



# MINUTES OF THE GENERAL MEETING OF THE HINCHINBROOK SHIRE COUNCIL

HELD IN THE COUNCIL CHAMBERS  
INGHAM ON WEDNESDAY  
26 APRIL 2017  
AT 9.00 AM

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## ATTENDANCE

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

## APOLOGY

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

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

## PRAYER

- Councillor Tack opened the meeting with prayer

*The Mayor welcomed a number of Council employees who have commenced in the past year and were invited to attend the meeting to observe Council's meeting process*

## 1. MINUTES

- *Moved Councillor Lancini*  
*Seconded Councillor Milton*

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

*Carried*

## 2. BUSINESS

### 2.1 CORPORATE SERVICES

#### 2.1.1 CORPORATE SERVICES ACTIVITY REPORT

Consideration of monthly Corporate Services Activity Report for March 2017.

- Moved Councillor Tack*  
*Seconded Councillor Brown*

Council Resolution - That the Report be received and noted.

Carried – 260417-01



### 2.1.2 MONTHLY STATUS REPORT

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

*Moved Councillor Tack*  
*Seconded Councillor Lancini*

Council Resolution - That the Report be received and noted. Carried – 260417-02

### 2.1.3 FINANCIALS

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

*Moved Councillor Tack*  
*Seconded Councillor Brown*

Council Resolution - That the Report be received and noted. Carried – 260417-03

## 2.2 ENGINEERING

### 2.2.1 ENGINEERING SERVICES ACTIVITY REPORT

Consideration of monthly Engineering Services Activity Report for March 2017.

*Moved Councillor Milton*  
*Seconded Councillor Skinner*

Council Resolution - That the Report be received and noted. Carried – 260417-04

### 2.2.2 MONTHLY STATUS REPORT

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

*Moved Councillor Skinner*  
*Seconded Councillor Milton*

Council Resolution - That the Report be received and noted. Carried – 260417-05

### 2.2.3 WATER AND SEWERAGE WORKS PROGRAM REPORT

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

*Moved Councillor Milton*  
*Seconded Councillor Lancini*

Council Resolution - That the Report be received and noted. Carried – 260417-06

### 2.2.4 WORKS PROGRAM REPORT

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

*Moved Councillor Skinner*  
*Seconded Councillor Milton*

Council Resolution - That the Report be received and noted. Carried – 260417-07

### 2.2.5 SUMMARY OF GRANT APPLICATIONS ENDING 31 MARCH 2017

Consideration of Report to Council from Grants Officer dated 6 April 2017 providing a summary of funding applications submitted for the period ending 31 March 2017.

*Moved Councillor Lancini*  
*Seconded Councillor Milton*

Council Resolution - That the Report be received and noted. Carried – 260417-08



2.2.6 TENDER HSC 17/03 – SUPPLY AND DELIVERY OF SAND FOR PIPE BEDDING AND GENERAL USE

Consideration of Report to Council from Water and Sewerage Manager dated 6 April 2017 regarding tenders received for HSC 17/03 – Supply and Delivery of Sand for Pipe Bedding and General Use.

*Moved Councillor Skinner*  
*Seconded Councillor Milton*

Council Resolution – That Council accept all the standing offers for HSC 17/03 Supply and Delivery of Sand for Pipe Bedding and General Use for a period of two years commencing on 1 July 2017, with supply to be based on site required, availability, quality, type of material and availability of the Gairloch Pit.  
Carried – 260417-09

2.2.7 TENDER HSC 17/05 – SUPPLY AND DELIVERY OF 20KG BAGGED CEMENT

Consideration of Report to Council from Works Engineer dated 29 March 2017 regarding tenders received for HSC 17/05 – Supply and Delivery of 20kg Bagged Cement.

*Moved Councillor Milton*  
*Seconded Councillor Lancini*

Council Resolution – That Council accept the offer by Michael Bartolini Concreting for HSC 17/05 Supply and Delivery of 20kg Bagged Cement for a period of two years commencing 1 July 2017.  
Carried – 260417-10

2.2.8 TENDER HSC 17/09 – LAGOON CREEK BRIDGE REHABILITATION

Consideration of Report to Council from Infrastructure Engineer dated 5 April 2017 regarding tenders received for HSC 17/09 – Lagoon Creek Bridge Rehabilitation.

*Moved Councillor Tack*  
*Seconded Councillor Lancini*

Council Resolution – That Council award the contract for HSC 17/09 - Lagoon Creek Bridge Rehabilitation to Keita Services Pty Ltd for Option A at the value of \$415,118.20 (exclusive of GST).  
Carried – 260417-11

*The meeting adjourned at 10.00 am for morning tea with staff and resumed at 10.20 am*

2.2.9 TENDER HSC 17/10 – HINCHINBROOK SHARED FOOTPATH CONNECTIVITY PROJECT

Consideration of Report to Council from Works Engineer dated 10 April 2017 regarding tenders received for HSC 17/10 – Hinchinbrook Shared Footpath Connectivity Project.

*Moved Councillor Skinner*  
*Seconded Councillor Lancini*

Council Resolution – That Council award the contract for HSC 17/10 - Hinchinbrook Shared Footpath Connectivity Project to OTL Concreting & Excavations for the value of \$828,548.32 (inclusive of GST), with a construction contract to be signed off by the Chief Executive Officer.  
Carried – 260417-12

2.2.10 VEHICLE ACCESS POLICY

Consideration of Report to Council from Infrastructure Engineer dated 5 April 2017 seeking Council's approval of draft Vehicle Access Policy as presented which outlines the responsibilities of both Council and property owners and provides guidance on the requirements to install or modify existing accesses.

*Technical Officer, M Accornero entered the meeting at 11.00 am*

*Councillor Tack left the meeting at 11.26 am*



Moved        Councillor Lancini  
Seconded    Councillor Milton

Council Resolution – That the matter be deferred to a future meeting pending suggested amendments being made.

Carried – 260417-13

*Technical Officer, M Accornero left the meeting at 11.28 am*

*Councillor Tack entered the meeting at 11.30 am*

## 2.3 DEVELOPMENT AND PLANNING

### 2.3.1 ECONOMIC DEVELOPMENT AND PLANNING ACTIVITY REPORT

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

Moved        Councillor Brown  
Seconded    Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 260417-14

### 2.3.2 MONTHLY STATUS REPORT

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

Moved        Councillor Milton  
Seconded    Councillor Brown

Council Resolution - That the Report be received and noted.

Carried – 260417-15

### 2.3.3 ROUND 2 – 2016 / 2017 RADF APPLICATIONS

Consideration of Report to Council from TYTO Regional Art Gallery Coordinator dated 6 April 2017 in relation to applications received for Round 2 funding for 2016 / 2017 and seeking approval from Council to fund three (3) projects totalling \$10,509 which is available in RADF funds for the 2016 / 2017 financial year and seeking approval from Council for these funds to be distributed.

Moved        Councillor Lancini  
Seconded    Councillor Brown

Council Resolution - That Council endorse the recommendation as presented by the RADF Committee and approve funding totalling \$10,509 inclusive of GST for the specific projects as follows:

1.    Forrest Beach State School – Allingham Timeline Mural  
A unique timeline mural of the Allingham/Forrest Beach Region. There will be a local professional Artist employed and student workshops involved in the project. To be painted on six (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. \$5,665.50.
2.    Ingham NAIDOC Committee – NAIDOC Day Celebrations. Basket Weaving Workshop  
Grant funds will be used exclusively to employ a Traditional Basket Weaver to conduct a workshop on one day of NAIDOC Week. \$1,070.
3.    Victoria Plantation State School P&C Undercover Area Cultural Mural  
Employ a local Artist who will consult with the local community to design a mural which represents the values of the school and local Victoria Plantation community. The outcome of the project is to strengthen the cultural ties within the school community and reflect the core values of the school, celebrating community spirit and Indigenous Culture. There will be public access to the art project as well as public consultation. The artwork will be painted on marine ply and attached to the building. \$3,773.50.

Carried – 260417-16



## 2.4 ENVIRONMENT AND COMMUNITY SERVICES

### 2.4.1 ENVIRONMENT AND COMMUNITY SERVICES ACTIVITY REPORT

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

*Moved Councillor Milton*  
*Seconded Councillor Lancini*

Council Resolution - That the Report be received and noted. Carried – 260417-17

### 2.4.2 MONTHLY STATUS REPORT

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

*Moved Councillor Skinner*  
*Seconded Councillor Milton*

Council Resolution - That the Report be received and noted. Carried – 260417-18

## 2.5 GOVERNANCE

### 2.5.1 OFFICE OF THE CEO ACTIVITY REPORT

Consideration of monthly Corporate Governance Activity Report for March 2017.

*Moved Councillor Brown*  
*Seconded Councillor Skinner*

Council Resolution - That the Report be received and noted. Carried – 260417-19

### 2.5.2 MONTHLY STATUS REPORT

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

*Moved Councillor Lancini*  
*Seconded Councillor Brown*

Council Resolution - That the Report be received and noted. Carried – 260417-20

### 2.5.3 LEAVE OF ABSENCE – COUNCILLOR MARY BROWN

Consideration of Report to Council from Acting Chief Executive Officer dated 7 April 2017 regarding Leave of Absence requested by Councillor Mary Brown for the period Thursday 20 July to Tuesday 1 August 2017 inclusive.

*Moved Councillor Lancini*  
*Seconded Councillor Milton*

Council Resolution – That leave of absence is granted to Councilor Mary Brown for the period Thursday 20 July to Tuesday 1 August 2017 inclusive. Carried – 260417-21

### 2.5.4 2017 DISASTER MANAGEMENT CONFERENCE

Consideration of Report to Council from Executive Assistant dated 7 February 2017 regarding attendance at the 2017 Disaster Management Conference being held in Mackay from Tuesday 9 May to Thursday 11 May 2017.

*Moved Councillor Skinner*  
*Seconded Councillor Lancini*

Council Resolution – That LDMG Chairperson, Deputy LDMG Chairperson and Local Disaster Coordinator attending the 2017 Disaster Management Conference. Carried – 260417-22



2.5.5 COUNCILLOR OPPORTUNITIES – ATTENDANCE AT 2017 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT CONFERENCE

Consideration of Report to Council from Executive Assistant dated 7 April 2017 regarding Councillor attendance at the 2017 National General Assembly of Local Government Conference to be held in Canberra from Sunday 18 June to Wednesday 21 June.

*Moved*        *Councillor Skinner*  
*Seconded*   *Councillor Brown*

Council Resolution – That Councillor Lancini attend the 2017 National General Assembly of Local Government Conference. Carried – 260417-23

2.5.6 COUNCILLOR ACTIVITY REPORT

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

*Moved*        *Councillor Milton*  
*Seconded*   *Councillor Brown*

Council Resolution - That the Report be received and noted. Carried – 260417-24

**CONFIDENTIAL ITEMS**

*Moved*        *Mayor Jayo*  
*Seconded*   *Councillor Lancini*

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

Item 2.6.1 as it is other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

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

Items 2.7.1 to 2.7.2 as they are town planning matters.

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

**2.6 ENGINEERING SERVICES**

2.6.1 REGIONAL SUPPLY AND DELIVERY OF WATER CHEMICALS – ADDITIONAL INFORMATION

Consideration of Report to Council from Manager Water and Sewerage dated 10 April 2017 regarding tenders received for the supply and delivery of Sodium Hypochlorite through Separable Portion 1 of the Far North Queensland Regional Organisation of Councils (FNQROC) tender which is part of the collective procurement arrangement by neighbouring Councils in the region.

*Moved*        *Councillor Lancini*  
*Seconded*   *Councillor Milton*



Council Resolution - That Council awards Separable Portion 1 of the FNQROC tender, Supply and Delivery of Sodium Hypochlorite to Ionics Australasia Pty Ltd T/A Elite Chemicals for a period of three and a half (3½) years from 1 June 2017 to 30 November 2020 with the option to extend by a further two (2x) twelve month periods, at an estimated annual contract value of \$75,000.

Further, that the Chief Executive Officer be the delegated authority in accordance with *Local Government Act 2009* to negotiate, finalise and execute any and all matters in relation to these arrangements.

Carried – 260417-25

## 2.7 DEVELOPMENT AND PLANNING

### 2.7.1 RECONFIGURING A LOT: REARRANGEMENT OF BOUNDARIES – FOREST HOME ROAD, FOREST HOME – LOTS 3 AND 4 ON RP746041 AND LOT 1 ON RP709975, PARISH OF CORDELIA – SP AND AM ACCORNERO

Consideration of Report to Council from Planning and Development Manager dated 10 April 2017 in relation to an application made by SP and AM Accornero, seeking a Development Permit for Reconfiguration of a Lot (Rearrangement of Boundaries) at Forest Home Road, Forest Home (RC17\0007).

*Moved Councillor Milton*  
*Seconded Councillor Skinner*

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

#### Approved Plans

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

#### Timing of Effect

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

#### Lawful Point of Discharge

3. All stormwater from the property must be directed to a lawful point of discharge such that it does not adversely affect surrounding properties or properties downstream from the development, all to the requirements and satisfaction of the Chief Executive Officer.
4. That any works as a result of the reconfiguration must not interfere with stormwater flow over or through the land.

#### Access

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



6. Specifically regarding the access to proposed Lot 3. Provision for this access must be via land which is:
  - a. Included in (battle axe) part of the lot itself; or
  - b. Included in an easement to allow access to Lot 3 via Lot 1.

The access corridor created needs to be at a minimum 10m wide or more, so as to ensure persons and plant do not encroach on Lot 2 when undertaking any construction and/or maintenance to the access surface and any drainage structures.

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

#### Existing Services

8. Written confirmation of the location of existing electrical, water, sewer and telecommunication services for the land must be provided by either the applicant or a licensed surveyor. In any instance where existing services are contained within another lot, relocate the services to be contained within each respective lot or to within a reciprocal services easements.
9. Location of services must be detailed prior to the issue of a Compliance Certificate for the Survey Plan.

#### Damage to Infrastructure

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

#### Conservation and Biodiversity

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

Carried – 260417-26

#### 2.7.2 SITING RELAXATION APPLICATION – 10 PINDAR STREET, INGHAM – LOT 72 ON RP728438, PARISH OF CORDELIA – BARBARA SMITH

Consideration of Report to Council from Planning and Development Manager dated 8 February 2017 in relation to a Siting Relaxation Application by Barbara Smith for proposed construction of new deck / verandah to be sited 3m from the street boundary at 10 Pindar Street, Ingham.

*Moved Councillor Lancini*  
*Seconded Councillor Brown*

Council Resolution - That Council approve the street boundary siting relaxation from 6m to 3m, for the construction of a new deck / verandah on Lot 72 on RP728438, described as 10 Pindar Street, Ingham, on the grounds that the proposed location of the structure will not adversely impact on the amenity of neighbouring properties or compromise the aesthetics of the streetscape, subject to the following conditions:

#### Approved Plans

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



## Lawful Point of Discharge

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

## Building Approvals

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

## Reason(s) for Approval

- The proposed location of the structure will not adversely impact on the amenity of neighbouring properties or compromise the aesthetics of the streetscape;
- The proposed structures' location, size and presence are similar to other structures with comparable setbacks within the street and will not have a negative impact on the amenity of the street; and
- The neighbour consented to the proposed encroachment.

