra regarding network configuration, splash page other operational aspects • SEDTO and CCMO working on collaborative launch and media release with Telstra team. SEDTO will discuss media and marketing approach at PDG. <p>The meeting agreed that the media and marketing approach is imperative for the launch of the Wi Fi network in November. <i>Details of launch for November yet to be confirmed.</i></p> <p>Action - SEDTO to also speak with Telstra to obtain a quote regarding installation of nodes at Dungeness for camera data (Purple Wi Fi). SEDTO to follow up with CFO regarding camera systems.</p>	
<p>2.2 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works as per the following:</p> <p>i. Design and install signage to create a loop walk along existing pathway networks from TYTO Information and Wetland Centre to Lannercost Street.</p>	<p>15/02/2018 –</p> <ul style="list-style-type: none"> • Brass floor plates have been received. • Onsite meeting with Auditors Builders held on 31 January 2018. Installation works to commence in mid-February and will be completed prior to end of February. Traffic Management Control to be conducted by Hinchinbrook Traffic Control in accordance with the relevant RCP permit. <p>Action - The meeting noted that the road corridor has been re-validated and works are to be completed prior to the Queens Baton coming through on 18 March 2018.</p> <p>23/11/2017 - The following update was provided:</p> <p>Worsell Pty Ltd have advised the brass floor plates will be supplied on or around 19 December 2017. Auditors Builders have advised a preference to install the plates after the Christmas shopping period (during Council shutdown period). <i>Members agreed for Auditors Builders to install plates during Council shutdown period.</i></p> <p>26/10/2017 – SEDTO provided the following update:</p> <p>All signage has now been installed. Worsell Pty Ltd have been engaged to fabricate and supply brass floor plates. Auditors Builders have been engaged to install plates. Supply date is estimated to be early December. SEDTO to discuss media and marketing associated with launch of the Hinchinbrook Way Walk. It is also noted that one sign (Conzano sign) has been vandalised. Officers are working to replace the sign prior to launch of the Walk.</p>	MECD

	<p>SEDTO working towards this coinciding with the Wi Fi launch.</p> <p>21/09/2017 – SEDTO advised the following update:</p> <ul style="list-style-type: none"> Majority of interpretative signage for the Hinchinbrook Way Walk will be installed by The Sign Company and Firmi Engineering on Tuesday 19 September 2017. Two free standing signs within the TYTO parkland requiring additional installation works will be installed by Audiore Builders in late September, early October 2017. Procurement process proceeding for brass floor plaques with RFQ closing on Friday 15 September 2017. RFQ assessment to be finalised on or around Wednesday 20 September and final recommendation sent to CEO for final approval to engage the preferred supplier Attached is the web brochure for the new walk. The meeting also noted late report provided from SEDTO regarding installation of seven interpretative signs within the TYTO Precinct on 20/09/2017. 	
<p>2.4 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works – Lannercost Street Phase One as per the following:</p> <p>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.</p>	<p>15/02/2018 – Yet to be installed.</p> <p>23/11/2017 - Engineering certificate and technical drawings still to be received. Contact made with company to follow up.</p> <p>26/10/2017 - Nil movement on this from MECD to date.</p> <p>21/09/2017 – Nil movement on this from MECD to date.</p> <p>Full images provided as per request from last meeting for main concept The Hinchinbrook Way and for Entry Statement.</p> <p>Members agreed for MECD to source quotes for construction of The Hinchinbrook Way Entry Statement (with Pelorus Island) (<i>attached to September Meeting Minutes</i>).</p> <p>17/08/2017 - Armsign have produced a design concept with associated costs for the revised arrival at 'Hinchinbrook Way' sign at the Hinchinbrook Visitors Lounge. Engineering quote is yet to be supplied. Manager Community and Economic Development to discuss at meeting.</p> <p><i>Maria left the meeting at 9.30 am</i></p> <p>The meeting resolved to purchase the engineering certificate and technical drawings from Armsign.</p> <p>MECD to speak to suppliers for individual elements of the sign to enable quotations to be sourced.</p>	MECD

<p>2.5 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works – Lannercost Street Phase One as per the following:</p> <p>i. Design and installation of tourism promotional signage on the Council administration building on the Townsville Road frontage subject to further consideration by the Project Control Group.</p>	<p>15/02/2018 – Corten sign has been fabricated and was dispatched to Council Depot before Christmas. Hemmett Electrical will be installing.</p> <p>MECD advised on return from leave that sign had scratches when received and will assess before installation.</p> <p>23/11/2017 - Currently refining the delicate bird section of the logo to ensure a precise cut replicates the logo - working with Engineering and Corporate Communication and Media Officer. All signage dimensions have been double checked with Electrician in regards to lighting and fitting fixtures. Final sign off should be complete by time of PDG meeting. Final product aiming for completion by end of year but this is dependent on weather conditions due to the aging process of the Corten.</p> <p><i>Action – Members would prefer that the sign be installed before Christmas if possible.</i></p> <p>26/10/2017 - EDO has confirmed that the installation and lighting is within the scope of Hemmett Electrical Council contract so no further charge will be incurred. EDO met with Hemmett Electrical again to discuss finer details of fixing the sign to the wall and lighting requirements. A number of additions have been made to ensure the lighting is evenly distributed at the back of the sign as well as fixing mechanisms. Townsville Laser Cutting have requoted based on the revised lighting and fixing mechanisms. They have also included the cost of aging/rusting process (\$1,000) and freight to Ingham. The revised cost is \$3,080 (incl GST). No other costs are associated with this sign.</p> <p>The size of the sign will be 1510mm x 1200mm. There will be a wall mount frame fixed to the wall and the actual sign will be able to be taken off by Council staff (it will be bolted) for easy maintenance.</p> <p>As per the lead time. The variance is dependent on the finish required taking into account the ageing process is as dependant on the weather conditions as it is on the process used. Temperature and humidity play a big role in the process. Material lead time is about 1 week ex Brisbane usually. Cutting will be done within 24hrs of receiving material. Fabrication will take a day or so then the finish can take anything from 1-4 weeks. All of this is of course needs to take into account other works scheduled.</p> <p><i>Direction was sought from Council as to whether they are happy to proceed with this quote and if so advise where exactly on the desired space (to the left of Council front doors between two tiled pillars) the sign will be mounted (ie shoulder height, head height etc).</i></p> <p>The meeting approved the costs associated with installation and approved that they are happy for MECD to determine the exact location of the sign.</p> <p>Action – MECD to determine exact location.</p>	<p>MECD</p>
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	<p>21/09/2017 – The meeting noted that EDO has sought quotes on revised size of sign in Corten to ensure the sign is in one piece/sheet from Townsville Laser Cut and Significant Signs. EDO has also met with Hemmett Electrical and will liaise with Facilities Maintenance to see if the work is within the scope of the Council contract.</p> <p>The meeting noted quotes and Corten samples provided.</p> <p>The meeting resolved to proceed with the Corten sign with the depot staff to install the sign.</p> <p>The meeting noted that the other associated costs for this project are transportation from Townsville to Ingham which is \$98.60.</p> <p>17/08/2017 - Hugh Markwell has sought quotes in Brisbane for a company to cut/fold the aluminium and then for another to apply the brush finish. Quotes have also been sought to freight between the two companies and then onto Ingham. Costs are summarised below and can be made available if needed:</p> <ul style="list-style-type: none"> • Shapecut (cut/fold aluminium): \$1,201.80 ex GST. Please note this is the 4mm which is limited to only 1200 wide sheets however narrower sheet will be higher off the ground and will reduce damage. Original quote in Townsville was for 3mm and 3420x2890mm. • Brisbane Custom Metal Polishing (brush finish): \$ 1,300 ex GST • Freight between Shapecut and BCMP: \$ 55.68 ex GST • Freight between Brisbane and Ingham: \$173.44 ex GST <p>Total cost for brush finish Aluminium sign is \$4,625.92 ex GST (\$2,730.92 as above and \$1,895.00 for Significant Signs re installation, lighting and backing).</p> <p>Total cost for the mill finish Aluminium sign is \$4,020.53 ex GST (\$2,026.93 from Townsville Laser Cutting, \$98.60 for transport Townsville to Ingham and \$1,895 for Significant Signs).</p> <p>Please note, as per Hugh Markwell's contract, he has now expended his services to Council for this project. Any additional work in relation to this (apart from the installation which he has been appointed to project manage), will require additional funds.</p> <p>EDO has proceeded to obtain a quote to use Corten instead of aluminium. Corten is a weathering steel. It is a group of steel alloys which were developed to eliminate the need for painting, and form a stable rust-like appearance if exposed to the weather for several years.</p> <p>Townsville Laser Cutting (Corten): \$1,068.70 ex GST</p> <p>Please note, as this material is only available in 2400x1200mm sheet sizes the sign would need to be done in multiple pieces. Company has indicated where the sheets will join.</p>	
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	The meeting offered no objection for CEO to purchase the corten from Townsville Laser Cutting for the estimated price of \$1,068.70 ex GST plus estimated installation costs of \$1,895.00 from Significant Signs for installation, lighting and backing.	
3. Hinchinbrook Way Drive - Towers Maximise use of local contractors (subject to purchasing policy) including graphic designers, printing etc.	<p>15/02/2018 - Work on the Hinchinbrook Way Drive is on hold whilst the Department concentrates efforts on the implementation of the Walk, new WiFi network, and Wayfinding Signage.</p> <p>Minor work yet to be carried out – interpretive wording needs to be finalised and to be contracted out. Consultation has occurred in beach areas.</p> <p>Construction of towers – consultant has been verbally advised. Drawings to be finalised and then issued. Quotes have been renewed with Rinaudo and The Signage Co.</p> <p>23/11/2017 - Work on the Hinchinbrook Way Drive is on hold whilst the Department concentrates efforts on the implementation of the Walk, new WiFi network and Wayfinding Signage.</p> <p>26/10/2017 - Work on the Hinchinbrook Way Drive is on hold whilst the Department concentrates efforts on the implementation of the Walk, new WiFi network and Wayfinding Signage.</p> <p>21/09/2017 - Work on the Hinchinbrook Way Drive is on hold whilst the Department concentrates efforts on the implementation of the Walk, new WiFi network and Wayfinding Signage.</p> <p>17/08/2017 – Work on the Hinchinbrook Way Drive has been paused whilst the Department concentrates efforts on the implementation of the Walk, new WiFi network and Wayfinding Signage.</p> <p>22/07/2017 - The meeting noted that Internal approval of see and do panels is currently underway. Progress Associations will then approve. SEDTO also advised that the information has been provided by Progress Associations and text is being refined subsequent to which quotes will be finalised and installation commenced.</p> <p>15/06/2017 - EDO advised that all Progress Associations have responded. EDO is in process of adding text to top 5 'see & do' and sending back to Progress Associations for approval. This project is also on hold with QTDDIF funding application.</p> <p>24/05/2017 –</p> <ul style="list-style-type: none"> • EDO is currently liaising with the Progress Associations (Halifax, Lucinda, Taylors Beach and Forrest Beach). EDO has called and emailed requesting a list of top 5 activities tourists would be interested in within their area. This information will be put on the drive panels. Currently only heard from Halifax and Forrest Beach. • List of outstanding tasks for this project: <ul style="list-style-type: none"> - Dot Dash to provide final artwork on location map and overall map; - Liaise with Progress Associations for wording on see and do panels – in process; - Seek Council approval/input; 	MECD

	<ul style="list-style-type: none"> - Engage HTC to prepare Traffic Management Plans for installation of towers within TMR zones; - Lodge RCP; - Finalise all content and layout for interpretative content - Info panels; - Request variation cost estimate as quotes are nearly 12 months old; - Revise Langtree Consulting on work done regarding construction details and safety audits - Prepare and submit authorisation form to engage the Sign Company, Rinaudo Engineering and Fichera Electrical; - Prepare RFQ for specialised signage elements (scope suitable contractors); - Prepare RFQ for footing installations; - Prepare and submit authorisation form to engage footing contractor and specialised signage element contractor; - Engage successful contractors and forward all relevant design files. <p>Resolved - Committee noted update provided.</p> <p>Committee also noted that the tree that Richard Cross raised concerns about at Halifax has been destroyed by vandals and the tree is going to be replaced at another suitable location.</p>	
4. Ingham CBD Master Plan – Lannercost Street Precinct	<p>15/02/2018 – RFQ responses received in January 2018 for amendments to Master Plan aligning with all changes stemming from change of Council. SEDTO advised by EMDPES to defer assessment until further changes to Master Plan had been confirmed by Council.</p> <p>Prior to final assessment of submissions, minor amendments to be made.</p> <p>Waiting on design of chairs. EMDPES is engaging a Project Manager and the CEO has signed off on RFQ.</p> <p>Aim is to replicate those seats in the main street with a planter box beside it (square ones). Mens Shed to construct with lockable cage on top. Council staff to interchange plants.</p> <p>Action - Hinchinbrook Way bins with pictorials of historical and old flooding location photos (e.g. in front of canegrowers building) to be progressed and remove old yellow / orange bins.</p> <p><i>Mayor to meet with MECD to show example.</i></p> <p>Action - Seating to be consistent with seating in front of Council building (with exception concrete footings) – modify to be higher and add arm and back rests.</p> <p>Action - Repurpose existing seats for other areas of Shire.</p> <p>Action – MECD to source suitable matching planter boxes with existing plant holders not required to be repurposed.</p> <p>23/11/2017 - The Mayor advised that a meeting has been requested with Acting District Director Brett Whitbread and new District Director Stephen Mallows regarding various matters. Date yet to be confirmed.</p>	MECD

	<p>Members requested that it be noted finalisation of CBD master planning is a high priority of Council notwithstanding draft Economic Development Strategy (EDS) content and that EDS should reflect accordingly.</p> <p>26/10/2017 – SEDTO advised that the new Economic Development Strategy (EDS) document has not prioritised CBD Master planning, pending Councillor comment.</p> <p>The meeting noted that the seating project is \$120,000.</p> <p>Actions –</p> <ul style="list-style-type: none"> • Invite DTMR Director Brett Whitbread to a meeting to discuss seating conditions for the CBD. (SEDTO and MECD to have styles available for this meeting). DTMR to be asked whether shade sails or covers can also be considered for street. • Design Department to design shelters. <p>EMDPES to identify proposed sites for seating and come back to Council. Cr Tack to also be consulted regarding the Hinchinbrook Community Support Centre (HCSC). Once Council is happy with this, to be tabled at the Aged Care Committee Meeting. NOTE: Include seat in front of hospital.</p> <p>23/03/2017 –</p> <ol style="list-style-type: none"> i. Pavement and landscaping design as per the Ingham CBD Master Plan be ratified as the standard for all future CBD works ii. Need to determine the exact area of the CBD area in which we will apply to the Style Guide. SEDTO to comment. iii. Rubbish bins as per recent installations be confirmed as the standard for all future CBD works iv. Drinking water fountains as per recent installations be confirmed as the standard for all future CBD works. <p>Action - Defer this matter to the next PCG Meeting subject to the Entry Statement design being finalised.</p>	
5. JCU Concept Plans for the Herbert Street Park Precinct	<p>15/02/2018 – The meeting noted Hugh Markwell's two proposed concept schemes for the Herbert Street Activation Area.</p> <p>The proposed awnings should not be as high as the Tully Street cantilevered awning (dome round and lower) and it was noted that they would tie in with the Hinchinbrook Way colours (different colours for each shelter).</p> <p>The meeting also noted the Infrastructure Service Delivery officer's presentation regarding drainage problems from the Fig Trees in that space. A solution could be to progressively remove the Fig Trees causing the significant root intrusion and replace those trees with suitable plants. The whole project to be carried out together i.e. remove old problem trees, plant new trees, fix damaged pipes and install shelters. Costs have been budgeted for drainage and meeting noted costs for mature trees to be planted could be in the vicinity of \$15,000 for a 3m to 4m tree that have a 75% success rate.</p>	SEDTO