Carried – 260417-27

## 2.8 DEVELOPMENT AND PLANNING

### 2.8.1 PROPOSED ROAD CLOSURE – PART OF PUBLIC ROAD (PATHWAY) – FORREST DRIVE AND BILL JOHNSON DRIVE, ALLINGHAM – LOT 13 ON RP738894 AND LOT 4 ON RP749288, PARISH OF CORDELIA – DP AND JM MACGREGOR AND D AND K JONES

Consideration of Report to Council from Planning and Development Manager dated 8 February 2017 in relation to request from DP and JM MacGregor and D and Jones for Council's support with their applications to the Department of Natural Resources and Mines for the closure of part of a public road (pathway) adjacent to 73 Forrest Drive and 42 Bill Johnson Drive, Allingham.

*Moved Councillor Brown*  
*Seconded Councillor Lancini*

Council Resolution – That Council issue a letter of no objection as requested by the applicants, for the proposed closure of part of the public road (pathway) adjacent to Lot 12 on SP211114 and Lot 13 on RP738894 and adjacent to Lot 3 on RP749288 and Lot 4 on RP749288, Parish of Cordelia, subject to the following conditions:

## Closure

1. The applicants must submit a Closure application to the Department of Natural Resources and Mines within four (4) months of the date of Council's decision;
2. The applicants must provide Council with a copy of the closure application.

## Easement

1. Services easements C/RP749288 on Lot 4 and B/RP749288 on Lot 3 will need to be linked with an easement to be registered over a portion of the closed Road Reserve (Pathway) adjacent to Lot 4 on RP749288.
2. The registration of the easement will be for the cost of the applicant to the requirements and satisfaction of the Chief Executive Officer of the Hinchinbrook Shire Council.



## On Closure Approval

1. The applicants must consolidate the closed Road (Pathway) with Lot 13 on RP738894, Parish of Cordelia, 73 Forrest Drive, Allingham within six (6) months of the decision of the Department of Natural Resources and Mines.

Carried – 260417-28

## 3. LATE BUSINESS

### 3.1 DETAILED APPLICATION – BUILDING OUR REGIONS – ROUND – HINCHINBROOK WATER SECURITY At the General Meeting held on 28 March 2017, Council resolved the following:

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

As a result of a Scoping Study completed by GHD it was determined that the bore fields servicing the Ingham Depot Water Treatment Plant could be duplicated to address the required supply levels and improve with significantly lower long term operating cost than the previous proposal. This option will result in an improved outcome for the local community with lower ongoing associated costs.

The detailed application consists of the following estimated costs:

• Council Contribution:	\$ 2,400,000
• Funding Sought:	<u>\$ 2,000,000</u>
• Total Estimated Project Cost:	<u>\$ 4,400,000</u>

This compares with the previous estimate of \$4,000,000.

*Moved Councillor Milton*  
*Seconded Councillor Tack*

Council Resolution – That Council support and ratify lodgement of the amended detailed application to reflect the final detailed application for the design and construction of an additional 2.6ML/day water treatment plant augmentation, partially funded by the Department of State Government – Round 3 - Building our Regions via the Regional Capital Fund.

Further, that Council is committed to delivering the project and to the management and costs associated with the ongoing maintenance of the infrastructure. Carried – 260417-29

### 3.2 LEAVE OF ABSENCE – COUNCILLOR MARIA BOSWORTH

Consideration of Leave of Absence request from Councillor Maria Bosworth for the period Wednesday 26 April 2017 to Sunday 30 April 2017 inclusive.

*Moved Councillor Milton*  
*Seconded Councillor Brown*

Council Resolution – That leave of absence is granted to Councilor Maria Bosworth for the period Wednesday 26 April 2017 to Sunday 30 April 2017 inclusive. Carried – 260417-30



3.3 MAYOR – VEHICLES ON COUNCIL CONTROLLED LAND

Consideration of prohibiting the use of vehicles on all reserves and parks under Council's control.

*Moved*        *Councillor Tack*  
*Seconded*   *Councillor Brown*

Council Resolution - That Council propose to amend Subordinate Local Law No. 4 by way of prohibiting the use of all vehicles propelled by a motor that forms part of the vehicle, including a sprint car, an off-road motorised buggy, a quad bike, a motorised go-cart and a motorbike (as defined in section 11 A of the *Summary offences Act 2005*) on all reserves and parks under Council's control other than for parks or reserves leased to third parties for business purposes.

Carried – 260417-31

3.4 MAYOR – DESIGNATED RESERVE PARKING FOR COASTGUARD AT DUNGENESS

Consideration of a designated exclusive parking area for the Coastguard at Dungeness.

Action - Council to investigate an appropriate exclusive parking area for the Coastguard at Dungeness.

4. CONCLUSION – This concluded the business of the meeting which closed at 1.40 pm

APPROVED and adopted on 30 May 2017

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MAYOR



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**CORPORATE SERVICES ACTIVITY REPORT FOR PERIOD ENDED 31 MARCH 2017**

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**Executive Summary**

This Report is presented for the information of Council and includes an activity update for the 9 months ended 31 March 2017.

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**For Council Decision – Recommendation**

That the Report be received and noted.

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**Officers Comment**

**1. Financial Health and Budget Summary**

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

**2. Financial Direction**

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



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

Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion
Stores renovations and enhancements	\$127,000	\$2,000	\$125,000	\$127,000	June
New Server	\$15,000	\$0	\$15,000	\$15,000	June
Replace battery at TYTO	\$15,000	\$0	\$10,000	\$10,000	April
Replace photocopier	\$10,000	\$0	\$7,500	\$7,500	April/May



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EXECUTIVE MANAGER CORPORATE SERVICES MONTHLY STATUS REPORT – APRIL 2017

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For Council Decision – Recommendation

That the Report be received and noted.

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

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

Status:

*April 2017 Update – No progress due to staff leave.*

*Resolution Number – 280317-30 – Recruitment of Vacant Position – Manager of Records and Customer Service*

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

Status:

*April 2017 Update – No progress due to staff leave.*

*Resolution Number – 280317-05 – Sole Suppliers*

That the matter be deferred until the next meeting.

Status:

*April 2017 Update – Deferred to April meeting.*

*Resolution Number – 280317-04 – Formal Complaints*

That the Report be received and noted.

Status:

*April 2017 Update – No further action required.*

*Matter Closed*

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

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

Status:

*April 2017 Update – Shortlisting deferred until April.*

*March 2017 Update – Shortlisting scheduled for March.*

*February 2017 Update – Advertising process has commenced.*



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

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

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

Status:

*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.*



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**CORPORATE SERVICES FINANCE SUMMARY FOR PERIOD ENDING 31 MARCH 2017**

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**Executive Summary**

This Report is presented for the information of Council and includes the Finance Summary for the 9 months ended 31 March 2017.

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**For Council Decision – Recommendation**

That the Report be received and noted.

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**Officers Comment**

**1. Overview**

- Financial Performance Statement shows the following key activities for the financial year to date
  - With three quarters of the financial year now 'gone', Council's operating revenues and expenditures are, generally, consistent with the budget and the prior year
  - The 'wet months' are typically more difficult to forecast – forecasts have been made on a conservative basis
  - Overall, budget operating surplus (before depreciation) of \$5.8m is expected to be around \$6.5m
  - Expenditure Forecast is 97% of budget due mainly to carrying vacancies and a range of cost savings within the Engineering Department
- The attached summaries exclude \$12k of cyclone related activity
- Future movements in Bank Balance appear steady



## HSC Operating Budget Snapshot

As at March 2017

Area	Exec Manager is comfortable with Budget status? Y (Yes), U (Uncertain) or N (No)	Comments	Area	Exec Manager is comfortable with Budget status? Y (Yes), U (Uncertain) or N (No)	Comments
<b>CEO</b>			<b>ENVIRONMENT AND COMMUNITY SERVICES</b>		
CEO Office	y		Local laws/cemetries	y	
Human Resources	y		Facilities	y	
Council General	y		SES	y	
Elected Members	y		Community Services	y	
<b>DIRECTORATE TOTAL</b>	y		Director Office	y	
<b>CORPORATE SERVICES</b>			Disaster Management	y	
Stores	y		Waste Management	y	
Finance	y		Pest Management	y	
Management Accounts	y		Environ Health	y	
IT	y		Open Spaces	y	
Records & Front Counter	y		<b>DIRECTORATE TOTAL</b>	y	
Director Office	y		<b>ENGINEERING</b>		
<b>DIRECTORATE TOTAL</b>	y		Workshop/Fleet	y	
<b>DEVELOPMENT AND PLANNING</b>			Roads/Stormwater Management	y	
Economic Development	y		Water Engineering	y	
Festivals & Events	y		Sewerage	y	
Town Planning	y		Asset Management	y	
TYTO	y		Survey	y	
Building Services Reg	y		Design	y	
Building Certifications	y		Engineering Management	y	
<b>DIRECTORATE TOTAL</b>	y		RMPC	y	
			<b>DIRECTORATE TOTAL</b>	y	



**HSC Financial Performance : March 2017**  
**Operational Activities**

Excluding NDRRA			Forecast as % of budget		Last Year YTD	Core Activities					
Actual 2015/16	Budget 2016/17	2016/17 Full Year Forecast				TOTAL	CEO	Corporate Services	Environment and Community	Development and Planning	Engineering
24,061	24,326	24,289	100%	Operating Income							
1,128	1,109	1,151	104%	Rates	23,271	23,642	-	16,397	1,992	-	5,252
1,000	996	813	82%	Fees and charges	890	992	-	96	534	284	78
2,329	2,171	2,183	101%	Private Works	767	508	-	3	6	-	499
1,139	866	890	103%	Grants	1,995	1,641	2	1,506	40	31	63
				Other	1,189	952	(1)	822	10	4	118
29,657	29,468	29,326	100%	OPERATING INCOME	28,111	27,736	0	18,825	2,583	318	6,010
13,336	14,177	13,752	97%	Operating expenses							
8,818	9,412	9,040	96%	Employee Related costs	9,376	9,835	1,102	1,413	2,225	1,249	3,847
				Non Employee Related costs	5,114	5,633	242	741	2,689	752	1,209
				Comprising:							
				Materials	485	465	3	(10)	162	13	297
				Contracts	783	387	0	2	152	6	227
				Contractors	1,281	1,175	-	47	930	49	148
				Fleet	560	582	-	0	6	-	575
				Property (electricity etc)	774	822	0	-	215	67	541
				Insurance	474	399	1	174	121	5	99
				Contributions/sponsorship	233	231	-	-	32	154	44
				Consultants	162	247	61	22	20	44	101
				Internal loan interest	(0)	-	-	-	3	201	(205)
				Internal recharges	(1,034)	(605)	21	(199)	606	20	(1,052)
				Other	1,378	1,912	156	689	441	193	434
				Finance Costs	18	18	-	17	0	1	-
22,154	23,589	22,792	97%	OPERATING COSTS	14,491	15,468	1,344	2,154	4,914	2,001	5,055
7,503	5,879	6,534									
				SURPLUS / (DEFICIT)	13,621	12,267	(1,343)	16,670	(2,331)	(1,682)	954
938	3,580	2,951		Capital Income	2,112	2,186	-	-	451	(6)	1,740

Notes

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



CEO Financial Performance : March 2017

Operational Activities

Excluding NDRRA				Core Activities						
Actual 2015/16	Budget 2016/17	2016/17 Full Year Forecast	Forecast as % of budget		Last Year YTD	TOTAL	CEO Office	Human Resources	Council General	Elected Members
13	-	2	na	Operating Income						
(10)	-	(1)	na	Grants	13	2	-	2	-	-
				Other	(1)	(1)	-	-	(1)	(1)
3	-	1	na	OPERATING INCOME	12	0	-	2	(1)	(1)
1,380	1,461	1,461	100%	Operating expenses						
276	401	401	100%	Employee Related costs	959	1,102	367	343	0	391
				Non Employee Related costs	174	242	164	46	5	27
				Comprising:						
				Materials	8	3	0	1	0	2
				Contracts	1	0	0	-	-	0
				Property (electricity etc)	0	0	-	-	0	-
				Insurance	1	1	1	-	-	-
				Consultants	9	61	35	25	2	-
				Internal recharges	18	21	-	8	-	13
				Other	138	156	128	13	2	13
1,655	1,862	1,862	100%	OPERATING COSTS	1,133	1,344	531	389	5	418
(1,653)	(1,862)	(1,861)		SURPLUS / (DEFICIT)	(1,122)	(1,343)	(531)	(388)	(6)	(419)

Notes

- 1 All figures in \$000
- 2 This Summary excludes Capital Grants/Expenditure, Depreciation, NDRRA Contingency
- 3 Surplus/(Deficit) refers to excess of Income over Operating Expenditure. This is not a budgetary surplus or deficit.
- 4 CEO "Other" YTD costs include \$36k of annual subscriptions (LG Online) and \$34k FNQROC annual subs



Corporate Services Financial Performance : March 2017

Operational Activities

Excluding NDRRA						Core Activities							
Actual 2015/16	Budget 2016/17	2016/17 Full Year Forecast	Forecast as % of budget				TOTAL	Stores	Finance	Management Accounts	IT services	Records and Front Counter	Director
16,167	16,317	16,397	100%	Operating Income	Last Year YTD	16,122	16,397	-	16,397	-	-	-	-
63	115	115	100%		Rates	36	96	2	93	-	-	0	-
2	-	3	na		Fees and charges	-	3	3	-	-	-	-	-
2,010	1,973	1,983	101%		Private Works	1,743	1,506	-	17	-	2	17	1,472
793	635	660	104%		Grants	825	1,105	-	642	14	(0)	-	450
					Other								
					OPERATING INCOME	18,726	19,108	6	17,149	14	1	17	1,922
				Operating expenses									
2,108	2,219	2,050	92%		Employee Related costs	1,600	1,413	112	386	302	225	298	90
787	1,012	950	94%		Non Employee Related costs	393	741	(93)	111	1	474	90	159
					Comprising:								
					Materials	(16)	(10)	9	0	-	0	0	(20)
					Contracts	25	2	-	-	-	-	2	-
					Contractors	-	47	-	-	-	47	-	-
					Fleet	1	0	0	-	-	-	-	-
					Insurance	223	174	-	-	-	8	-	166
					Consultants	9	22	-	-	-	-	-	22
					Internal recharges	(307)	(199)	(106)	-	-	0	-	(93)
					Other	441	689	4	95	-	418	87	84
					Finance Costs	17	17	-	16	1	-	-	-
2,895	3,231	3,000	93%		OPERATING COSTS	1,993	2,154	19	497	302	699	388	248
16,140	15,809	16,158		SURPLUS / (DEFICIT)	16,734	16,954	(14)	16,652	(289)	(698)	(371)	1,674	
0	0	0		Capital Income	0	0	0	0	0	0	0	0	
Notes													

1 All figures in \$000

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

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

4 YTD Fees and Charges includes \$57k of legal fees recoveries that arose in July 2016 (typically would be offset against costs but this straddled year end)