	<p>It was raised that the \$60,000 Rotary Club funds are to be used for Rotary Park only. Perhaps seating at Rotary could be used but seating has to be consistent across all parks. When money is allocated a plaque will be erected recognising the funds received from Rotary.</p> <p>Action - Infrastructure Service Delivery to prepare costings (cost analysis – with trees also (not attract bats) and variable design work for Colin Dallavanzi to consider (shade practicality).</p> <p>23/11/2017 - As per recommendation for Item 4.</p> <p>26/10/2017 – SEDTO – as per recommendation for Item 4.</p> <p>21/09/2017 - SEDTO – as per recommendation for Item 4.</p> <p>17/08/2017 – Meeting scheduled for Monday 14 August. Outcomes will be presented to PCG.</p> <p>Work in progress. Awaiting discussions with Wilmar and other stakeholders to finalise submission to Council.</p> <p>Regarding the Herbert Street Precinct, the meeting noted the seating and potplants etc. aspirations as referenced in Item 4.</p> <p>22/07/2017 – The meeting noted that this matter was discussed at the Portfolio Meeting and the Department will collate a proposal to Council for consideration on 22 August 2017.</p> <p>15/06/2017 – Action - To be discussed at Master Planning Meeting.</p> <p>24/05/2017 –</p> <ul style="list-style-type: none"> • Concept plans emailed to PCG members on 17 May 2017. • Concept plans to be printed for Councillors. 	
6. Frances Creek Rest Area	<p>15/02/2018 – CEO forwarded correspondence to DTMR dated 06/12/17 regarding size and utility of parking area and suggesting roof line be extended. Response from DTMR received 07/12/17 seeking further information of the information system (electronic community notice board) to assess what is required to provide cover for the system. SEDTO looking into requirements for response by CEO.</p> <p>SEDTO advised that the design specification has been received for the digital display component and was forwarded to DTMR on 07/02/18.</p> <p>Council met with DTMR regarding the rest area and digital signage board. The weight of the board is not able to be erected on a freestanding post. The sign is weather proof, is 164kg and is only allowed to be bolted to the ground. Overlay with interpretive signage around. No cover area of the toilets. In driver reviver area (about 2.5m) could go there. EMDPES emailed Jason Moule who provides screens requesting footings and engineering specifications.</p> <p>Action – EMDPES to provide footing plan / design to DTRM urgently. URGENT – 1 week turn around.</p>	EMDPES

	<p>23/11/2017 - The following update was provided:</p> <ul style="list-style-type: none"> • TMR have advised they will be installing a Landmark K9400 model restroom at the Frances Creek Rest Area. The proposed layout design for the rest area and a copy of relevant pages from Landmark brochure were presented to the meeting. • TMR advise that there will be a blank wall on the north side of the building which will be visible from both the driver reviver building and the footpath approach which should be suitable for Council's proposed digital tourism information board. • It was suggested that Council consider negotiating with TMR to extend the roof line as per the solution at Rotary Park. <p>Action – That CEO ensure correspondence is forwarded to TMR to advise that Council, whilst acknowledging that design is finalised, considers the size and utility of parking area insufficient to accommodate the level of traffic entertained. In addition, Council suggests to TMR that the roof line of the restroom be extended to enable Council to install a digital electronic community notice board for prominent marketing within.</p> <p>26/10/2017 – SEDTO advised that the imagery of preferred design solution for toilets has been shared with DTMR officers relevant to the Frances Creek Rest Area. Awaiting response.</p> <p>Action - SEDTO to chase up response from DTMR.</p>	
7. Flooding History Pictorials	<p>15/02/2018 - This discussion will occur with the update of the Local History Group MOU on 4 December 2017. Research into styles of interactive points of interest has begun.</p> <p>The meeting discussed artworks in the Council alleyway (both walls) and connectivity to other history points in the district or establishments. It was suggested that secondary school art students could be requested to participate in these works. \$25,000 budgeted for portraits and murals.</p> <p>Action – MECD to revisit Public Art Committee and policy.</p> <p>23/11/2017 - NIL movement. This discussion will occur with the update of the Local History Group MOU on 4 December 2017. Research into styles of interactive points of interest has begun.</p> <p>MECD currently working on delivery mechanisms for pictorials. Ideas will be presented to a future meeting.</p> <p>The Mayor advised that he has discussed with Mayor of Winton Shire how they obtained shirewide WiFi and the meeting agreed that MECD talk direct to Winton Shire (Alan Rayment) to investigate how they implemented the WiFi.</p> <p>Action – MECD to contact Mr Rayment at Winton Shire Council. NIL MOVEMENT</p> <p>26/10/2017 – Perhaps Local History Group can be tasked with this project to assist Council?</p>	MECD

	<p>Actions –</p> <ul style="list-style-type: none"> • MECD to discuss this project with the Local History Group. • Mayor to investigate Winton Shire's shirewide Wi Fi costs. <p>21/09/2017 – Nil movement.</p> <p>17/08/2017 – Recommendation to install pictorial historical flood display on Palm Creek footpath (between white bridge and Botanical Gardens). Indicative design and quotations being sought for presentation to PCG.</p> <p>MECD and SEDTO to investigate appropriate structures and fixtures suitable to affix flood display as suggested including suggested sites at which the fixtures may be installed for purposes of enhancing visitor attraction throughout the precincts for the Committee's further consideration.</p> <p>22/07/2017 – The meeting noted EDO's advice that if Council proceed with the Charters Towers example, this could also be used in this space. Grants Officer has not found any available funding. There are existing items of flood history in the town such as flood height chart on Seymour Hotel and the Sacred Heart Monument in the Ingham Cemetery which could be used in a flood tour.</p> <p>NOTE: Council's philosophy is to develop a pictorial historical flood display in a suitable area to be determined.</p> <p>Action - SEDTO to investigate suitable areas and ideas for the display.</p> <p>20/04/2017 – EDO advised that she met with Grants Officer and Records Department to discuss and was advised that there are photos available that can be sought. Grants might be available such as RACQ Get Ready Queensland Initiative that is more so aimed at residents to prepare them for natural disasters. In regards to a grant aimed at a tourism tour, in the initial search EDO has not yet found any grants. EDO suggested that if PCG would like to go ahead with this project that it be incorporated into long term plan in March 2018.</p> <p>Action – Acting EMDP to progress project.</p> <p>NOTE: Council's philosophy is to develop nodes in various suitable areas portraying historical photos of flooding and other historical aspects of Lannercost and Herbert Streets with an overall view to enhancing the visitor walking experience along the Hinchinbrook Way Loop Walk.</p> <p>23/03/2017 – SEDTO advised that this will be incorporated into the Visitor Lounge.</p> <p>Action - SEDTO will write a strategic long term plan for the Visitor Lounge incorporating matters such as flood history pictorials.</p>	
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<p>8. Google Analytics</p>	<p>15/02/2018 – Google Analytics report was tabled up until 14 February 2018.</p> <p>23/11/2017 - The meeting considered the Google Analytics Report provided as at 16 November 2017.</p> <p>MECD advised that they are working on a number of business workshops (one is educating small business and the other is outcome oriented) to be held in the New Year. All local businesses will be invited and are able to speak on a specific topic. These workshops are an outcome from the survey of local businesses carried out which business operators identified as training they would like.</p> <p>Action - Members requested that future reports identify the spikes in the Website Audience Overview. E.g. Identify the factors that would have formed the large spike between July and October 2017.</p> <p>Action – MECD to obtain analytics for January – November 2016 if applicable.</p> <p>26/10/2017 – Report provided at meeting regarding Hinchinbrook Way Website Google Analytics as at 25 October 2017.</p> <p>EDO working on a future workshop for Halifax.</p> <p>SEDTO advised that AFC Japan, Lure Magazine flying to Hinchinbrook in December which has a You Tube Channel of 660,000 followers. They will be here for 4 days creating content for Japan. SEDTO is contacting Crackajack to leverage this.</p> <p>Full-on-Fishing Charters (Nathan Kemp) has an Australian audience. Crackajack is focusing on Singapore and now perhaps Japan. Encourage Liddles and others in that space also.</p> <p>The meeting noted that Council needs conversion data which equals bookings.</p> <p>Peter Chiesa had a successful sale directly linked to Hinchinbrook Way story – Rebecca Zaghini is also benefitting as too is Mungalla.</p> <p>Actions –</p> <ul style="list-style-type: none"> Identify and work with the champions (Helloworld.....Wanderers.....John Schmidt....etc.....) SEDTO to work with Bridget Woods of TEL to run workshops for the local tourism operators regarding ATDW / book easy bookings in November. SEDTO to ring Mick (Fishing Charters in Townsville - 0497 098 033) <p>SEDTO to do a story on Wild Local Prawn (Rebecca Zaghini) as a champion and Crackajack.</p> <p>21/09/2017 – No report provided. SEDTO to send out monthly Google Analytics Report in next In the Know.</p> <p>SEDTO to arrange a Media Release once proposed Hinchinbrook Island Management Plan amendments are announced.</p>	<p>MECD</p>
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<p>9. Straloch Building</p>	<p>15/02/2018 – Hinchinbrook Chamber of Commerce, Industry and Tourism presented to Council at the Connect Session on 06/02/18. Council HCCIT proposal in principle, dependent on overall grants received through Community Activity Grants and RADF for components of \$60,000 plus inkind. Inkind requests to be reviewed as they seem to be short and recommendation to be advised. Directives provided to relevant staff to follow up on areas to assist as at 07/02/18.</p> <p><i>It was noted that Council's Letter of Support was provided on 06/02/18.</i></p> <p>23/11/2017 - Await application from Madeleine D'Urso.</p> <p>EMDPES advised that Madeleine D'Urso is progressing with the project and investigating public art in rural areas and requires dimensions of the building. It was noted that RADF funding only applied to art that can be removable. Madeleine is investigating a funding application through Qld Art Showcase where up to \$100,000 is available.</p> <p>Further discussion ensued regarding use of building / construction wraps instead. The wrap could be used as an advertising tool / billboard and further uses of the wrap could be that it is rented out as a billboard. TMR conditions would require to be investigated though.</p> <p>Action - MCED to look at investigating "billboard" type wrapping to further consider in the event that funding applications fail. COMPLETE cost without installation approx. \$1200.</p> <p>26/10/2017 – RADF paperwork supplied to Madeleine D'Urso to submit application.</p> <p>21/09/2017 - RADF has been successful and henceforth Project Champion Madeleine D'Urso has been sent application forms to apply for funding. Await round and Committee to address application.</p> <p>17/08/2017 – RADF decision delayed until 31/08/17.</p> <p>Committee requests that a concept / project specific to this building be designed / sourced to expedite original intent for possible beautification work.</p> <p>22/07/2017 – The meeting noted that the RADF Funding will not be known until the end of July 2017. A full scope of the application will be required to see if it would meet funding guidelines and/or be assessed through the RADF Committee.</p> <p>15/06/2017 – EMDP advised that they will apply for RADF funding for Madeline D'Urso.</p> <p>24/05/2017 –</p> <ul style="list-style-type: none"> • A rough quote was obtained to clean the structures facade and provide it with one coat of paint. • The project will require traffic management. • Clean and paint \$2,100 - \$3,100. • Traffic Management approx \$700. <p>Resolved - Committee noted advice provided. TPM investigating person to conduct Mural workshop.</p>	<p>MECD</p>
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	Action - Cr Brown to speak with TPM to progress.	
10. Footpath Seating	<p>15/02/2018 - This is a segment of the overall Master Planning. Refer to recommendation in Item 4.</p> <p>23/11/2017 - This is a segment of the overall Master Planning. Refer to recommendation in Item 4.</p> <p>26/10/2017 - This is a segment of the overall Master Planning. Refer to recommendation in Item 4.</p> <p>21/09/2017 - This is a segment of the overall Master Planning. Refer to recommendation in Item 4.</p> <p>17/08/2017 – Grant funding of \$100,000 confirmed. Will bring total project to \$120,000. MCED working on street furniture project as part of Items 4 and 5.</p> <p>22/07/2017 – The meeting noted that a full seat with back and planters was discussed in recent Master Planning Meeting and Portfolio Meeting to be scoped for inclusion into the style guide. Model is based on a combination of approved seating. This is to incorporate planter boxes for streetscaping in one module. MCED to address agreed sample and supply price estimate.</p> <p>Refer also to Items 6 and 7 for reporting.</p> <p>15/06/2017 – The meeting noted that the Grants Officer is working on application for funding for 30 benchseats.</p> <p>24/05/2017 – Consideration of request from Cr Bosworth regarding request from CBD shop keeper for Council to consider more seating in the CBD so as public (elderly) do not have to sit on street pot plant edges killing the plants.</p> <p>Resolved - Committee noted update provided and notes that money has been budgeted for footpath seating in Council's 2017/2018 Budget.</p>	EMDPES
11. Hanging Pot Plants in Lannercost Street	<p>15/02/2018 - This is a segment of the overall Master Planning. Refer to recommendation in Item 4.</p> <p>23/11/2017 - This is a segment of the overall Master Planning. Refer to recommendation in Item 4.</p> <p>26/10/2017 - This is a segment of the overall Master Planning. Refer to recommendation in Item 4.</p> <p>21/09/2017 - This is a segment of the overall Master Planning. Refer to recommendation in Item 4.</p> <p>17/08/2017 – Part of street furniture project (as above).</p> <p>Refer to Items 4 and 5.</p>	EMDPES
12. Update Key Projects - Funding applied <i>Grants Officer and respective Executive Managers to give update</i>	<p>15/02/2018 – All 2016/2017 W4Q projects complete and financial acquittal completed in December 2017. 2017/2019 W4Q projects commence in January 2018.</p>	EMT / GO