5 YTD Grant Income is FAGS

6 Insurance decrease due to last year's costs not yet being allocated throughout other Council areas

7 Various credit accounts, previously shown within "Other" and now included in "Internal recharges"



Environment and Community Services Financial Performance : March 2017

Operational Activities

Excluding NDRRA			Forecast as % of budget		Last Year YTD	Core Activities										
Actual 2015/16	Budget 2016/17	2016/17 Full Year Forecast				TOTAL	Local Laws, Cemeteries, Animals	Facilities	SES	Community Services	Director Office	Disaster Management	Waste Management	Pest Management	Environment Health	Open Spaces
1,946	1,961	1,992	102%	Operating Income	1,942	1,992	-	-	-	(297)	-	-	2,290	-	-	-
598	570	600	105%	Rates	457	534	262	27	-	1	-	-	174	2	27	41
93	36	10	28%	Fees and charges	84	6	1	-	-	-	-	-	6	-	-	-
146	53	53	100%	Private Works	121	40	13	-	13	3	-	12	-	-	-	-
163	111	111	100%	Grants	141	10	-	3	-	0	-	-	22	(3)	0	(13)
				Other												
2,947	2,731	2,766	101%	OPERATING INCOME	2,744	2,583	275	30	13	(293)	-	12	2,492	(1)	27	28
3,132	3,195	3,100	97%	Operating expenses	2,243	2,225	164	144	7	254	302	2	336	343	81	594
3,973	3,948	3,948	100%	Employee Related costs	2,604	2,689	58	545	13	130	20	43	1,222	168	81	409
				Non Employee Related costs												
				Comprising:												
				Materials	145	162	4	58	0	9	1	3	17	19	35	16
				Contracts	186	152	(0)	59	-	2	0	2	3	3	9	75
				Contractors	1,076	930	18	107	-	(0)	2	3	675	67	3	55
				Fleet	4	6	0	1	2	0	0	-	1	1	0	2
				Property (electricity etc)	178	215	1	165	2	0	-	1	5	4	5	32
				Insurance	159	121	-	110	9	-	-	-	1	0	-	1
				Contributions/sponsorship	82	32	0	7	0	81	-	-	0	(68)	-	12
				Consultants	7	20	-	2	-	-	-	-	-	18	-	-
				Internal loan interest	8	3	1	0	-	-	-	-	4	(2)	-	0
				Internal recharges	606	606	27	7	-	21	10	0	216	83	26	214
				Other	151	441	7	30	1	16	6	33	300	43	2	3
				Finance Costs	0	0	-	-	-	-	-	-	0	-	-	-
7,105	7,143	7,048	99%	OPERATING COSTS	4,847	4,914	221	689	20	383	322	44	1,559	511	162	1,003
(4,158)	(4,412)	(4,282)		SURPLUS / (DEFICIT)	(2,103)	(2,331)	53	(660)	(7)	(676)	(322)	(32)	933	(512)	(134)	(974)
(116)	450	451		Capital Income	(152)	451	-	330	-	-	-	-	72	-	-	49

Notes

1 All figures in \$000

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

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

4 Community Services debit income is the Rebates



**Development and Planning Services Financial Performance : March 2017**  
**Operational Activities**

Excluding NDRRA						Core Activities							
Actual 2015/16	Budget 2016/17	2016/17 Full Year Forecast	Forecast as % of budget				Last Year YTD	TOTAL	Economic Development	Festival and Events	Town Planning	TYTO Precinct	Building Services Reg
350	356	356	100%		Operating Income								
66	-	-	na		Fees and charges	275	284	10	-	44	107	45	78
45	76	75	99%		Private Works	66	-	-	-	-	-	-	-
12	2	2	100%		Grants	52	31	-	-	-	31	-	-
					Other	1	4	(1)	-	-	2	2	1
474	433	433	100%		OPERATING INCOME	394	318	9	-	44	140	47	79
1,695 1,193	1,764 1,387	1,764 1,343	100% 97%		Operating expenses								
					Employee Related costs	1,157	1,249	345	-	117	632	100	55
					Non Employee Related costs	755	752	157	154	32	393	15	1
					Comprising:								
					Materials	29	13	1	-	-	12	-	-
					Contracts	4	6	3	-	-	3	-	-
					Contractors	31	49	32	-	-	17	-	-
					Property (electricity etc)	88	67	2	-	-	65	-	-
					Insurance	2	5	1	-	-	3	-	-
					Contributions/sponsorship	98	154	-	154	-	0	-	-
					Consultants	77	44	14	-	30	0	-	-
					Internal loan interest	210	201	-	-	-	201	-	-
					Internal recharges	42	20	9	-	-	0	10	1
									Other	173	193	96	-
				Finance Costs	1	1	-	-	-	1	-	-	
2,887	3,150	3,107	99%		OPERATING COSTS	1,911	2,001	502	154	149	1,025	115	56
(2,413)	(2,717)	(2,674)			SURPLUS / (DEFICIT)	(1,517)	(1,682)	(493)	(154)	(106)	(885)	(68)	23
157	(1)	-			Capital Income	14	(6)	(6)	-	-	-	-	-

Notes

1 All figures in \$000

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

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

4 Last financial year Council received \$50,000 was budgeted for the reimbursement from the wind up of the the Herbert Resource Information Centre.

5 YTD costs include annual subscriptions/donations for Italian Festival, Maraka, Townsville Enterprise



Engineering Services Financial Performance : March 2017

Operational Activities

Excluding NDRRA				Core Activities												
Actual 2015/16	Budget 2016/17	2016/17 Full Year Forecast	Forecast as % of budget	Operating Income	Last Year YTD	TOTAL	Workshop & Fleet	Roads & Stormwater	Water	Sewerage	Asset Management	Survey	Design	Engineering Management	RMPC	
5,948	6,048	5,900	98%		Rates	5,207	5,252	-	-	2,806	2,446	-	-	-	-	-
116	68	80	118%		Fees and charges	121	78	4	0	59	9	3	-	2	1	-
839	960	800	83%		Private Works	617	499	-	-	-	-	-	-	-	4	494
115	70	70	100%		Grants	66	63	53	7	3	-	-	-	-	-	-
180	118	118	100%		Other	224	118	104	0	(0)	15	-	-	-	(0)	(1)
7,198	7,264	6,968	96%		OPERATING INCOME	6,235	6,010	161	8	2,868	2,470	3	-	2	5	493
5,021 2,590	5,538 2,665	5,377 2,398	97% 90%	Operating expenses												
				Employee Related costs	3,418	3,847	448	1,145	457	405	364	169	117	574	168	
				Non Employee Related costs	1,189	1,209	(1,391)	1,242	374	391	153	21	10	238	170	
				Comprising:												
				Materials	319	297	14	103	76	42	16	4	0	31	13	
				Contracts	568	227	58	82	23	21	4	-	-	5	32	
				Contractors	174	148	5	105	23	6	0	-	-	9	1	
				Fleet	555	575	553	7	3	1	11	0	-	0	0	
				Property (electricity etc)	508	541	0	217	187	96	1	-	-	28	11	
				Insurance	89	99	30	-	25	10	34	0	-	-	-	
				Contributions/sponsorship	53	44	-	2	1	0	0	-	-	40	-	
				Consultants	59	101	-	18	22	16	39	-	-	4	-	
				Internal loan interest	(218)	(205)	-	-	(205)	0	-	-	-	-	1	
				Internal recharges	(1,393)	(1,052)	(2,066)	705	183	120	28	16	-	(150)	112	
Other	477	434	16	4	36	77	19	1	10	270	1					
7,612	8,203	7,775	95%	OPERATING COSTS	4,606	5,055	(943)	2,387	831	795	517	191	127	811	338	
(414)	(939)	(807)		SURPLUS / (DEFICIT)	1,628	954	1,104	(2,379)	2,037	1,675	(514)	(191)	(125)	(806)	155	
3,503	3,131	2,500		Capital Income	2,542	2,007	-	1,990	14	3	-	-	-	-	-	

Notes

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



### Hinchinbrook Shire Council Historic Bank Summary

\$m	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Non Staff costs	NDRRA	Closing Bal
Oct	28.2	2.2	0.0	(1.0)	(1.5)	0.0	27.9
Nov	27.9	1.3	0.0	(1.4)	(1.0)	0.0	26.8
Dec	26.8	0.8	0.0	(1.0)	(1.4)	0.0	25.2
Jan	25.2	0.7	0.0	(1.0)	(0.9)	0.0	24.0
Feb	24.0	3.8	0.0	(1.2)	(1.2)	0.0	25.4
Mar	25.4	8.5	0.0	(1.1)	(1.6)	0.0	31.2

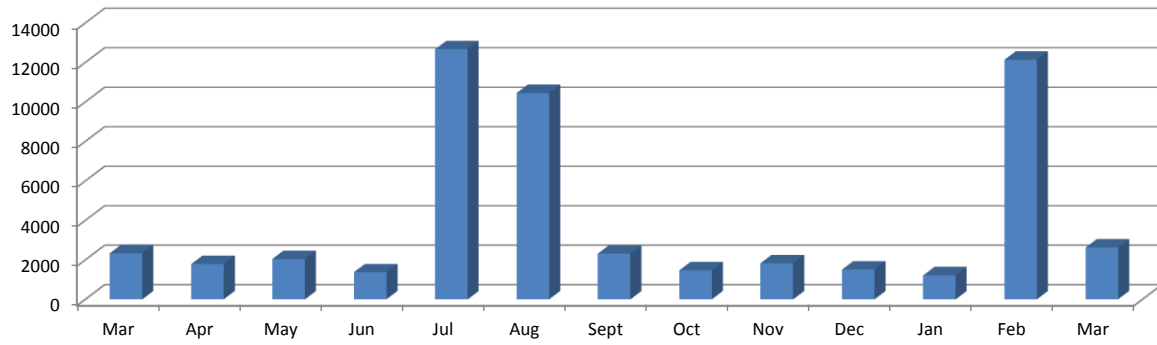
### Hinchinbrook Shire Council Forecast Bank Balances

\$m	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Non Staff costs	NDRRA	Closing Bal
April	31.2	2.5	0.0	(1.1)	(2.9)	0.0	29.7
May	29.7	1.9	0.0	(1.6)	(2.9)	0.0	27.1
Jun	27.1	0.6	0.0	(1.2)	(2.6)	0.0	23.9
Jul	23.9	1.0	0.0	(1.1)	(2.5)	0.0	21.3
Aug	21.3	3.7	0.0	(1.4)	(1.8)	0.0	21.8
Sept	21.8	7.6	0.0	(1.0)	(1.6)	0.0	26.8

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



### HSC Rates and Levies Debtors as at 31 March 2017



figures in \$000s



all figures in \$'000

	16/17 estimated	15/16 audited	14/15 audited	13/14 audited
<b>Income</b>				
Recurrent revenue				
Rates, levies & charges	24,289	24,140	22,929	22,377
NDRRA	0	7,212	17,008	20,636
Other	5,037	5,384	5,369	4,676
	<u>29,326</u>	<u>36,736</u>	<u>45,306</u>	<u>47,689</u>
Capital revenue	<u>3,356</u>	<u>7,580</u>	<u>3,113</u>	<u>5,385</u>
<b>Total Income</b>	<b>32,682</b>	<b>44,316</b>	<b>48,419</b>	<b>53,074</b>
<b>Expenses</b>				
Recurrent expenses				
Employee benefits	(13,752)	(13,342)	(13,424)	(13,036)
Materials and Services	(9,040)	(9,321)	(21,535)	(29,339)
Finance costs	(42)	(54)	(536)	(46)
Depreciation and Amortisation	(9,467)	(9,284)	(8,644)	(9,382)
	<u>(32,301)</u>	<u>(32,001)</u>	<u>(44,139)</u>	<u>(51,803)</u>
Capital expenses	<u>(300)</u>	<u>(2,746)</u>	<u>(3,247)</u>	<u>(11,033)</u>
<b>Total expenses</b>	<b>(32,601)</b>	<b>(34,747)</b>	<b>(47,386)</b>	<b>(62,836)</b>
<b>Net result</b>	<b>81</b>	<b>9,569</b>	<b>1,033</b>	<b>(9,762)</b>
Operating Surplus ratio	-10%	13%	3%	-9%

Notes:

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



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## ENGINEERING SERVICES ACTIVITY REPORT FOR MONTH ENDING 31 MARCH 2017

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### Executive Summary

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

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### For Council Decision – Recommendation

That the report be received and noted.

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### Officers Comment

Nil.

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### WORKSHOP AND FLEET MANAGEMENT

- Prestart safety talks and Take 5's carried out.
- Workshop safety inspection completed.
- Overhead Crane and Hoist Inspections completed

#### Workshop Housekeeping

- Accident Damage / Insurance:
  - 6 Plant Incident Reports.
  - 2 Repairs through insurance (submitted).
  - 3 Minor Repairs.
  - 1 Waiting on quotation.
- Equipment out of Service:
  - PA00064, JCB Loader (Warrens Hill) Out of Service – Front diff brake housing damage – Parts arrived.
  - PA00132, Boom Mower – Flail Drive failure – Parts arrived.
- Purchasing: A total of 56 purchase orders closed out. 11 remain open.

#### Main Activities of the month

- Work Orders: 43 completed.
- 15 Services – 4 light vehicles, 2 trucks, 5 heavy plant, 4 small plant.

- Tyres and Alignments
  - Light vehicle – 16
  - Truck – 12
  - Heavy Fleet - 3
  - Light Fleet - 0
  - Alignments – 5
  - Puncture Repairs - 3
  - Windscreen – 0
  - Window repairs – 0

#### Plant Replacement 16/17

Refer to Works Program Report.

#### Welding

- General welding repairs carried out
- Grates – Lucinda Caravan Park
- Sewerage plant handrails
- Bucket cutting edge



## WORKS

Projects underway this month – Refer Works Program Report.

Other activities this month:

- 2016/2017 Road Maintenance Performance Contract (RMPC) activities.
- Willow Street line marking has been completed. All works are now complete.
- Origlasso Street drain – Wet weather is holding up the completion of this project.
- Kerb Crossing Improvements - The crossing adjacent to Coles has been completed. Crossing beside Halifax Hotel has been completed. Another location at Dungeness has been identified and works will be scheduled when crews become available.
- Mount Fox Upgrade - Project is approximately 70% completed. Some delays were experienced as a result of recent wet weather. Cross road culverts, headwalls and aprons have been completed. Earthworks took a little longer to complete than anticipated due to the wet weather, and crews have now commenced on the corner widenings and pavement widening aspect of the project.
- Fast Flowing Water Signs – Initial signage has been installed. Funds to be reviewed with balance funding expected to install additional signs as required.
- Stage 1 Works of the Shared Footpath by OTL progressing with small delays as a result of disaster preparation. Works nearing completion.
- Stage 2 Works of the Shared Footpath by Keita progressing with small delays as a result of disaster preparations. Anticipated completion mid April 2017.
- Abbott Street Footpath Rehabilitation – This project is scheduled to commence Tuesday, 4 April 2017, weather permitting.

## DESIGN

- Completed the design plans for the Kerb & Channel Rehabilitation Project – Miles Street and Griffith Street have been identified for renewal. Project documentation has been completed for this project.
- Finalised the design plans for the Building our Region Funding Application. Funding signage has been ordered and programmed for installation. Tender was advertised on Saturday, 24 February 2017. Commenced preliminary designs on the additional works for the BOR Footpath Proposal. Monthly progress report in progress for BOR project.
- Preliminary review of the Footpath Rehabilitation Project – McIlwraith Street, Davidson Street and Abbott Street have been identified for renewal. Finalised the design plan for the Dutton Street and Abbott Street. Commenced preliminary investigations into additional Footpath Rehabilitation Projects.
- RFQ called for stormwater pipe cleaning in Herbert Street and CCTV of drainage lines included on Lynn, Warren and Neame Street.
- Four group meetings held with at the Works Depot staff to further discuss outcomes of staff survey.
- Register interest for Council's Procurement Panel round 2 has been advertised with a closing date of Monday, 27 March.
- Abbott Street Widening – Finalising additional works for Abbott Street to formalise the temporary closure of the offset road adjacent to Hopkins Street and construct a new footpath to link Mary MacKillop Early Learning Centre to the existing pedestrian crossing.
- Project folders released to the Works Department for the Abbott Street Footpath Rehabilitation, Davidson Street Footpath Rehabilitation, 2016/2017 K&C Rehabilitation and the Boards Road Intersection & Drainage Upgrade.
- Commenced review of the proposed school zone at the high school – meeting held with Department of Transport and Main Roads to progress this project.
- Ann Street Intersection Upgrade in final design signoff stage with Wilmar and QR approving works, awaiting DTMR signoff.
- Evaluations in progress for the design RFQ for Cantamessas Road and the BOR Footpath Tender.
- Recommended preliminary design of the Mt Gardiner Road Upgrade Project.
- Monthly progress reports completed for DILGP funded projects.
- Update regarding W4Q projects provided to Forrest Beach Progress Association for inclusion in FBPA newsletter.
- Undertaking development of operational budgets for 2017/2018.