	<p>Mayor had discussions with traditional owners for Picanniny Park – EMISD has preliminary scope from early 2000 from Wattle Street through to beach front.</p> <p>Action – EMISD to send 2000 scope to Mayor for Nywaigi traditional owners.</p> <p>EMISD advised that Bosworth's Road, Jourama Road, Jourama Falls Road and others to be added to local Roads of Regional Significance for consideration at next General Meeting.</p> <p>EMISD advised that the Long Pocket Road works is current out for tender and closes shortly.</p> <p>The meeting noted that for the Shade Structure at Mercer Lane / Johnstone Street, there is a variation in steel prices and the Townsville company is not prepared to give prices.</p> <p>Action - Acting CFO to provide a report to the next PDG meeting.</p> <p>Mayor advised he has been having discussions regarding marine science for a Lucinda marina as a pipeline project for the Government to look at as it is an underutilised asset. Discussions were held about sand drift issues. The consultants have advised that money needs to be spent on consultation, however we already know what the community want and the money needs to be utilised for the marine science instead.</p> <p>23/11/2017 - EMISD advised that all projects are expected to be completed by the end of November.</p> <p>26/10/2017 – EMISD advised that rain has held up progress on the W4Q projects. Timelines will now be extended.</p> <p>GO provided an update on Council grants.</p> <p>Regarding agriculture diversification, the Mayor advised that he recently met with Director General of Department of Agriculture and Fisheries who indicated they will work with Council for a study of suitable crops for Ingham and will provide funding as we are the only Shire that does not have a study for growing crops. Wilmar has agreed to release soil mapping to Council and will send us a licence agreement. Mayor will prepare a scope for submission to DAF for funding for alternate crops complimentary to cane growing rotations.</p> <p>An EOI regarding preparation of a study of what suitable crops to be grown in the district is being formulated. A funding application is with the CRC and money set aside in budget. This Shire has never carried out a study to say what will grow complimentary to cane to gain soil health. TEL is doing up documentation for us and a media release is to be done when funding announced?</p> <p>Cr Skinner advised that in regards to wetlands, North Queensland is not receiving the same funding as the south.</p> <p>Action - Invite Terrain to a future Connect Session regarding wetlands and river / stream health.</p> <p>21/09/2017 – The meeting noted the following:</p>	
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One suggestion for possible funding could be to look into information for agriculture diversification via hosting a Conference for Region. This would entail looking into a number of others based around our Economic Development initiatives.

Overs and unders still to be considered.

Approval received from Department of Infrastructure, Local Government and Planning dated 13 September 2017 regarding 2017-19 Works for Queensland Projects – Round 2 in the sum of \$2,300,000 as follows:

• Lucinda Swimming Enclosure	\$ 50,000
• Improvement to Horse Arena	\$ 400,000
• Toilet Block Lannercost Street	\$ 300,000
• Bosworth Road (Forest Beach Road turnoff to Forrest Beach side of causeway)	\$ 350,000
• Shade Structure Mercer Lane and Johnstone Street	\$ 200,000
• Wallis Street Trebonne – Bitumen Widen	\$ 100,000
• North End Taylors Beach near ramp – Bitumen	\$ 120,000
• Stone Street	\$ 200,000
• Herbert Street – Activate Space	\$ 320,000
• Wattle Street Footpath – Stage 2	\$ 60,000
• Forrest Beach Picaninny Park – pathway, boardwalk, bench seats	<u>\$ 200,000</u>
	TOTAL \$2,300,000

Updates from Council's top 10 projects are as follows:

1. Creating Deep Water Access

The Mayor advised that on 20/09/17 he met with Member for Hinchinbrook Andrew Cripps MP and Andrew Powell MP **Shadow Minister for Transport and Main Roads and Shadow Minister for Local Government and they visited Dungeness** regarding deep water access.

2. Development of Vital Places – Awaiting contact from Maturing Pipeline Project and AECOM design for sewerage nodes for purposes of progressing.

3. Bridge Development

EMISD advised that the Maturing Infrastructure Pipeline Project – 1 and 2 State Govt picked up with bi-partisan support.

4. Pelorus Island – Tenure under Local Law is 3 years – Council call for Expressions of Interest after finalisation of the management plan.

	<p>5. Agriculture Diversification</p> <p>Mayor advised that he recently met with Director General of Department of Agriculture and Fisheries who indicated they will work with Council for a study of suitable crops for Ingham and will provide funding as we are the only shire that does not have a study for growing crops. Wilmar has agreed to release soil mapping to Council and will send us a licence agreement. Mayor will prepare a scope for submission to DAF for funding for alternate crops complimentary to cane growing rotations.</p> <p>6. Mountain Bike / Hiking Recreational Complex – no update.</p> <p>7. Aerodrome</p> <p>Mayor advised that Council should consider lifting the hangar area out of flood to use for recreational plane hangar space and for recovery / relief activities in flood times and develop a concept plan for the Aerodrome to enable funding applications. It was noted that the previous expenditure included (\$20,000) for previous master plan – overall project was \$70,000 – resilience funding coming out.</p> <p>8. Herbert River Weir – no update</p> <p>9. Tertiary Education Opportunities</p> <p>Close this item out as the universities have indicated they are not interested in coming here due to availability of online courses and the vicinity of Ingham to Townsville and due to the CQU trial carried out in Charters Towers which was not successful because of these factors.</p> <p>Report for Edu-Tourism - follow up draft agreement with TEL for edu-tourism = next meeting on 09/10/17</p> <p>Economic Development Workshop to be followed up - One thing that changed in the Economic Development Strategy is the word “edu-tourism” which has been changed to “Knowledge Economy”.</p> <p>10. Ageing Population – no update.</p> <p>LGGSP – (DILGP) 2017 / 2019 Update:</p> <p><u>Disaster Management Funding</u></p> <p>Flood monitors and two cameras on Gairloch Bridge and Ingham Pumping Station which monitor the height of the river and attach to the river height gauges. These cameras would be like the cameras used by DTMR at Cattle and Francis Creeks etc. which act as a back up if the gauges fails. As this State government funding is for 60/40, the Mayor advised that this is a matter which needs to be considered by Council.</p>	
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	<p><u>Innovation Fund</u></p> <p>Lidar flood signs together with IT platform for system (100% funding) - Opens end of October.</p> <p><u>Get Ready Funding (QRA)</u></p> <p>Brochures etc - Disaster management budget needs to be topped up at budget review for be ready and prepared videos.</p> <p>15/06/2017 –</p> <p><u>Works for Queensland Projects (INITIAL ROUND)</u></p> <p>Environment and Community Services:</p> <table> <tr> <td>Netball Court – Amenities Upgrade</td><td>\$</td><td>80,000</td></tr> <tr> <td>Hinchinbrook Aquatic Centre</td><td>\$</td><td>500,000</td></tr> <tr> <td>Halifax Transfer Station</td><td>\$</td><td>120,000</td></tr> <tr> <td>Kelly Theatre</td><td>\$</td><td>50,000</td></tr> </table> <p>Engineering Services:</p> <table> <tr> <td>Gort Street and Fanning Street</td><td>\$</td><td>255,000</td></tr> <tr> <td>John Dory Street</td><td>\$</td><td>220,000</td></tr> <tr> <td>Acacia Street</td><td>\$</td><td>140,000</td></tr> <tr> <td>Long Pocket Road</td><td>\$</td><td>555,000</td></tr> <tr> <td>Forest Glen to Leichhardt Street</td><td>\$</td><td><u>300,000</u></td></tr> <tr> <td>TOTAL</td><td></td><td>\$2,220,000</td></tr> </table> <p><u>Other Key Projects – Funding Updates</u></p> <ul style="list-style-type: none"> • State – Black Spot Funding – Abergowrie Road Dips \$436,500 rejected • Queensland Tourism Demand Driver – Infrastructure – Main Street Signage \$451,000 Funding \$225,500 rejected • Building Better Regions (Federal Infrastructure Fund) – Catalyst \$3,000,000 Funding \$2,250,000 rejected • Building Better Regions (Federal Community Fund) – Broadwater \$130,000 Funding \$97,500 rejected • Building Our Regions (State) – Hinchinbrook Water Security \$4,400,000 Funding \$2,000,000 approved 	Netball Court – Amenities Upgrade	\$	80,000	Hinchinbrook Aquatic Centre	\$	500,000	Halifax Transfer Station	\$	120,000	Kelly Theatre	\$	50,000	Gort Street and Fanning Street	\$	255,000	John Dory Street	\$	220,000	Acacia Street	\$	140,000	Long Pocket Road	\$	555,000	Forest Glen to Leichhardt Street	\$	<u>300,000</u>	TOTAL		\$2,220,000	
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	<u>Funding – Strategic Plan</u> <ul style="list-style-type: none"> - Identify projects - Grants Officer investigate - Assign essential officers for Grants Officer - Shovel ready - Provide briefing each month as to what they need at that time to enable projects to be progressing – shelf / shovel ready. 	
13. Toilets in CBD	<p>15/02/2018 – As per Item 2.1(c) - The meeting considered a draft report provided by Acting CFO on the results from the community toilet survey.</p> <p>Action – Report to be considered at February General Meeting for an RFQ to be sent out for architecture and design of toilet block.</p> <p>23/11/2017 - Toilet Survey open on 18 November and will close on 1 December 2017.</p> <p>26/10/2017 – The meeting noted that the CFO was to discuss concepts with Hugh Markwell on 23 October 2017.</p> <p>Action – CFO to formulate a toilet survey for the CBD area for consideration by the community. Perhaps add in scenarios e.g. \$90,000 for main street or price of Johnstone Street.</p> <p>21/09/2017 – Initial cost estimates are that sewerage connection costs to this site in the main street would be around \$90,000 compared to \$5,000 at Johnstone Street carpark as it only needs to be gravity fed (for sewerage infrastructure only) plus electricity costs for lights etc. in toilets.</p> <p>Action - CFO still looking at building costs.</p> <p>17/08/2017 – \$300,000 included in new Works for Queensland projects (to be confirmed). SEDTO requires confirmation of locality of new toilet facilities prior to finalising wayfinding package.</p> <p>It was noted that the toilets be located on the western side of the Coles Lannercost Street walkway with separate toilets (male and female and mothers room) pending engineering determination for suitability of sewerage main access.</p> <p>Action - CFO AND EMISD to liaise regarding sewerage connection and provide information back to the next meeting.</p>	CFO
14. Expressions of Interest for Hinchinbrook Island	<p>15/02/2018 – SEDTO advised that an EOI will go out for Hinchinbrook Island for 2 or 3 operators. Current plan provides scope for guided walk.</p> <p>Meeting held with DNRM and SEDTO has been working closely with Mungalla, Department of State Development and Marine Media Group to develop eco-facility at Mungalla with boat facility also.</p> <p>Michael Harris still has an appetite and discussed strategy with him recently.</p>	MECD