- 2017/2018 reseal program provided to FNQROC for inclusion with regional reseal contract. Currently identified sections included from the following roads
  - Toobanna School Road
  - Boyd Street
  - Rosendahl Street
  - Doyle Street
  - Pelican Street
  - Orient Road
  - McKenzie Street
  - Skinner Street
  - Britton Street
  - Myer Street
  - Rankin Street
  - Bloodwood Street
  - Forrest Drive
  - Bill Johnson Drive
  - Fern Street (cul de sac)
  - Hamleigh Road

## GRANTS

- Department of Infrastructure, Local Government and Planning – 2016/2017 Works for Queensland – This program allocated \$2,220,000 to Hinchinbrook Shire Council to undertake job creating maintenance and minor infrastructure works relating to assets owned or controlled by Council. After numerous meetings, the following project proposals were agreed upon: Gort Street And Fanning Street – road widening; John Dory Street – road widening; Acacia Street – road widening; Long Pocket Road – road widening; Forrest Glen to Leichhardt Street – concrete footpaths; Netball Court Amenities Upgrade; Hinchinbrook Aquatic Centre Water Park; Halifax Transfer Station Green Waste Concrete Slab; Kelly Theatre Upgrade. Projects have been endorsed by the Department, with HSC receiving the 60% disbursement (\$1,332,000) 23 February 2017. Projects require completion by 30 November 2017.
- Department of Infrastructure and Regional Development - Building Better Regions Fund (BBRF): (replaces National Stronger Regions Fund) Federal Government -To create jobs, drive economic growth and build stronger regional communities. INFRASTRUCTURE PROJECTS STREAM: Will support projects which involve the construction of new infrastructure, or the upgrade or extension of existing infrastructure that provide economic and social benefits. Hinchinbrook Shire Council submitted a joint application with Catalyst Power for the Hinchinbrook Innovative Renewable Energy Precincts application 28 February 2017. This project comprises the installation of large capacity PV Solar arrays linked to battery storage, and monitored and controlled by a remote SCADA system throughout 8 sites. These sites can then be interfaced to become an aggregated generator to enable export capability through a Virtual Metering Solution. Total estimated Project Cost \$3,000,000; HSC co-contribution \$750,000; Funding \$2,250,000. Projects must be completed by 31 December 2019.
- Department of Infrastructure and Regional Development - Building Better Regions Fund (BBRF): (replaces National Stronger Regions Fund) Federal Government -To create jobs, drive economic growth and build stronger regional communities. COMMUNITY INVESTMENT STREAM: Will fund community building activities including, but not limited to, new or expanded local events, strategic regional plans, and leadership and capability building activities. These projects will deliver economic benefits to regional and remote communities. HSC proposes to submit the Broadwater Recreational Node application on improving access and promotion of the Broadwater Trail by 31 March 2017. Estimated project cost \$130,000; HSC contribution \$32,500; Funding \$97,500. Projects must be completed by 31 December 2019.
- The Australian Government committed funding for the National Climate Change Adaptation Research Facility (NCCARF) to undertake a program to support national capacity development and deliver guidance that helps local decision makers manage climate risks. HSC submitted a proposal in being a test case for the CoastAdapt tool, which will explore the performance of the tool in real life adaptation decision making situations. Application was submitted 10 February 2017 for a 2017 Hinchinbrook Storm Surge Study, with NCCARF providing a budget of \$3,000 to ensure there is capacity to incorporate CoastAdapt into the planning process. UNSUCCESSFUL, with CoastAdapt advising they did not possess the expertise to undertake this level of planning, and therefore HSC was unsuitable to be a test case.



- Council On The Ageing (COTA) together with the Qld Government supports the building of an age friendly Qld. Funding of \$1,000 is available to assist in the facilitation of Seniors Week events, to be held between 19-27 August 2017. Submitted application 28 March 2017 for a Seniors Morning Tea to be held in the Shire Hall. Estimated Project Cost \$7,500; HSC Cost \$6,500; Funding \$1,000.
- Department of State Government – Building Our Regions – ROUND 3 - Region Capital Fund: HSC has been invited to submit a detailed application after submission of the successful Expression of Interest in relation to the Herbert River Water Treatment Plant. Estimated Total Project Cost \$4 million; Co-Contribution \$2,160,000 (54%); Funding \$1,840,000 (46%). This project will undertake an investigation, design and construction of an approximately 2ML/day water treatment plant to supplement the Ingham supply when the Herbert River is unable to be sourced due to highly turbid waters. Detailed applications are required to be submitted by 7 April 2017. Currently in discussion with GHD re: Concept Report.
- Department of Infrastructure and Regional Development – Bridges Renewal Program – Round 3. The objectives of the programme are to upgrade and repair bridges to enhance access for local communities and facilitate higher productivity vehicle access. Eligible for funding: - Bridge replacement projects; Bridge upgrade projects; New bridges replacing an existing water crossing; Approach Roads (reasonable length). Applications close 15 May 2017, requiring a 50% co-contribution.
- Department of National Parks, Sport and Racing – Get out Get Active - The Get Out, Get Active program provides funding for community-based sport and recreation opportunities aimed at women and girls who are either currently inactive or would otherwise benefit from further participation. Funding of up to \$40,000 is available, requiring a 20% co-contribution. Applications close 28 April 2017.

## SURVEY

Projects Underway this month:

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

Other activities this month:

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

## ASSETS AND INFRASTRUCTURE

Projects underway this month include:

- Asset Management Plans – Assetic is finalising the models and is on track to provide Council with a copy in April. The plans will then be collated and are expected to be presented to Council in early May.
- Langtree Consulting is finalising the unit rates of the pipes and culverts, which is expected to be received in April. Once received the asset register will be finalised then uploaded to Council's financial system.
- Grids and Gates Policy –TEi Services Pty Ltd has provided draft standard drawings for the cattle grids. Council officers will commence consultation with the affected stakeholders individually in May to discuss the draft policy and changes, in which comments will be reviewed and the policy then presented to Council for adoption.
- Vehicle Access Policy – To be presented to Council for adoption in the April Council meeting.
- Lagoon Creek Bridge – Contract to be awarded in the April Council Meeting.
- Lee and Yard Creek Bridge – Quotations close on Tuesday, 4 April 2017 at 2:00pm. Contractors attended a compulsory site inspection. Four contractors attended the Lee Creek Bridge inspection and three contractors attended the Yard Creek Bridge inspection.



- Wattle Street Footpath Works - Council's compliance officer has undertaken an inspection to determine properties that have vegetation on the front footpath that will need to be removed as part of the works. Ten properties have been identified as having vegetation at the front of their property. Five have been successfully contacted by phone, with the majority of the feedback being good. Some further investigations are required.
- The Asset Inspector commenced roughometer runs on the Class 4 and 5 unsealed roads.

Other activities this month:

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

### WATER AND SEWERAGE

Please see the Water and Sewerage Works Program Report.

### EXTERNAL MEETINGS

- AECOM, Ingham – Thursday, 2 March 2017
- FNQROC Meeting, Cairns - Monday, 13 March 2017
- Qld Fire Emergency Services Representatives, Ingham – Wednesday, 22 March 2017



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EXECUTIVE MANAGER ENGINEERING SERVICES MONTHLY STATUS REPORT – APRIL 2017

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For Council Decision – Recommendation

That the Report be received and noted.

*Resolution Number – 280317-32 – Regional Supply and Delivery of Water Chemicals*

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

*Status:*

*April 2017 Update – Amended Report prepared for April Meeting of Council, for new resolution.*

*Matter Closed*

*Resolution Number – 280317-18 – Fluoridation of Shire Water Supply*

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

*Status:*

*April 2017 Update – Paperwork submitted to Old Health. Public Notice in newspaper 1 April. Contractors engaged and working on decommission process and will be onsite 2 May 2017.*

*Resolution Number – 280317-14 – RF001431 – Supply and Delivery of Two Fuel Trailers*

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

*Status:*

*April 2017 Update – Order has been placed, unsuccessful offerers notified.*

*Matter Closed*

*Resolution Number – 280317-13 – RF001428 – Supply and Delivery of One Zero Turn Mower*

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

*Status:*

*April 2017 Update – Order has been placed, unsuccessful offerers notified.*

*Matter Closed*

*Resolution Number – 280317-12 – Tender HSC 17/02 – Supply and/or Supply and Delivery of Manufactured Premix*

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

*Status:*

*April 2017 Update – No further action required.*

*Matter Closed*



*Resolution Number – 280317-11 – Tender HSC 17/01 – Supply of Drainage Pipes, Box Culverts and Headwalls*

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

*Status:**April 2017 Update – No further action required.**Matter Closed**Resolution Number – 280317-10 – Detailed Application – Building our Regions – Round 3 – Herbert River Water Treatment Plant*

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

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

*Status:**April 2017 Update – Resolution noted. Preparation of application in progress. Closing date extended to 28 April 2017.**Matter Closed**Resolution Number - 280217-09 – Proposed Change to Road Register*

That Council:

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

*Status:**April 2017 Update – Survey and design currently being undertaken. Works to be programmed.**March 2017 Update – Survey and design currently being undertaken. Works to be programmed.**Resolution Number - 310117-09 – Herbert River Flood Depth and Hazard Maps*

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

*Status:**April 2017 Update – Public consultation on hold pending State Government approval for Town Planning Scheme public consultation.**March 2017 Update – Public consultation is scheduled to occur in April 2017.**February 2017 Update – Public consultation is scheduled to occur in April 2017.*



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

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

*Status:*

*April 2017 Update – AECOM currently preparing draft report.*

*March 2017 Update – AECOM currently preparing draft report.*

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

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

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

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

*Status:*

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

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

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

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

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

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

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

*September 2016 Update – No progress.*





## REPORT TO COUNCIL

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WATER AND SEWERAGE WORKS PROGRAM REPORT

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

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## Officers Comment

This Water and Sewerage Program Report is to be presented at Council's Ordinary Meeting scheduled to be held on 26 April 2017.

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## Works Currently in Progress

Major Works Performed During March 2017

- Work on the refurbishment of the Lucinda Low Level Reservoir is continuing. Awaiting final inspection from GHD.
- Replacement Forrest Beach high lift pump procurement
- Installation of No.2 Macknade high lift pump

Works Scheduled to be Completed During April 2017, Weather Permitting

- Design for Hunter Street water main replacement
- Installation of new drinking fountains with dog friendly bowls
- Design for trickling filter refurbishment

Works Scheduled to Commence During April 2017

- Flow meter procurement
- Refurbishment of trickling filter procurement
- Replacement of sewerage pump station lids
- Replacement of switchboard at Ingham Sewerage Treatment Plant
- Replacement of floating cover at Halifax Depot WPS

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Author: Peter Martin

Position: Manager Water and Sewerage

Date: 10/04/17









Assessment/Design



Procurement



Construction

## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 MARCH 2017

## Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/17			2016/2017 Actual Expenditure	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
Install Pumps River Pump Station Bores (RIVER PUMP STATION BORES 15-16)	\$32,000	\$0	\$32,000	\$51,608	• Project complete. All bores are operational.												
					Lifetime Expenditure = \$77,438		Lifetime Budget = \$58,000										
					Project Completed		Assets Created/Project Capitalised										
					2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast						C				C		
					Actual								C		C		C
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual					C		C					
Refurbish Filter Systems (WATER FILTRATION 15-16)	\$201,000	\$0	\$201,000	\$103,794	• Distribution boxes for the sand filters at the Ingham Depot Water Treatment Plant to be installed.												
					Lifetime Expenditure = \$203,660		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										
Water Security Fencing and CCTV (DEPOT WTP UPGRADES 15-16)	\$82,000	\$0	\$82,000	\$34,563	• CCTV Installed. Waiting for application to be rolled out and viewing program to be installed.												
					Lifetime Expenditure = \$202,507		Lifetime Budget = \$250,000										
					Project Completed		Assets Created/Project Capitalised										
					2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast											C	
					Actual									C		C	
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	C					C			C	C		
					Actual	C											





Assessment/Design



Procurement



Construction

## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 MARCH 2017

## Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/17			2016/2017 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Fire Hydrant and Valve Exercising Program (HYDRANT & VALVE PROGRAM 15-16)	\$37,000	\$0	\$37,000	\$17,078	• Complete.
					Lifetime Expenditure = \$110,203      Lifetime Budget = \$130,000
					Project Completed <input checked="" type="checkbox"/> Assets Created/Project Capitalised <input type="checkbox"/>
					2015/16   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					2016/17   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Purchase New Hand Held Meter Reader (WATER INSTRUMENTS15-16)	\$20,000	\$0	\$20,000	\$12,122	• Complete.
					Lifetime Expenditure = \$12,122      Lifetime Budget = \$20,000
					Project Completed <input checked="" type="checkbox"/> Assets Created/Project Capitalised <input type="checkbox"/>
					2015/16   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input 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"/>
					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 checked="" type="checkbox"/>
					2016/17   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Sewerage Switchboard Replacement 6-12-17-19 (SEW SWITCH REP 14-15)	\$13,000	\$0	\$13,000	\$12,576	• Workshop has completed construction of poles and walkways.
					Lifetime Expenditure = \$99,536      Lifetime Budget = \$100,000
					Project Completed <input type="checkbox"/> Assets Created/Project Capitalised <input type="checkbox"/>
					2015/16   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
					2016/17   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>





Assessment/Design



Procurement



Construction

## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 MARCH 2017

## Water and Sewerage Capital Works Progress Report

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





Assessment/Design



Procurement



Construction

## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 MARCH 2017

## Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/17			2016/2017 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Clarigester No. 2 Refurbishment (SEWER T/MENT PLANT REFURBS 15-16)	\$143,000	\$0	\$143,000	\$144,172	• Complete.
					Lifetime Expenditure = \$151,137      Lifetime Budget = \$150,000
					Project Completed <input checked="" type="checkbox"/> Assets Created/Project Capitalised <input type="checkbox"/>
					2015/16   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					2016/17   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Pump Station Lid Replacement (SPS LID REPLACEMENT 15-16)	\$25,000	\$0	\$25,000	\$0	• RFQ Closed in March
					• Austral International has been awarded the contract for supply and installation of new pump station lids.
					Lifetime Expenditure = \$0      Lifetime Budget = \$25,000
					Project Completed <input type="checkbox"/> Assets Created/Project Capitalised <input type="checkbox"/>
					2015/16   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					2016/17   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
Replace Sewerage Pumps (SEWER PUMPS UPGRADE 15-16)	\$42,000	\$0	\$42,000	\$0	Lifetime Expenditure = \$8,105      Lifetime Budget = \$50,000
					Project Completed <input type="checkbox"/> Assets Created/Project Capitalised <input type="checkbox"/>
					2015/16   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					2016/17   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					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"/>
Capital Works Carry Overs	\$1,088,000	\$0	\$1,088,000	\$699,736	





Assessment/Design



Procurement



Construction

## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 MARCH 2017

## Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/17			2016/2017 Actual Expenditure	Comments & Project Timeline														
	HSC Budget	Other Source	Total																
2016-2017 Capital Projects																			
New Water Connections 16-17 (NEWWATCONN 16-17)	\$50,000	\$0	\$50,000	\$25,909	<ul style="list-style-type: none"><li>Delivered by Council staff.</li><li>New connections installed as required.</li></ul>														
					Project Completed					Assets Created/Project Capitalised									
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	C													
					Actual	C													
Lucinda Low Level Reservoir Refurbishment (LUCINDA L/LEVEL RES REFURB 15-16)	\$500,000	\$0	\$500,000	\$396,765	<ul style="list-style-type: none"><li>Waiting on final inspection from GHD.</li></ul>														
					Project Completed					Assets Created/Project Capitalised									
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast				C										
					Actual							C							
Ingham WPS Creek Crossing Bridge Renewal (17W-BLDG-R1)	\$150,000	\$0	\$150,000	\$50	<ul style="list-style-type: none"><li>Keita Services has been awarded the contract for the bridge renewal.</li><li>Contractor has received all materials. Installation after the wet season.</li></ul>														
					Project Completed					Assets Created/Project Capitalised									
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast						C						C		
					Actual										Feb	C			
Renewal of Existing Water Conn 16-17 (17W-CONN-R2)	\$15,000	\$0	\$15,000	\$12,752	<ul style="list-style-type: none"><li>To be delivered by Council staff.</li><li>Replacements as required.</li></ul>														
					Project Completed					Assets Created/Project Capitalised									
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	C													
					Actual											Feb	C		
Install Flowmeter Trebonne BPS (17W-FLOW-N1)	\$15,000	\$0	\$15,000	\$0	<ul style="list-style-type: none"><li>Procurement only in March. Installation will be completed by HSC staff in April.</li></ul>														
					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			





Assessment/Design



Procurement



Construction

## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 MARCH 2017

## Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/17			2016/2017 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Install Flowmeter Washaway BPS (17W-FLOW-N2)	\$15,000	\$0	\$15,000	\$0	• Procurement only in March. Installation will be completed by HSC staff in April.
					Project Completed
					Assets Created/Project Capitalised
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast Actual
Replace Macknade Generator - Auto Start (17W-GENT-R1)	\$50,000	\$0	\$50,000	\$40,963	• Complete.
					Project Completed
					Assets Created/Project Capitalised
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast Actual
Fire Hydrant Replacements 16-17 (17W-HYDT-R1)	\$25,000	\$0	\$25,000	\$1,996	• To be delivered by Council staff.
					Project Completed
					Assets Created/Project Capitalised
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast Actual
Water Main Replacements 16-17 (17W-MAIN-R1)	\$200,000	\$0	\$200,000	\$0	• Preliminary Hunter Street design. Detail work to be completed in April.
					Project Completed
					Assets Created/Project Capitalised
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast Actual
Recirculation System - Lucinda Reservoir (17W-PUMP-N1)	\$30,000	\$0	\$30,000	\$7,115	• New Pump has arrived. Preliminary works commenced. New main will be installed after contractors finish tank refurbishment.
					Project Completed
					Assets Created/Project Capitalised
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast Actual





Assessment/Design



Procurement



Construction

## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 MARCH 2017

## Water and Sewerage Capital Works Progress Report

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





Assessment/Design



Procurement



Construction

## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 MARCH 2017

## Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/17			2016/2017 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Valve Replacements (17W-VALV-R1)	\$25,000	\$0	\$25,000	\$9,329	<ul style="list-style-type: none"> <li>To be delivered by Council staff.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>C</div>
					<div>Actual</div> <div>C</div>
Install Flowmeter SPS1 (17S-FLOW-N1)	\$30,000	\$0	\$30,000	\$0	<ul style="list-style-type: none"> <li>Procurement only in March. Installation to be completed by HSC staff in April.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div> <div>C</div>
					<div>Actual</div>
Install Flowmeter SPS4 (17S-FLOW-N2)	\$30,000	\$0	\$30,000	\$0	<ul style="list-style-type: none"> <li>Procurement only in March. Installation to be completed by HSC staff in April.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div> <div>C</div>
					<div>Actual</div>
Install Flowmeter SPS5 (17S-FLOW-N3)	\$30,000	\$0	\$30,000	\$0	<ul style="list-style-type: none"> <li>Procurement only in March. Installation to be completed by HSC staff in April.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div> <div>C</div>
					<div>Actual</div>
Wetlands Inlet - pH, DO and Conductivity Sensors (17S-INST-N1)	\$15,000	\$0	\$15,000	\$0	<ul style="list-style-type: none"> <li>Installation to be undertaken by Council staff.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>C</div>
					<div>Actual</div>
Reline 150mm Gravity Sewer 16-17 (17S-MAIN-R1)	\$250,000	\$0	\$250,000	\$237,206	<ul style="list-style-type: none"> <li>Interflow Pty Ltd has completed project.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>C</div>
					<div>Actual</div> <div>C</div> <div>C</div>





Assessment/Design



Procurement



Construction

## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 MARCH 2017

## Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/17			2016/2017 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Manhole Refurbishment 16-17 (17S-MANH-R1)	\$150,000	\$0	\$150,000	\$13,256	<ul style="list-style-type: none"> <li>Council staff have commenced raising manholes.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Replace Sewerage Pump Station Lids 16-17 (17S-SPSU-R1)	\$25,000	\$0	\$25,000	\$0	<ul style="list-style-type: none"> <li>RFQ Closed in March</li> <li>Austral International has been awarded the contract for supply &amp; Installation of New Pump Station Lids.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
General Sewerage Pump Replacement 16-17 (17S-SPSU-R2)	\$25,000	\$0	\$25,000	\$0	<ul style="list-style-type: none"> <li>Sewerage pumps to be procured as part of pump station refurbishments (SPS 12 and 15)</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Replace Switchboard ISTP (17S-SWBD-R1)	\$150,000	\$0	\$150,000	\$14,305	<ul style="list-style-type: none"> <li>Jeff &amp; Pitsi Lahtinen Electrical have been award the contract to replace the ISTP switchboard.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Replace RMF Server (17S-TELM-R1)	\$30,000	\$0	\$30,000	\$2,543	<ul style="list-style-type: none"> <li>Equipment has been ordered. Expecting delivery in April.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>





Assessment/Design



Procurement



Construction

## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 MARCH 2017

## Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/17			2016/2017 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Upgrade Sewer TLC-02-01 to TLX 16-17 (17S-TELM-R2)	\$15,000	\$0	\$15,000	\$2,517	<ul style="list-style-type: none"> <li>Works to be undertaken by contractors.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Refurbishment Trickling Filter Ingham STP (17S-TPTU-R1)	\$110,000	\$0	\$110,000	\$0	<ul style="list-style-type: none"> <li>Works to be undertaken by both contractors and Council staff.</li> <li>Preliminary Deisgn started. To be completed in April.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Replace Handrails/Walkways Digesters (17S-TPTU-R2)	\$30,000	\$0	\$30,000	\$15,218	<ul style="list-style-type: none"> <li>Works to be undertaken by Council's Workshop.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/17</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
2016/2017 Capital Works	\$2,285,000	\$0	\$2,285,000	\$784,252	





Assessment/Design



Procurement



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## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 MARCH 2017

## Water and Sewerage Capital Works Progress Report

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

## SIGNIFICANT OPERATIONAL PROJECTS

Develop Hydraulic Model of Water Assets (WATER HYDRAULICS 15-16)	\$21,000	\$0	\$21,000	\$20,250	• Complete.
					Lifetime Expenditure = \$54,358      Lifetime Budget = \$50,000
					Project Completed <input checked="" type="checkbox"/>
					2015/16   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <span style="background-color: red; color: white;">A</span>
					Actual <span style="background-color: red; color: white;">A</span>
					2016/17   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <span style="background-color: red; color: white;">A</span>
New Inlet Structure - ISTP Design (17S-ENG-N1)	\$50,000	\$0	\$50,000	\$0	• AECOM appointed to complete investigation and design stage.
					Project Completed <input type="checkbox"/>
					2016/17   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <span style="background-color: red; color: white;">A</span>
Planning, Design, Assessment SPS Upgrades (17S-ENG-N2)	\$100,000	\$0	\$100,000	\$0	• AECOM have provided final report. Final documents are being reviewed.
					Project Completed <input type="checkbox"/>
					2016/17   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <span style="background-color: red; color: white;">A</span>
Develop Hydraulic Model of Sewerage Assets (SEWER HYDRAULICS 15-16)	\$26,000	\$0	\$26,000	\$16,430	• Waiting on finalised report.
					Lifetime Expenditure = \$50,195      Lifetime Budget = \$65,000
					Project Completed <input type="checkbox"/>
					2015/16   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <span style="background-color: red; color: white;">A</span>
					Actual <span style="background-color: red; color: white;">A</span>
					2016/17   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <span style="background-color: red; color: white;">A</span>
					Actual <span style="background-color: red; color: white;">A</span>



Macknade Pump No 2 Installation - now complete



Renewal of Water Connections





Raising of Valve & Hydrant





## Water & Sewerage Works Request Report



**For the Month of March 2017**

Category	Request Lodged	Action Completed	Percentage Completed	
Installed New Connection	1	1	100.0%	
Repaired Broken Service	12	12	100.0%	
Low Pressure	0	0		
Sewerage Odour	0	0		
Replaced Jumper Valve	3	3	100.0%	
Repair Broken Main	0	0		
Dirty Water	1	1	100.0%	
Sewerage Blockage	0	0		
Other Requests	54	48	88.9%	
<b>TOTALS:</b>	<b>71</b>	<b>65</b>	<b>91.5%</b>	

## Water & Sewerage Works Request Report

**For the Financial Year to March 2017**

Category	Request Lodged	Action Completed	Percentage Completed	Comments
Installed New Connection	15	15	100.0%	
Repaired Broken Service	111	111	100.0%	
Low Pressure	0	0		
Sewerage Odour	0	0		
Replaced Jumper Valve	34	34	100.0%	
Repair Broken Main	6	6	100.0%	
Dirty Water	9	9	100.0%	
Sewerage Blockage	1	1	100.0%	
Other Requests	363	349	96.1%	
<b>TOTALS:</b>	<b>539</b>	<b>525</b>	<b>97.4%</b>	

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 MARCH 2017



### 1. WATER

	Ingham River PS	Martin St. Depot WTP	Halifax WTP	Macknade WTP	Forrest Beach WTP
Total KI Pumped	0	107964	0	26357	12646
Previous Month	7	97740	0	21023	12352
	Halifax Depot	Ing to F/Bch Flow			
Total KI Pumped	1882	3482			
Previous Month	1766	3038			

### 2. WATER CONSUMPTION

	Total KI	Mean Day	Max Day	Min Day	l/c/d	Prev. Month
SCHEME 1 - Ingham/Toobanna/Trebonne	102599	3664	4400	2262	503	456
SCHEME 2 - Halifax/Lucinda/Cordelia/Macknade/Taylors Beach	28239	1009	5544	369	286	231
SCHEME 3 - Forrest Beach	12646	408	590	256	301	294

### 3. SEWERAGE

	Total KI	Mean Day	Max Day	Min Day	Prev Month Total KI	Prev Month Mean Day
Ingham Sewerage Treatment Plant - Inlet Flow	171116	5520	14726	2000	201644	7202
Ingham Sewerage Treatment Plant - Pumped to Community Wetlands	61564	1986	3130	1056	61781	2206
Ingham Sewerage Treatment Plant - Outlet Flow to Herbert River - W3	80559	2599	11726	0	117744	3798
Hinchinbrook Community Wetlands - Inlet Flow	59161	1908	2182	1025	57490	1855
Hinchinbrook Community Wetlands - Outlet Flow - W1	Meter US	0	0	0	Meter US	0
Lucinda Sewerage Treatment Plant - Outflow to Irrigation	0	0	0	0	437	16
Lucinda Sewerage Treatment Plant - Outflow _ W2 - Ocean	0	#DIV/0!	0	0	0	0
Trebonne Sewerage	15866	512	802	305	16300	582

## Escherichia Coli Health Compliance Quarterly Report



Ingham Water Supply - Raw Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	2	4	3	0	9
Tests Failures	1	1	2	0	4
Tests Passed	1	3	1	0	5
% Passed	50.00%	75%	33%	#DIV/0!	56%

Ingham Water Supply - TREATED Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	2	4	3	0	9
Tests Failures	0	0	0	0	0
Tests Passed	2	4	3	0	9
% Passed	100%	100%	100%	#DIV/0!	100%

Ingham Water Supply - Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	20	13	19	0	52
Tests Failures	0	0	0	0	0
Tests Passed	20	13	19	0	52
% Passed	100%	100%	100%	#DIV/0!	100%

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

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

Forrest Bch Water Supply- Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	13	11	12	0	36
Tests Failures	0	0	0	0	0
Tests Passed	13	11	12	0	36
% Passed	100%	100%	100%	#DIV/0!	100%

Lower Herbert Water Supply - Raw Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	1	2	2	0	5
Tests Failures	0	1	2	0	3
Tests Passed	1	1	0	0	2
% Passed	100%	50%	0%	#DIV/0!	40%

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

Lower Herbert Water Supply- Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	14	11	14	0	39
Tests Failures	0	0	0	0	0
Tests Passed	14	11	14	0	39
% Passed	100%	100%	100%	#DIV/0!	100%

		NO. of TESTS	NO. of Passes	FAILURES	Compliance
INGHAM	Reticulation	26	26	0	100%
TREBONNE	Reticulation	8	8	0	100%
TOOBANNA	Reticulation	6	6	0	100%
BLACKROCK	Reticulation	12	12	0	100%
FORREST BCH	Reticulation	36	36	0	100%
TAYLORS BCH	Reticulation	5	5	0	100%
MKD/BEM	Reticulation	10	10	0	100%
HALIFAX	Reticulation	15	15	0	100%
LUCINDA	Reticulation	7	7	0	100%
CORDELIA	Reticulation	2	2	0	100%
TOTAL		127	127	0	100%

SCHEME 1 - INGHAM SUPPLY	52	52	0	100%
SCHEME 2 - L/ HERBERT SUPPLY	39	39	0	100%
SCHEME 3 FORREST BCH SUPPLY	36	36	0	100%
HINCHINBROOK WATER SUPPLY	127	127	0	100%









## REPORT TO COUNCIL

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ENGINEERING SERVICES WORKS PROGRAM REPORT

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

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## Officers Comment

This Works Capital Program Report is to be presented at Council's Ordinary Meeting scheduled to be held on 26 April 2017

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

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## Works Currently in Progress

Major Works Performed During March 2017

- 16D5 - Origlasso Street Drain
- 17T2 - Mt Fox Road Upgrades
- 17FFS - Fast Flowing Water Signs
- 17K1 - Improvements to Non-Compliant Crossings

Works Scheduled to be Completed During April 2017, Weather Permitting

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

Works Scheduled to Commence During April 2017

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

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Author: Steve Hall  
Position: Works Manager  
Date: 07/04/17



Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/2017			2015/2016 Budget Carry Forward	2016/2017 Expenditure includes commitments	Comments & Project Timeline													
	HSC Budget	Other Source	Total																
2016-2017 Capital Projects																			
Safety and Amenity Improvement Program (17R1)	\$55,000		\$55,000		\$38,940	<ul style="list-style-type: none"><li>• Works undertaken on improving footpath access at Halifax adjacent to the pharmacy.</li><li>• Disability access adjacent to NAB has been postponed until extent of CBD works has been determined.</li><li>• Footpath amendments adjacent to Police Station completed.</li><li>• Costs to be reviewed with additional works to be programmed based on remaining funding.</li></ul>													
						Project Completed				Assets Created/Project Capitalised									
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast										C			
						Actual					C								
Insitu Stabilising of Class 5 Roads (17R2)	\$250,000		\$250,000		\$7,607	<ul style="list-style-type: none"><li>• Road list has been received from Assets and Infrastructure Department.</li><li>• RFQ for Cantamessa Road has been called through the Procurement Panel.</li><li>• RFQ has been evaluated and approved. Consultant to be advised in due course.</li></ul>													
						Project Completed				Assets Created/Project Capitalised									
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast												C	
						Actual													
Supplementary Road Rehabilitation (17R3)	\$210,000		\$210,000			<ul style="list-style-type: none"><li>• Roads have been identified and survey has been programmed.</li><li>• Milton and Allendale Road identified as proposed work locations.</li><li>• Works Manager has completed a road run and is currently developing a cost for upgrading any drainage improvements required.</li></ul>													
						Project Completed				Assets Created/Project Capitalised									
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast												C	
						Actual													
Ann Street Reconstruction (17R4)	\$300,000		\$300,000		\$14,648	<ul style="list-style-type: none"><li>• Contract for design works was awarded to Visser Valor Consulting.</li><li>• Plans have been reviewed and amendments have been sent back to the consultant for finalisation. Consultant currently working with affected stakeholders for required approvals.</li><li>• Works to be undertaken utilising Council's Works Department.</li></ul>													
						Project Completed				Assets Created/Project Capitalised									
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast												C	
						Actual													



Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/2017			2015/2016 Budget Carry Forward	2016/2017 Expenditure includes commitments	Comments & Project Timeline														
	HSC Budget	Other Source	Total																	
Abbott Street Rehabilitation Works (17R5)	\$200,000		\$200,000		\$71,782	<ul style="list-style-type: none"><li>• Works completed on widen section of Abbott Street.</li><li>• Works to commence on formalisation of road closure of offset road adjacent to Hopkins Street and construction of footpath from Mary MacKillop Early Learning through to existing pedestrian crossing.</li></ul>														
							Project Completed					Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast							C					C		
						Actual								C						
Boards Road Drainage and Formation Works (17R6)	\$100,000		\$100,000			<ul style="list-style-type: none"><li>• Works to be undertaken utilising Council's Works Department.</li><li>• Preliminary design has been finalised and signed off.</li><li>• Project documentation has been distributed.</li><li>• Prestart Meeting scheduled for 6 April 2017.</li></ul>														
							Project Completed					Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast												C		
						Actual														
Willow Street Widen Eastern Side (17R7)	\$280,000		\$280,000		\$139,716	<ul style="list-style-type: none"><li>• Works undertaken utilising Council's Works Department.</li><li>• Works completed.</li></ul>														
							Project Completed				ü		Assets Created/Project Capitalised							
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast									C					
						Actual									C					
Bridge Inspections and Designs (17B1)	\$150,000		\$150,000		\$27,502	<ul style="list-style-type: none"><li>• Langtree Consulting have completed approximately 70% of the work. They require some further inspections of the bridges to ensure the componentisation and valuations are accurate.</li></ul>														
							Project Completed					Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast										A				
						Actual										A				
Lagoon Creek Bridge (17B2)		\$500,000	\$500,000		\$36,363	<ul style="list-style-type: none"><li>• Tenders have closed, with only one tender being received. GHD have completed the assessment based on a value for money. A report will be presented to the April meeting to award this tender.</li></ul>														
							Project Completed					Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast												C		
						Actual														



Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/2017			2015/2016 Budget Carry Forward	2016/2017 Expenditure includes commitments	Comments & Project Timeline												
	HSC Budget	Other Source	Total															
Lee Creek Bridge (17B3)		\$250,000	\$250,000		\$32,182	<ul style="list-style-type: none"><li>• The RFQ was issued with a compulsory site inspection held 22 March 2017. Four interested contractors attended the inspection.</li><li>• Quotations close Tuesday 4 April 2017 at 2:00pm.</li><li>• Council have received back written acknowledgments from the property owners where the detour will be located.</li><li>• At this stage the timeline for works is still approximate until final confirmation can be recieved from the contractor once the project is awarded.</li></ul>												
						Project Completed				Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast												C
						Actual												
Yard Creek Bridge (17B4)	\$200,000	\$50,000	\$250,000		\$27,098	<ul style="list-style-type: none"><li>• The RFQ was issued with a compulsory site inspection held 22 March 2017. Three interested contractors attended the inspection.</li><li>• Quotations close Tuesday 4 April 2017 at 2:00pm.</li><li>• Letters have been sent to all property owners who will be affected by the works. No feedback has been recieved so far.</li><li>• At this stage the timeline for works is still approximate until final confirmation can be recieved from the contractor once the project is awarded.</li></ul>												
						Project Completed				Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast												C
						Actual												
Kerb and Channel Rehabilitation Program (17KR - Parent Project)	\$300,000		\$300,000		\$4,296	<ul style="list-style-type: none"><li>• Prestart meeting scheduled for Miles &amp; Griffith Street for 4 April 2017. Purchasing and communication policies are being put in place.</li></ul>												
						Project Completed				Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast												C
						Actual												
Improvements to Non Compliant Crossings (17K1)	\$60,000		\$60,000		\$43,666	<ul style="list-style-type: none"><li>• Crossing adjacent to Coles has been completed.</li><li>• Crossing beside Halifax Hotel has been completed.</li><li>• Another site has been identified for Dungeness and will be scheduled when crews become available.</li></ul>												
						Project Completed				Assets Created/Project Capitalised								
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast								C			C	
						Actual								C				



Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/2017			2015/2016 Budget Carry Forward	2016/2017 Expenditure includes commitments	Comments & Project Timeline													
	HSC Budget	Other Source	Total																
Footpath Rehabilitation Program (17FR - Parent Project)	\$150,000		\$150,000		\$20,713	• Prestart meeting is scheduled for Davidson Street and Abbott Street on 4 April 2017.													
							Project Completed					Assets Created/Project Capitalised							
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast												C	
						Actual													
McIlwraith Street - Townsville Road to Dutton Street (17F1)	\$300,000	\$300,000	\$600,000		\$549,788	• Stage 1 Works of the Shared Footpath by OTL progressing with small delays as a result of disaster preparation. Works nearing completion. • Stage 2 Works of the Shared Footpath by Keita progressing with small delays as a result of disaster preparations. Works nearing completion.													
							Project Completed					Assets Created/Project Capitalised							
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast						C							
						Actual										C			
Ingham Building Our Regions Footpath (17F2)	\$960,000	\$640,000	\$1,600,000		\$39,260	• Tender HSC 17/10 Hinchinbrook Shared Footpath Connectivity Project closed on 20 March 2017. • Report to go to Council on 26 April 2017 Ordinary meeting.													
							Project Completed					Assets Created/Project Capitalised							
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast												C	
						Actual													
Annual Reseal Program (17RS)	\$487,000		\$487,000		\$341,516	• Works commenced on 14 November 2016. • Initial scope completed. • Costs to be reviewed with additional areas to be completed with the remaining budget. • Additional works have been scoped and preparation works have commenced.													
							Project Completed					Assets Created/Project Capitalised							
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast					C					C			
						Actual					C								
Annual Gravel Resheeting Program (17GRS)	\$249,000		\$249,000		\$6,252	• Pre start meeting held on 10 February 2017. • Works to be undertaken utilising Council's Works Department.													
							Project Completed					Assets Created/Project Capitalised							
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast											C		
						Actual													



Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/2017			2015/2016 Budget Carry Forward	2016/2017 Expenditure includes commitments	Comments & Project Timeline																
	HSC Budget	Other Source	Total																			
Rehabilitation Program - Replace Grated Entry with Kerb Entry (17D1)	\$15,000		\$15,000		\$21,368	<ul style="list-style-type: none"><li>• Works completed.</li><li>• Works undertaken by Council's Works Department.</li></ul>																
							Project Completed			u	Assets Created/Project Capitalised											
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
						Forecast			C													
						Actual				C												
Urban Drainage Upgrade Program (17D2)	\$150,000		\$150,000		\$20,238	<ul style="list-style-type: none"><li>• Works undertaken on drainage in Halifax.</li><li>• Works undertaken by Council's Works Department.</li><li>• Funds to be utilised for the Palm Creek Flood Water Conveyance Improvement Project.</li></ul>																
							Project Completed				Assets Created/Project Capitalised											
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
						Forecast					C							C				
						Actual					C											
Wallaman Falls Road (17T1)	\$202,000	\$202,000	\$404,000		\$122,704	<ul style="list-style-type: none"><li>• Additional scope has been reviewed with de-grassing and minor pavement repairs commenced. Due to seasonal rain scheduled works have been postponed until favourable conditions prevail.</li></ul>																
							Project Completed				Assets Created/Project Capitalised											
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
						Forecast						C		C								
						Actual							C									
Mt Fox Road Upgrades (17T2)	\$202,000	\$202,000	\$404,000		\$392,703	<ul style="list-style-type: none"><li>• Project is approximately 70% completed. Recent wet weather and preparations for a cyclone event has held up works.</li><li>• Cross road culverts, headwalls and aprons have been completed. Crews have commenced on the corner widenings and pavement widenings.</li><li>• Works undertaken by Council's Works Department.</li></ul>																
							Project Completed				Assets Created/Project Capitalised											
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
						Forecast			C						C							
						Actual		C														
Mt Gardiner Road (17T3)	\$100,000	\$100,000	\$200,000			<ul style="list-style-type: none"><li>• Works to be undertaken utilising Council's Works Department.</li><li>• Preliminary design in progress.</li></ul>																
							Project Completed				Assets Created/Project Capitalised											
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
						Forecast													C			
						Actual																



Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/2017			2015/2016 Budget Carry Forward	2016/2017 Expenditure includes commitments	Comments & Project Timeline												
	HSC Budget	Other Source	Total															
Dungeness Boat Ramp Car Park (15P1)				\$30,000	\$17,055	• All works and activities are postponed indefinitely, No further action is planned in the near future.												
						Project Completed						Assets Created/Project Capitalised						
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast												
Ingham Drainage Improvements (16D3)				\$100,000	\$43,035	• Works have been completed for the Ingham Ambulance Station access. • Meeting to be scheduled with EMES, property owner and lessee to discuss direction forward for drainage works adjacent to Victoria Mill Road. • Funds to be utilised for the Palm Creek Flood Water Conveyance Improvement Project.												
						Project Completed						Assets Created/Project Capitalised						
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast				C								C
Footpath Rehabilitation (16KRFR2)				\$55,000	\$44,227	• Haig Street Footpath Rehabilitation Works completed.												
						Project Completed						ü	Assets Created/Project Capitalised					
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	C											
Reseal Program (16RS)				\$35,000	\$28,109	• Reseal works completed on Tully Street.												
						Project Completed						ü	Assets Created/Project Capitalised					
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	C											
Kerb and Channel Rehab (McIlwraith and Morehead were WIP at year end) (16KR1 & 16KR2)				\$40,000	\$32,168	• Kerb and channel rehabilitation works completed on McIlwraith and Morehead Street.												
						Project Completed						ü	Assets Created/Project Capitalised					
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		C										
Parking Rehabilitation (16PR1)				\$30,000	\$29,765	• Disability accesses completed adjacent to Council office, Hair Ecstatic and Ingham Disability Support Services.												
						Project Completed						ü	Assets Created/Project Capitalised					
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast			C									



Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/2017			2015/2016 Budget Carry Forward	2016/2017 Expenditure includes commitments	Comments & Project Timeline														
	HSC Budget	Other Source	Total																	
Kerb Crossing Improvements to Non-Compliant Crossing (16K1)				\$8,000	\$8,457	• Kerb crossing improvements completed.														
							Project Completed				Ü			Assets Created/Project Capitalised						
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast				C										
						Actual				C										
Pennas Bridge (Project Ledger 310074)				\$234,000	\$167,416	• Project Completed.														
							Project Completed				Ü			Assets Created/Project Capitalised						
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast														
						Actual														
Perimeter Fencing Airport (16APF)				\$220,000	\$135,050	• Fencing is completed. Council's Works Department are to undertake vermin proofing where ruts, drainage courses, etc have created gaps under the fence.														
							Project Completed							Assets Created/Project Capitalised						
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast	C													
						Actual	C													
Origlasso Street Drain (16D5)				\$200,000	\$125,858	• Outstanding works include finishing touches in the private residences along the drain. Wet weather has held up completion of these works. • Wet site conditions have restricted works to be undertaken.														
							Project Completed							Assets Created/Project Capitalised						
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast							C							
						Actual								C						
Forrest Beach Drainage Improvement (16D2)				\$90,000		• Funds to be utilised for the Palm Creek Flood Water Conveyance Improvement Project.														
							Project Completed							Assets Created/Project Capitalised						
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast											C			
						Actual														
Halifax Drainage Improvement (16D4)				\$60,000		• Funds to be utilised for the Palm Creek Flood Water Conveyance Improvement Project.														
							Project Completed							Assets Created/Project Capitalised						
						2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
						Forecast											C			
						Actual														
	\$4,920,000	\$2,244,000	\$7,164,000	\$1,102,000	\$2,589,484															



Works Capital Works Progress Report

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



## Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/2017			2016/2017 Expenditure includes commitments	Comments & Project Timeline														
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total																
2016-2017 Fleet Replacement Projects																			
Station Wagon AWD. (Corporate Services)	\$38,000.00	\$13,181.87		\$14,601.01	• Quotations closed 22 November 2016 at 2:00pm. Report presented to December 2016 Council Meeting. Order Placed PU007904, vehicle received. Completed.														
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast							D							
					Actual							D							
Truck Tandem Tipper. (Works)	\$200,000.00				• Document amendment - specifications reviewed. RFQ closed 28 February at 2:00pm. Evaluation in progress.														
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast								D						
					Actual								D						
Truck Dual Cab. (Works)	\$100,000.00	\$27,272.73		\$88,208.24	• Quotations closed 22 November 2016 at 2:00pm. Report presented to December 2016 Council Meeting. Order Placed PU007897, awaiting delivery. ETA May.														
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast								D						
					Actual								D						
Truck with Crane on body. (Workshop)	\$70,000.00				• RFQ Closed 28 February at 2:00pm. Evaluation in progress.														
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast								D						
					Actual								D						
Tractor 2WD. (POS)	\$60,000.00				• Department feedback received. On hold pending review.														
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast								D						
					Actual								D						
Trailer Fuel. (Store)	\$35,000.00				• RFQ closed 28 February 2017 for two trailers including a carry over. Report presented to March Council Meeting. Order placed PU008828, awaiting delivery.														
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast								D						
					Actual								D						



Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2016/2017			2016/2017 Expenditure includes commitments	Comments & Project Timeline															
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total																	
2016-2017 Fleet Replacement Projects																				
Trailer Dog. (Works)	\$60,000.00				• RFQ closed 28 February 2017. Evaluation in progress.															
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast							D								
					Actual								D							
Tractor 4WD with slasher. (Works)	\$113,000.00				• Quotations to be called for supply of fleet items / On hold pending review.															
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast								D							
					Actual															
Mower Ride-on. (W&S)	\$17,000.00				• RFQ closed 7 February 2017. Report presented to March Council meeting. Order Placed PU008827, awaiting delivery.															
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast								D							
					Actual								D							
Broom. (Works)	\$80,000.00				• On hold pending review from department															
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast								D							
					Actual								D							
	\$963,000.00	\$92,885.69		\$211,071.46																





17K1 - Improvements to Non-Compliant Crossings



17T2 - Mt Fox Road Upgrades



Works Request Report				
For the Month of March 2017				
Category	Request Lodged	Action Completed	Percentage Completed	
Accesses	3	3	100.0%	All works on accesses have been put on hold until Council has handed down their ruling on who is responsible for their up keep. After reading the new ruling, the access at 6 Mylrea Street W/R 14674 and 33 John Dory Street W/R 14602 there will be no action taken.
Boat Ramps	1	1	100.0%	Boat Ramp inspections are completed weekly and work scheduled if needed.
Drainage	8	4	50.0%	Drainage works at Haughtys Road were scheduled to start Thursday 06/04/2017 poisoning of Parra grass. Once the poison has taken effect the drain was to be cleaned and scouring of parts of the banks rectified however due to recent rain the drainage works have been rescheduled for the week after the Easter.
Dust Nuisance	0	0		
Edge Repair	1	1	100.0%	
Footpaths	3	1	33.3%	Dutton Street and Palm Creek walkway between Dutton and Eleanor Street scheduled for cleaning. This has now been completed.
Guide Posts	0	0		
Intersection Cleaning	0	0		
Kerb and Channel	10	9	90.0%	Kerb & Channel cleaning program has commenced. Areas completed are Trebonne, Lucinda, Halifax, Taylors Beach and parts of Ingham. Crews are progressing through the Ingham area. The K&C cleaning is taking longer than anticipated.
Miscellaneous	3	3	100.0%	A pavement repair in front of the Ingham State Primary School has been scheduled when the footpath contractors are finished in that area. Ongoing .
Potholes	6	6	100.0%	Bitumen repairs will be scheduled as they arise.
Rough Roads	6	3	50.0%	Maintenance grading has commenced after a spate of wet weather. Crews are currently at Mount Fox, areas that have been completed were Seymour, Bemerside and parts of Macknade.
Sealing	0	0		
Signage	2	2	100.0%	Signs have been ordered and will be erected when they are delivered.
Slashing/Mowing	5	3	60.0%	Slashing is continuing in rotation. Slashing ongoing.
Spraying	0	0		Ongoing spraying is continuing with kerb and channel and drainage as priority.
Street Cleaning	0	0		Street sweeper is continuing as per weekly schedule.
Trees	6	5	83.3%	A sheoak tree at Patterson Parade was removed and a rain tree at Robinos Road will be trimmed for clearance to traffic.
<b>TOTALS:</b>	<b>54</b>	<b>41</b>	<b>75.9%</b>	

Works Request Report				
For the Financial Year to March 2017				
Category	Request Lodged	Action Completed	Percentage Completed	Comments
Accesses	18	16	88.9%	All accesses will be cleaned as a part of the kerb and channel cleaning program.
Boat Ramps	4	4	100.0%	Weekly audits have been completed and work will be scheduled if needed.
Drainage	57	48	84.2%	Drainage repairs and maintenance are ongoing. Programmed work will be completed. Drainage maintenance works will be completed when weather permits. Haughtys Road Drainage scheduled to commence 6 April 2017. Once the poison has taken affect clearing works will commence.
Dust Nuisance	3	3	100.0%	
Edge Repair	4	4	100.0%	Repairs are completed as they arise.
Footpaths	15	12	80.0%	Audit carried out every three months, defects repaired as safety concerns. All outstanding requests have been barricaded. Referred to Telstra where required.
Guide Posts	3	3	100.0%	
Intersection Cleaning	4	4	100.0%	Street sweeper continuing on weekly rotation.
Kerb and Channel	53	51	96.2%	Cleaning is done when crews available. Spraying is being done as needed. Kerb and channel cleaning program has commenced. Areas completed are Trebonne, Lucinda, Halifax, Taylors Beach and parts of Ingham. Kerb and channel cleaning ongoing.
Miscellaneous	38	38	100.0%	Urgent jobs are completed and less urgent are scheduled.
Potholes	48	39	81.3%	Potholes are completed as per intervention level.
Rough Roads	33	30	90.9%	Regrading roads as required due to damage by traffic.
Sealing	5	5	100.0%	
Signage	21	20	95.2%	Road signs are repaired or ordered and installed when they arrive.
Slashing/Mowing	22	20	90.9%	Slashing is ongoing in rotation. Slashing gravel roads and table drains are done once a year during dry conditions.
Spraying	1	1	100.0%	Poison spraying of kerb and channel and drainage ongoing as needed. Spraying of rural drainage areas is continuing.
Street Cleaning	9	9	100.0%	Street sweeper is continuing as per weekly schedule.
Trees	29	28	96.6%	Continuing with trimming of lower trees to allow machinery movements. Any safety issues have been addressed immediately.
<b>TOTALS:</b>	<b>367</b>	<b>335</b>	<b>91.3%</b>	

<p>Hinchinbrook Shire Council's Works Request system allows direct logging of works requests to the Works Manager for actioning and provides a basis for storing, checking the status of, and reporting of all works requests activities.</p> <p>All works requests are reviewed within twenty-four (24) hours from the time the request was received.</p> <p>All approved maintenance work generated from the Works Request system, are prioritised and scheduled for completion. Once the requested works has been completed, the person who had requested the works is contacted and informed about the works completed.</p> <p>If the person who requested the works is not satisfied with the Council's response to the request, further contact can be made to Council with their concerns, which is then dealt with in accordance with Council's Complaints Procedure.</p> <p>There are specified response timeframes, depending on the type and nature of the request.</p> <p>* Requests that requires immediate action - eg Oil spill, bridge structure accident/incident, fallen tree on road;            * Requests that are considered safety related are actioned within seven (7) days - eg Intersection cleaning;            * All other requests completed in accordance with Council approved intervention levels.</p>
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## SUMMARY OF GRANT APPLICATIONS ENDING 31 MARCH 2017

### Executive Summary

To date 60 funding applications have been submitted.

The details and status of these applications can be found in Table 1 below.

Upcoming funding programs can be found in Table 2.

Funding application statistics are listed below in Table 3.

### For Council Decision – Recommendation

That the Report be received and noted.

### Background

TABLE 1: Funding Applications submitted

FUNDING DEPARTMENT	FUNDING TITLE	COUNCIL APPLICATION	APPLICATION STATUS
Dept of Infrastructure, Local Government & Planning	Local Government Grants & Subsidies Program (LGGSP)	Disability Footpath Accesses \$19,090	Successful
Dept of National Parks, Sport & Racing	Get Playing Plus	Covered Horse/Multi Purpose Sports Arena \$560,000	Successful
Qld Govt – Qld Cycle Network Local Govt Grants Program	Qld Cycle Network Local Govt Grants Program – North Qld	Hinchinbrook Shared Pathways \$300,010	Successful
Dept of Infrastructure and Regional Development	Northern Australia Roads Program	Mount Fox Road Pavement and Sealing Works \$1,438,000	Unsuccessful
Dept of Transport and Main Roads	Community Road Safety Grants 2016	Portable Electronic Multi Message Board \$25,034	Successful
Dept of Communications	Mobile Black Spot Program Area Registration – Mt Fox	Allocated Mt Fox Priority 1	Successful



## SUMMARY OF GRANT APPLICATIONS ENDING 31 MARCH 2017

FUNDING DEPARTMENT	FUNDING TITLE	COUNCIL APPLICATION	APPLICATION STATUS
Dept of Education & Training	Skilling Queenslanders for Work – First Start Initiative 2016-17	3 applications submitted \$12,500 per application	3 Successful
Dept of State Government – Building Our Regions ROUND 2	Regional Capital Fund Detailed Application	Hinchinbrook Shared Footpath \$640,000	Successful
Dept of National Parks, Sport and Racing	Get Playing Places & Spaces – ROUND 5	Lucinda Progress Assoc – Multi Purpose Sports Court \$100,000	Successful
Dept of Infrastructure, Local Govt and Planning 2016-17	Local Govt Grant & Subsidy Program (LGGSP) EOI	Kerb Crossing Improvements x 8 \$22,500	Successful
Dept of Infrastructure, Local Govt and Planning 2016-17	Natural Disaster Resilience Program (NDRP) EOI	Fast Flowing Water Signage at designated locations \$24,725	Successful
Dept of Infrastructure, Local Govt and Planning 2016-17	Community Resilience Fund (CRF) EOI	Palm Creek (Herbert Street – Eleanor Street) Flood Water Conveyance Improvement \$275,000	Successful
Department of Transport and Main Roads	Boating Infrastructure	Design, Installation and Commissioning of an additional Floating Walkway at Dungeness \$450,000	Successful
Department of Agriculture and Fisheries	Old Feral Pest Initiative Funding – Round 2	Effective Management of Coastal Feral Pig populations in the Hinchinbrook Shire \$76,075 (over 3 years)	Successful
Department of infrastructure, Local Govt and Planning	2016/17 Works for Qld	Gort St/Fanning St; John Dory St; Acacia St; Long Pocket Rd; Forrest Glen; Netball Courts; Aquatic Centre; Halifax Tfer Station; Kelly Theatre \$2.22 million	Successful
Northern Qld Primary Health Network	Active Healthy Northern Qld Grants Program – ROUND 2	Hinchinbrook Healthy Habits \$7,200	Unsuccessful
NCCARF – National Climate Change Adaptation Research Facility	National Climate Change Adaptation Research Facility	Storm Surge Study 2017	Unsuccessful



## SUMMARY OF GRANT APPLICATIONS ENDING 31 MARCH 2017

FUNDING DEPARTMENT	FUNDING TITLE	COUNCIL APPLICATION	APPLICATION STATUS
Department of Infrastructure, Local Government and Planning	Maturing the Infrastructure Pipeline Program	Forrest Beach Sewerage Scheme – Stage 1  Assistance in maturing good ideas into evidence based proposals  Funding \$ not identified	Awaiting Outcome
Department of Infrastructure, Local Government and Planning	Maturing the Infrastructure Pipeline Program	Herbert River Intake Pre-Treatment System  Assistance in maturing good ideas into evidence based proposals  Funding \$ not identified	Awaiting Outcome
Department of Infrastructure, Local Government and Planning	Maturing the Infrastructure Pipeline Program	Lucinda Long Term Marina Access Project  Assistance in maturing good ideas into evidence based proposals  Funding \$ not identified	Awaiting Outcome
Department of Tourism, Major Events, Small Business and Commonwealth Games	Old Tourism Demand Driver Infrastructure Fund 2017/18	Hinchinbrook Way Journeys – Walk & Drive  \$225,500	Awaiting Outcome
Department of National Parks, Sport and Racing	Sport and Recreation Planning Program	Wallaman Falls Strategic Masterplan  \$75,000	Awaiting Outcome
Department of Infrastructure and Regional Development	Building Better Regions – Infrastructure Projects Stream	Hinchinbrook Innovative Renewable Energy Precincts  \$2,250,000	Awaiting Outcome
COTA Queensland	Queensland Seniors Week – On For Young and Old	Morning Tea  \$1,000	Awaiting Outcome
Department of Infrastructure and Regional development	Building Better Regions – Community Investment Stream	Broadwater Recreational Node  \$97,500	Awaiting Outcome
Dept of Transport and Main Roads	Black Spot Programme 2017/18	Abergowrie Road Dips  \$436,500	Awaiting Outcome



TABLE 2: Available Grants:

FUNDING DEPARTMENT	FUNDING TITLE	OPENING DATE	CLOSING DATE
Department of National Parks, Sport and Racing	Get Out Get Active	09/03/2017	28/04/2017
Department of Education and Training	Skilling Queenslanders for Work - First Start Program 2017/18	TBC May 2017	TBC May 2017
Department of Industry, Innovation and Science	Smart Cities and Suburbs Program – Round 1	17/03/2017	30/06/2017
Dept of Infrastructure and Regional Development	Bridges Renewal Programme – Round 3	17/03/2017	15/05/2017
Dept of Transport and Main Roads	Community Road Safety Grants 2017 – Round 6	April 2017 - TBC	May 2017 TBC
Tourism and Events Qld	Qld Destination Events Program Round 8	July 2017 - TBC	31/08/2017
Dept of State Govt 2017/18	Building Our Regions – Regional Capital Fund Round 3. EOI successful – invited to submit detailed application.	24/02/2017	28/04/2017
Dept of Industry, Innovation and Science	Incubator Support Initiative	01/10/2016	Ongoing for 24 months
Dept of Education and Training	Skilling Qlders for Work (Community Work Skills – Traineeships)	01/10/2016	Ongoing – two funding rounds per annum
Qld Anzac Centenary	Spirit Of Service	Ongoing	Ongoing – four funding rounds per annum
Dept of Environment	Climate Change Adaptation Program – Officially launched 02/06/2016. Maximum Project funding of \$500,000, with HSC contribution 2%.	02/06/2016	No milestones but project activities must end 30/06/2018
Dept of Veterans Affairs	Saluting Their Service Commemorations Grants Program - \$4,000	Ongoing	Ongoing
Dept of Communications and The Arts	Festivals Australia	Ongoing	Ongoing – twice a year
Department of Communications and The Arts	Catalyst – Australian Arts and Culture Fund	Ongoing	Ongoing
Department of National Parks, Sports and Racing ROUND 6	Get Playing Places and Spaces- Provides \$100,000 in funding for new or upgraded sport and recreational facility projects. Co-contribution of 20% minimum. Lighting Horse/multi Sports Arena	03/07/2017	01/09/2017

#### Attachments

- Acquittal Reporting Spreadsheet

#### Statutory Environment

Nil.



**Policy Implications**

Currently drafting a policy around submitting grant applications to ensure the project/application fits within the HSC Corporate and Operational Plans and can be funded and maintained in a financially sustainable manner.

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**Consulted With**

- Executive Management Team
  - Works Manager
  - Executive Manager Engineering Services
- 

**Financial and Resource Implications**

Projects for which grants and funding is sought are included in Council's 2016/2017 budget.

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**Risk Management Implications**

Risk Management Implications vary depending on the type of funding application.