	<p>23/11/2017 - SEDTO has been in contact with Australian Walking Company and Trek Tours Australia. SEDTO is currently facilitating onsite meeting with prospective ecotourism developer and local Traditional Owners and supply services (i.e. ferry).</p> <p>Action – EMDPES to arrange meeting for Mayor and EMDPES to meet with DNRM regarding development lease issues for Lucinda Reserves.</p> <p>26/10/2017 – Refer to draft Economic Development Strategy document.</p> <p>SEDTO advised that he is yet to write an opportunities package to be sent to relevant people / various stakeholders which is specific marketing documentation to seek leverage from stakeholders. It needs to advise of opportunities available in Hinchinbrook.</p> <p>The Mayor is talking to DNRM and Ports Authority regarding land at Lucinda e.g. tourism shed for guide accommodation.</p> <p>SEDTO advised that a trail is currently being scoped and an EOI could possibly come out next year (possibly March or April). Has not been released yet.</p> <p>21/09/2017 –</p> <p>Action - SEDTO to provide details on the “opportunities” he believes will flow from and action items needed to capitalise for next meeting.</p> <p>Action – SEDTO to do up an information package specifically for potential businesses for this Shire as if we don't move quickly, there is potential for Cassowary to get the work.</p>	
15. Cricket Pitch Area at Lucinda	<p>15/02/2018 – Await information from DNRM regarding possibility of having a Development Lease.</p> <p>The meeting noted that DNRM agreed to give Council a licence to develop the land and then a developer then needs to purchase the land.</p> <p>Council is in discussions with the Port Authority. They do not wish to relinquish land near road into jetty, however near the sewerage facility we could use the front portion and make this a commercial hub and the hotel side as village.</p> <p>23/11/2017 - Cricket pitch area not in Nywaigi claim area. Further investigation to continue as to which clan the area comes under. Refer to Action in Item 16.</p> <p>26/10/2017 - EMDPES advised that this area is not identified on the list of properties under the ILUA process. EMDPES has emailed Gilkersons asking for further information.</p> <p>21/09/2017 – Action – EMDPES to follow up Native Title constraints for the cricket pitch area at Lucinda.</p>	EMDPES

<p>16. Heritage Village for Recreational Reserve at Argaet Street, Halifax</p>	<p>15/02/2018 – Meeting yet to be arranged. Mayor spoke with Deanna Holder from DNRM recently and discussed the fact that Council wants to convert this land from recreation to recreation, cultural and heritage pursuits.</p> <p>Action – EMDPES to write letter to DNRM to have reserve definition changed. Public consultation with Halifax for facility. Speak to Ambulance Bearer to donate barracks. Meet with Museum members.</p> <p>23/11/2017 - No further progress at this point in time.</p> <p>Mayor advised that he has had discussions with DNRM who are happy with the proposed idea i.e. there should be no impediment to change the classification of land to Heritage.</p> <p>Action - Suggest that a meeting be held at Halifax in the New Year to seek interest from residents and Herbert River Museum and Gallery.</p> <p>26/10/2017 – CEO and EMDPES met with Hitch-n-Ride to ascertain their interest in using the land which they are not.</p> <p>DNRM representative Deanna Holder will be attending Connect Session with Council on 7 November 2017.</p> <p>The proposal is a Village like Herberton e.g. a hub for barracks and implements etc. Need to change tenure is an issue.</p> <p>21/09/2017 – Action - Discussions to occur with DNRM to conversion of purpose of land.</p>	<p>EMDPES</p>
<p>17. WTF Recreational Group</p>	<p>15/02/2018 – NIL movement.</p> <p>Action - Meeting to be set up with Nugget Hodgetts from the WTF Recreational Group, Mayor, MECD, MCO and I&WCS.</p> <p>23/11/2017 - Meeting has not occurred as yet.</p> <p>26/10/2017 – Meeting has not occurred as yet.</p> <p>21/09/2017 – WTF are attracting people to the Shire and are holding rallies on weekends. Their marketing fell over for their recent cancelled event.</p> <p>Action - The Mayor is going to their next meeting and will provide a report back to PDG. Perhaps the MECD could attend the meeting also?</p>	<p>MECD</p>
<p>18. Referdex for Great Walks / Riding Tracks</p>	<p>15/02/2018 - NIL movement. Research being addressed. Looking into different sites for tours and walking tracks and investigate links to other biking trails.</p> <p>23/11/2017 - Nil movement on this.</p> <p>EMDPES advised that trails are advertised on Hinchinbrook Way website.</p>	<p>MECD</p>

	<p>Action - Try to link both sites (Wallaman and Broadwater).</p> <p>26/10/2017 – Nil movement on this.</p> <p>Action - Information to be publicised on the Hinchinbrook Way website.</p> <p>21/09/2017 – EMDPES has GPS locations for these (catalogue of walks there). SEDTO advised that these are available on the Hinchinbrook Way website.</p> <p>Action – SEDTO to advertise this fact to the public.</p> <p>Action - MECD to speak to Mark Hutchinson to run an event at TYTO.</p>	
19. RV Rally	<p>15/02/2018 – MECD yet to contact. Cr Brown met with a member prior to Christmas.</p> <p>23/11/2017 - Board Meeting to be held on 29 November where it is being tabled and will advise thereafter.</p> <p>26/10/2017 – MECD has discussed with Cr Mary Brown. CMCA have been advised that Council is interested and CMCA were going to liaise with their team and report back to Council. To date no return contact received.</p> <p>Action – Cr Brown to follow up with CMCA.</p> <p>21/09/2017 – RV approached Council and want to run an event similar to the Mareeba event and the Dam Fine Rally next year following the Australia Italian Festival. To be held at showgrounds, CMCA site and TYTO site. Council has expressed its interest and are in talks with Cr Brown.</p>	MECD
20. Proposed Dutton Street Bridge	<p>15/02/2018 – EMISD advised no further action. Funding needs to be allocated in order to progress analysis of construction options, detailed drawings, specifications and accurate estimates.</p> <p>23/11/2017 - EMISD advised that conceptual only plans exist and a high level estimate would be \$10M. Seeking further direction if more detailed plans or estimate is required.</p> <p>Mayor advised that further consideration needs to be given to the Building Better Regions Fund – Round Two for the purpose of a basic design for tender for the purpose of obtaining an idea on funding requirements for both grant opportunities and Council contribution.</p> <p>26/10/2017 – EMISD advised that a bridge was scoped and costed in the feasibility studies by SMEC but did not include construction ready plans.</p> <p>21/09/2017 – It was mentioned that the proposed bridge could have possibly been estimated in the past as \$4M or \$10M.</p> <p>Action – EMISD to investigate whether there are any bridge plans for previously proposed Dutton Street bridge.</p>	EMISD

21. Solar Farm	<p>15/02/2018 – Information on electrical tariffs provided to Project Manager prior to Christmas. Further information since requested for possible sites. Currently being finalised. Details of the relevant Planning Scheme on the website and sent to Joel Harris.</p> <p>Action - CEO to send further information by the end of this week.</p> <p>23/11/2017 - Project Manager Joel Harris from Resource Analytics met with Council on 14/11/17 and will be providing his proposal shortly.</p> <p>26/10/2017 – The meeting noted Councillors Skinner and Tack recent trip to the Sunshine Coast trip which clarified a lot regarding rooftop solar / solar farm.</p> <p>Councillor Skinner was able to obtain a contact through the Ergon Network and he has talked with the retail person so far.</p> <p>The budget would be from Economic Development.</p> <p>Mark Jamieson has already been spoken to and he has indicated his willingness to assist.</p> <p>Solar council be on an old dump site.</p> <p>Google Sunshine Coast Solar Farm for further information.</p> <p>Actions –</p> <ul style="list-style-type: none"> • Contact and invite the Project Manager to attend Ingham to talk with Council for the purpose of obtaining a quote first for further consideration by Council at a General Meeting. • Send an update of trip through to Mayor. 	CEO
22. Dungeness Dredging	<p>15/02/2018 – EMISD advised Geotechnical Testing has been awarded via Council resolution at the 30 January 2018 General Meeting. Jacobs Group will be mobilising in the next couple of weeks.</p> <p>Action – Council to be aware when they are in the area as publicity needs to occur when they commence.</p> <p>23/11/2017 - Mayor advised that further consideration needs to be given to the Building Better Regions Fund for the purpose of having a plan of attack to start the process.</p> <p>It was previously mentioned that EMISD was going to call a Request for Quote (RFQ) to carry out soil testing to see what material we are dealing with.</p>	EMISD
23. New – Ingham Aerodrome	<p>15/02/2018 – EMISD advised this is a joint project with Planning and Development.</p> <p>EMISD sourced costings from BMD to transport the fill to the Aerodrome, on the basis the Mayor has indicated Council is willing to contribute a maximum of \$50,000 towards the transportation of the required fill.</p>	EMISD / EMDPES

	<p>Material is available to Council for free however the cartage costs are not and Council does not have a budget for this cartage of fill.</p> <p>It was originally thought to use the Aerodrome for disaster management functions as relief operations during flooding are conducted under water. Council was going to apply for grant funding. QFES has now indicated that if the need arises their plan would now be to ferry people etc from Bambaroo to the High School.</p> <p>Action – EMISD to map out an area and apply for future grant funding.</p> <p>Action - EMDPES to advise BMD that Council will be investigating where the fill is being dumped.</p> <p>No further action at this stage.</p>	
24. New - International Fishing Series	<p>15/02/2018 – SEDTO advised that he would be provided a report to MECD regarding the International Fishing Series (IFS) regarding Milson media report and the Channel 10 distribution of the IFS which had an audience of 600,000 for the full series and a value of \$234,000 for Hinchinbrook.</p> <p>This years series has been presented going to a further 3 + 1 countries and advertised during a round of NRL. 1 series will be just of barramundi and Burdekin is also attempting to run 1 series.</p> <p>This year Council would pay \$45,000 as opposed to \$50,000 paid last year.</p> <p>Action – MECD to provide Report to the next PDG meeting also included what our return on capital was and whether we can gain support from TEL.</p>	MECD

Next Meeting: 15 March 2018
Meeting Closed: 11.45 am
Minutes Recorded By: Belinda Edwards



COUNCILLOR ACTIVITY REPORT

AS AT 28 FEBRUARY 2018

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
01/02/2018					Gilroy Santa Maria College Yr 12 Induction Mass	9.00am - 10.30am
01/02/2018					Inspection - Challands Street	11.00am - 11.45pm
01/02/2018					Discussions with Deputy Mayor	11.45pm - 12.00pm
02/02/2018		Discussions - Air based services - disaster events				9.30am - 10.30am
05/02/2018					Meeting with Ingham Disability Support Centre Representatives	9.30am - 10.30am
05/02/2018					Early State Assessment - Hinchinbrook Shire Water Projects	2.30pm - 4.00pm
05/02/2018					Meeting with Herbert River Express	4.00pm - 4.45pm
06/02/018	Councillor Connect Sessions					9.00am - 5.00pm
07/02/2018					Discussions with Canegrowers	9.00am - 9.30am
07/02/2018					TEL Connections, Singapore and Townsville	12.00pm - 2.00pm
07/02/2018				Palm Island Centenary 2018 launch		2.30pm - 5.00pm
08/02/2018					Discussions with Deputy Mayor	9.15am - 10.00am
08/02/2018					Meeting with resident	10.00am - 10.30am
08/02/2018					On site meeting with business owner	11.00am - 11.30am
08/02/2018					On site meeting with resident	2.00pm - 4.00pm
09/02/2018					Meeting with EMDPES and Others	9.00am - 10.00am
09/02/2018					Meeting with resident	10.00am - 10.30am
09/02/2018					Meeting with HRSAC Secretariat	12.30am - 1.00pm
09/02/2018					Rod Pearce Memorial Service	2.00pm - 3.30pm
12/02/2018		FNQROC Board Meeting				10.00am - 12.30pm
13/02/2018	Councillor Briefing Session					9.00am - 5.00pm
13/02/2018					Meeting with DNRME representative	3.00pm - 3.30pm
14/02/2018				ISHS 2018 Student leader investiture		9.00am - 10.30am
14/02/2018					Meeting with TMR representatives	11.00am - 12.00pm
14/02/2018					ANZAC Day Meeting	5.30pm - 6.30pm
15/02/2018		Monthly PDG Meeting				9.00am - 12.00pm
19/02/2018			Emergency Alert Training			9.00am - 12.00pm
19/02/2018					Meeting with EMDPES and Others	1.00pm - 1.30pm
19/02/2018					Meeting with Scott Stewart MP, Nick Dametto MP and others	2.00pm - 3.00pm
19/02/2018					Aerodrome User Group pre-meeting discussion	3.30pm - 4.00pm
19/02/2018		Lucinda Progress Association - AGM				6.30pm - 8.30pm
20/02/2018	Councillor Portfolio Meeting					8.30am - 5.00pm
21/02/2018				ISHS Special Assembly		8.45am - 9.30am
21/02/2018		LDMG Meeting				9.30am - 10.30am
21/02/2018					Discussions with EMT and Third Tier Supervisors	12.30pm - 2.00pm
21/02/2018					Meeting with Resident	2.00pm - 3.00pm
21/02/2018					On site inspection with resident	3.00pm - 3.30pm
22/02/2018		RED-ROC Meeting				9.00am - 11.00am
22/02/2018		NQROC Meeting				11.00am - 1.00pm
23/02/2018		Aerodrome User Group Meeting				8.30am - 10.30am
23/02/2018					Interview with Channel Nine Townsville	11.00am - 11.30am
23/02/2018					Attend Funeral	2.00pm - 3.00pm
27/02/2018	General Meeting					9.00am - 2.00pm
27/02/2018					Discussions with TEL	2.00pm - 3.00pm
28/02/2018		Audit Committee Meeting				9.00am - 1.00pm
28/02/2018		LDMG Meeting				3.00pm - 4.00pm

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
02/02/2018					ABC Radio Interview-Think Business	09.00am-09.15am
02/02/2018		LDMG - Airbase Discussion				09.30am-10.30am
02/02/2018		Tourism Working Group & TEL Event Launch				01.00pm-08.00pm
05/02/2018		ITAP Teleconference with EDCM				09.00am-10.00am
06/02/2018	Councillor Connect					All Day
07/02/2018					4KZ - Hinchinbrook Segment	07.00am-07.15am
12/02/2018		FNQROC				All Day
13/02/2018	Councillor Briefing					All Day
14/02/2018		Commonwealth Games With EDCM				11.00am-12.00pm
15/02/2018					4KZ - Hinchinbrook Segment	07.00am-07.15am
19/02/2018		Edutourism Meeting - TEL & iNQ Entrepreneurs				02.00pm-06.00pm
20/02/2018	Portfolio Update	TCT Meeting - Tully				All Day
20/02/2018		Chamber Meeting				05.30pm-07.45pm
21/02/2018		EMDPES F/Nightly Update				08.00am-09.30am
21/02/2018		LDMG Meeting				09.30am-10.30am
22/02/2018		REDROC/Edutourism function Minister Jones				09.00am-01.30pm
27/02/2018	Monthly Meeting					All Day
28/02/2018		CAG Assessments				10.00am-12.00pm
28/02/2018				Optimise Health Opening		05.30pm-07.00pm

COUNCILLOR ANDREW LANCINI
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01/02/2018		HRIT Meeting				9.00am - 12.30pm
01/02/2018		Australian-Italian Festival Meeting				6.30pm - 9.00pm
02/02/2018					Gallery Exhibition Opening	6.30pm - 8.00pm
06/02/2018	Councillor Connect Session					9.00am - 5.30pm
06/02/2018		HPTA				7.00pm - 8.00pm
07/02/2018		Fortnightly Update with EMDPES & MCED				9.30am - 10.30am
07/02/2018					Meeting with Resident & EMDPES	11.30am - 12.30pm
13/02/2018	Councillor Briefing Session					9.00am - 5.30pm
15/02/2018	Monthly PDG Meeting					9.00am - 12.30pm
20/02/2018	Councillor Portfolio Meeting					8.30am - 5.00pm
21/02/2018		Fortnightly Update with EMDPES & MCED				8.15am - 9.30am
21/02/2018		Fortnightly update with EMDPES & ES Supervisors				10.30am - 11.30am
21/02/2018					ISMAL Meeting	5.15pm - 6.00pm
22/02/2018			LAWMAC Conference			8.30am - 5.00pm
23/02/2018			LAWMAC Conference			8.00am - 12.00pm
27/02/2018	General Meeting					9.00am - 12.30pm
28/02/2018		Consideration of Community Activity Grants				10.00am - 11.00am

COUNCILLOR KATE MILTON
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
06/02/2018	Council Connect					9am-5pm
06/02/2018				Forrest beach progress assn		7pm-8pm
13/02/2018	Councillor Briefing					9am-5pm
14/02/2018					Meet at tyto for discussions re weed Forum	9am-10am
15/02/2018		PDG Meeting				9am-12pm
15/02/2018		Call on a Councillor				1pm-2pm
20/02/2018	Portfolio Meeting					8.30am-5pm
21/02/2018		EMECS				10.30am-11.30am
21/02/2018		ISMAC Meeting				5pm-6pm
22/02/2018		NAMAC				9am-2pm
22/02/2018			NRM Forum			5pm-7.30pm
23/02/2018			NRM Forum			8am-2pm
26/02/2018		Navua Sedge discussions with TRC				6.30am-4.30pm
27/02/2018	General Meeting					9am-3pm
28/02/2018					Meet with Robert Hobbs and Lionel Fuller Irwin Rd.	11.30am-12.30pm
28/02/2018		EMISD				3.30pm-5.15pm
28/02/2018				Optimise Health Opening		5.30pm-7pm

CR. WALLY SKINNER
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01-Feb		HRIT Meeting				5
06-Feb				Ice Community Forum		6
06-Feb	Councillor Connect					2
07-Feb		HRSAC meeting				2
08-Feb					Backo Rd resident meeting	2
13-Feb	Councillor Briefing					8
15-Feb	PDG meeting					3
20-Feb	Councillor Portfolio meetings					8
22-Feb			Pest and Weed Forum			2
23-Feb			Pest and Weed Forum			6
26-Feb					Fact finding trip to TRC Atherton re Navua Sedge	10
27-Feb	Council General Meeting					8
27-Feb				FBRBT Committee meeting		2
28-Feb		Ingham Hospital CAN committee meeting				2
28-Feb					Irwin Rd on-site meeting with landholders	2
28-Feb		ISD meeting re Irwin rd				2

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
06 02 2018	Council Connect Sesssion					9.00am - 5.00pm
06 02 2018				Forrest Beach Progress		6.30pm - 8.30pm
08 02 2018		Portfolio Meeting				1.30pm 3.30pm
13 02 2018	Councillor Breifing Session					9.00am - 5.00pm
15 02 2018		Project Development Group Meeting				9.00am - 12.00pm
19 02 2018				HCSC Board Meeting		9.00am - 10.30am
20 02 2018	Councillor Portfolio Meetings					9.00 am - 5.00pm
27 02 2018	General Meeting					9.00am - 5.00pm
28 02 2018		Audit Committee Meeting				9.00am - 1.00pm