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**Strategic Considerations**

Strategic Direction Four

*Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire.*

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**Officers Comment**

TABLE 3: Summary of Funding Applications:

FUNDING APPLICATIONS SUBMITTED	SUCCESSFUL APPLICATIONS	UNSUCCESSFUL APPLICATIONS	AWAITING OUTCOME
60	35	16	9



CURRENT GRANTS/ FUNDING PROJECTS	Funding Body	Grant Number	Funding Period Ends	Project	Estimated - Total Project Cost	Funding amount	Estimated Council Cost	Purpose of Funding	Payments made	Account Number (Receipt)	Amount owing	Costs incurred 31.03.2017	Audited Acquittal required Y/N	Reporting Requirements	Notes
DEPARTMENT OF EDUCATION AND TRAINING - SKILLING QUEENSLANDERS FOR WORK - FIRST START INITIATIVE	STATE	16/01	30/06/2016	First Start Initiative	Ongoing	\$125,000 (\$12,500 per Trainee)	Ongoing	Employ 10 full time trainees. Trainees to commence by 31 March 2016, started 20/01/2016	\$87,500 27/11/2015 \$37,500 21/04/2016	200028-1001-41403 200033-1001-41403 200038-1001-41403 200041-1001-41403 200054-1001-41403 200146-1001-41403 200153-1001-41403 200156-1001-41403 200159-1001-41403	NIL	\$141,290.76	N	1. Monthly Participant Reports 10th each month 2. Acquittal Report due 30 days after delivery period completion DUE 31.07.2016 COMPLETED AND ACQUITTED 28.07.2016	04.04.16 of another 3 successful trainees (Total of 10) - Deed of Variation to Services Agreement signed and fully executed 20.04.2016
DEPARTMENT OF NATIONAL PARKS, SPORT AND RACING	STATE	16/02	31/01/2017	Get Out Get Active	<del>\$5,942.23</del> Actual \$6,394.77	\$4,757.00	\$1,637.77	Lunchtime learning workshops	\$4,757 22/12/2015	200045-1001-41426	NIL	\$6,394.77	N	Final report and Acquittal DUE 30.11.2016 COMPLETED AND ACQUITTED 17.11.2016	Donna Prentice
DEPARTMENT OF INFRASTRUCTURE, LOCAL GOVT AND PLANNING	STATE	16/03	30/06/2016	RACQ Get Ready Qld	\$11,740 Final Project Cost: \$11,000 Actual	\$11,740 estimated	NIL	Installation of disaster dashboard <del>flood-markers</del> and flood awareness programs	\$10,566 (90%) 15/09/2015 \$434.00 (10%) 02/08/2016	200022-8233-41426	NIL	\$11,000	N	Final 10% payment made upon receipt of final certificate of expenditure form. DUE: 31.07.2016 Final Certificate of Expenditure acquitted to Dept 21.07.2016. COMPLETED AND ACQUITTED	Acquittal template sent through for completion. James advised flood markers will not proceed, and has been confirmed Tudor will proceed with Disaster Dashboard on HSC website. Confirmation of variation provided by the Dept 06.06.2016 to proceed.
NQ DRY TROPICS	REGIONAL	16/04	30/04/2016	Pest Management Grant	\$10,607	\$5,335	\$5,272	Reduce long term spread and impact of regional priority weeds	\$2,667.50 (50%) 10/11/2015 \$2,667.50 (50%) 06/06/2016	200091-8233-41282	NIL	\$10,607	N	COMPLETED AND ACQUITTED	FINALISED
DEPARTMENT OF INFRASTRUCTURE, LOCAL GOVT AND PLANNING	STATE	16/05	04/12/2016	Disability Footpaths	<del>\$47,726.00</del> \$47,780.66 Eligible costs = \$45,855.32	\$19,090.00 Eligible \$18,342.13	\$29,438.53	Upgrade Disability Footpaths	\$5,727 18/12/2015 \$3,915.26 27/06/2016 \$6,865.66 18/11/2016 \$1,834.21 20/02/2017	200726-8266-41427	NIL	\$47,780.66	N	Monthly Reports completed by 25th. 60% payment \$11,454 once first payment acquitted. Final 10% payment \$1,909 paid after final acquittal, due 1 month after project completion. DUE: 04.12.2016 COMPLETED AND ACQUITTED 18.11.2016	Monthly reports have been completed and sent to the Dept. Variation requested 26.05.2016 and approved for an additional 6 sites. Reduction on variation requested - approved 23.12.16 to reduce additional 6 sites to 2 sites.
DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES	STATE	16/06	31/07/2016	Tully Street Redevelopment	\$300,000 Actual Cost \$274,108	<del>\$350,000</del> \$137,054	<del>\$450,000</del> \$137,054	Tully St Redevelopment	\$45,192.30 20/06/2016 \$91,861.70 12/09/2016	200045-1001-41427	NIL	\$274,107.98	N	15.04.2016 - 1st Milestone - \$80,000 - Progress Report required (claimed \$45,192.30). Invoice sent to Dept 01.06.2016 15.08.2016 - 2nd Milestone - \$70,000 (claimed \$91,861.70) - Final report and Financial Acquittal Report 12.08.2016 COMPLETED ACQUITTAL	Rosemary Pennisi
REGIONAL ARTS DEVELOPMENT FUND (RADF)	STATE	16/07	01/09/2016	Tully Street Public Artwork	\$15,000	\$10,000	\$5,000	Bird Sculpture in Tully Street	\$10,000 12/04/2016	HSC Auspicing	NIL	\$10,000.00	N	Submit outcome report within 30 days of project completion 28.09.2016 COMPLETED ACQUITTAL	Rosemary Pennisi Acquittal submitted 28.09.2016
GREAT BARRIER REEF MARINE PARK AUTHORITY	FEDERAL	16/08	30/06/2016	Turtle Structure	<del>\$5,400</del> est. Actual cost \$4,636	\$4,000	\$636	Turtle made from natural resources	\$4,000 14/04/2016	200063-1001-41410	NIL	\$4,635.73	N	Progress Report DUE: 31.07.2016 Completed and lodged: 28.07.2016 One page acquittal project review DUE 30.11.2016 COMPLETED AND ACQUITTED 30.11.2016	Donna Prentice
QUEENSLAND SENIOR WEEK - COUNCIL ON THE AGING (COTA)	STATE	16/09	31/08/2016	Queensland Senior Week - On For Young and Old	\$2,925 Actual Cost \$2,125	\$1,000	<del>\$4,025</del> \$1,125	Celebrating Seniors Morning Tea, to be held 17 August 2016	\$1,000 24/05/2016	200063-8233-41426	NIL	\$2,125	N	One only payment of \$1,000 deposited into HSC account 06.05.2016.Subsidy Acquittal document DUE 30.09.2016. ACQUITTAL COMPLETED	Rosemary Pennisi
DEPARTMENT OF TRANSPORT AND MAIN ROADS - BLACK SPOT FUNDING	FEDERAL	15/01	18/03/2015	Intersection Mcllwraith Street and Davidson Street	\$180,000 estimated. Final Project Cost \$109,593.63	\$180,000 estimated. Final Funding \$109,593.63	NIL	Improve safety at Intersection	\$90,000.00 13/04/2015 \$19,593.63 27/07/2016	200726-8266-41427	NIL	\$109,593.63	N	Final 50% payment made upon receipt of a final invoice less any unexpended funds, and completion of a final report and relevant photographs within 30 days of PC. PRACTICAL COMPLETION OBTAINED 07/06/2016. DUE: 07.07.2016 - ACQUITTAL COMPLETED 30.06.2016	James Stewart. Total project cost \$109,593.63 (not \$180K- advised by EMES to acquit upon final costs being entered.) Final Invoice (\$19,593.63) and acquittal requirements finalised 30 June 2016.
DEPARTMENT OF INFRASTRUCTURE,LOCAL GOVT AND PLANNING RACQ GET READY QLD 2016-17	STATE	16/39	30/06/2017	Emergency packs containing leaflets, USBs and torches	<del>\$12,321</del> \$12,690	\$12,321	\$369	Assist with community preparedness and resilience building activities	\$11,088.90 (90%) 13/10/2016 \$1,232.10 (10%) 08/11/2016	200022-8233-41426	NIL	\$12,690.00	N	Claim Payment Milestones: FIRST PAYMENT - 90% upon exection of deed FINAL PAYMENT - 10% upon receipt of final acquittal documentation DUE 30.06.2017 COMPLETED AND ACQUITTED 08/11/2016	Tudor Tanase Deed executed 23/09/2016
DEPARTMENT OF TRANSPORT AND MAIN ROADS - CYCLE NETWORK LOCAL GOVERNMENT GRANTS PROGRAM 2016-17	STATE	16/10	30/06/2018	Hinchinbrook Shared Path Network - Mcllwraith Street	\$600,021	\$300,010	\$300,011	Design and Construct shared pathway on Mcllwraith Street	\$150,005.00 20/09/2016 \$75,002.50 08/03/2017	200726-8266-41427	\$75,002.50	17F1 \$285,403.68	N	Monthly Reports - Due 12th of each month <u>Milestone 1:</u> Within 14 days of project commencement Date 50% payment (tax invoice sent 10.08.2016) PAID <u>Milestone 2:</u> Within 30 days of commencing site works for construction 25% payment PAID <u>Milestone 3:</u> Within 30 days of project completion 25% payment	James Stewart Deed Executed 15/07/2016.
DEPARTMENT OF NATIONAL PARKS, SPORT AND RACING - GET PLAYING PLUS	STATE	16/11	30/09/2018	Ingham Showgrounds Covered Horse/Multi Purpose Sports Arena	\$850,000	\$560,000	\$290,000	Design and Construct open sided covered arena			\$560,000	\$22,294.62	N	Claim Payment Instalments: Approved Funding of Eligible Expenditure up to a total of 95% of Approved Funding- Progressively within 20 days days of receipt of a claim Final Payment: 5% - Within 20 days of compliance and acquittal documents	Tudor Tanase Deed Executed 19/08/2016 Pre-Construction Items require completion prior to receiving funding - ongoing as at 31/03/2017
DEPARTMENT OF TRANSPORT AND MAIN ROADS COMMUNITY ROAD SAFETY PROJECT	STATE	16/12		Portable Electronic Multi Message Sign Board	\$26,532	\$25,034	\$1,498	Portable message board will deliver short term small scale road safety measures	\$25,034 23/11/2016	200726-8266-41427	\$0.00	\$0.00	N	Milestone Targets (per Schedule 2 of Agreement): 15/12/2016 - One off payment of \$25,034 upon receipt of tax recipient invoice (Commencement Date) 15/06/2017 - Project Progress Report - stating completion of procurement, training of staff on device, load programming and radar for speed/traffic count, communication with schools,community and OPS, deployed at identified risk sites, collate and analyse data 15/12/2017 - Final Report provided on form F5142, including evaluation report,acquittal statement and supporting docs	James Stewart Deed executed 23/11/2016 Original documents returned to the dept via mail: 23/11/2016: -Signed Grant Agreement -Vendor Master Data Maintenance Form - Recipient Tax Invoice
DEPARTMENT OF INFRASTRUCTURE, LOCAL GOVT AND PLANNING - 2016/17	STATE	16/32		Local Govt Grants and Subsidies Program (LGGSP)	\$45,000	\$22,500	\$22,500	Kerb Crossing Improvements Project Improvements to existing kerb crossings x 8 sites	\$6,750 (30%) 19/01/2017 \$6,628.32 01/03/2017	200726-8266-41427	\$9,121.68	\$0.00	N	Monthly Reporting due 25th 30% prepayment, with 60% claimed with completion of subsidy claim forms, final 10% paid upon final report Final claim and completed final project report to be provided within 30 days of funding period end date. TO BE COMPLETED BY 21 OCTOBER 2017	James Stewart Commence implementing approved project as soon as Formal Advise receive from Dept. Deed executed 22/11/2016 Project Management Plan sent to Dept 16/12/2016
DEPARTMENT OF INFRASTRUCTURE, LOCAL GOVT AND PLANNING - 2016/17	STATE	16/40		Natural Disaster Resilience Program (NDRP) DEPARTMENT HAS THIS IDENTIFIED AS CRF	\$49,450	\$24,725	\$24,725	Fast Flowing Water Signage Procure and install fast flowing water signage at 8 designated locations	\$7,417.50 (30%) 19/01/2017	200726-8233-41426	\$17,307.50	\$0.00	N	Monthly Reporting due 25th 30% prepayment, with 60% claimed with completion of subsidy claim forms, final 10% paid upon final report Final claim and completed final project report to be provided within 30 days of funding period end date. TO BE COMPLETED BY 21 OCTOBER 2017	James Stewart Commence implementing approved project as soon as Formal Advise receive from Dept. Deed executed 22/11/2016 Project Management Plan sent to Dept 16/12/2016



CURRENT GRANTS/ FUNDING PROJECTS	Funding Body	Grant Number	Funding Period Ends	Project	Estimated - Total Project Cost	Funding amount	Estimated Council Cost	Purpose of Funding	Payments made	Account Number (Receipt)	Amount owing	Costs incurred 31.03.2017	Audited Acquittal required Y/N	Reporting Requirements	Notes
DEPARTMENT OF EDUCATION AND TRAINING - SKILLING QUEENSLANDERS FOR WORK - FIRST START INITIATIVE	STATE	16/14	Employment of 3 full time trainees and registration of training contracts by 31/03/17	First Start Program 2016/17 3 Fulltime positions	Ongoing	\$37,500	Ongoing	Employ 3 full time trainees	\$37,500                      10/10/2016	\$12,500 L/Laws    200082-1001-41403 \$12,500 Records   200028-1001-41403 \$12,500 Finance    200033-1001-41403	\$0.00	\$0.00	N	1. Monthly Participant Reports   10th each month 2. Acquittal Report due 30 days after delivery period completion DUE 31.07.2017	CEO/Debi Jackson Deed executed 06/10/2016
DEPARTMENT OF STATE GOVERNMENT - BUILDING OUR REGIONS - REGIONAL CAPITAL FUND	STATE	16/29	Construction to commence by no later than 30 June 2017.	Hinchinbrook Shared Footpath Connectivity Project	\$1,600,000	\$640,000	\$960,000	Project aims at interconnecting existing footpath infrastructure with shared footpaths, providing connectivity and increasing assessability.	\$130,000 - Milestone 1 claim sent to Dept 30.03.2017		\$640,000	17F2 \$34,525.57	N	First Milestone : Due 30 March 2017 \$130,000 Second Milestone: Due 14 June 2017 \$280,000 Third Milestone: Due 30 Sept 2017 \$230,000	James Stewart Deed executed 13/02/2017
DEPARTMENT OF NATIONAL PARKS, SPORT & RACING	STATE	16/30	Commencement Date: 01.01.2017 Completion Date: 30.09.2018	Lucinda Progress Association	\$125,433	\$100,000	\$25,433	Multi purpose sports Court - Lucinda			\$100,000	\$0.00	N	Upon compliance with all pre-construction conditions: 1st Payment: \$50,000 Within 30 days of receipt of first payment acquittal report acquitting first payment: 2nd Payment: \$50,000	Tudor Tanase Deed executed 16/01/2017 Jonathon Pavetto willl be Project Manager LPA <a href="mailto:jopavetto@gmail.com">jopavetto@gmail.com</a> Completed application and attachments email to Jonathon 22.03.2017
DEPARTMENT OF INFRASTRUCTURE, LOCAL GOVT AND PLANNING - 2016/17	STATE	16/41		Community Resilience Fund (CRF) DEPARTMENT HAS THIS IDENTIFIED AS NDRP	\$550,000	\$275,000	\$275,000	Palm Creek (Herbert St - Eleanor Street) Flood Water Conveyance Improvement	\$41,250 (15%)                      31/01/2017 \$41,250 (15%)                      31/01/2017	200726-8233-41426	\$192,500	\$0.00	N	Monthly Reporting due 25th 30% prepayment, with 60% claimed with completion of subsidy claim forms, final 10% paid upon final report Final claim and completed final project report to be provided within 30 days of funding period end date. TO BE COMPLETED BY 21 OCTOBER 2017	James Stewart Commence implementing approved project as soon as Formal Advise receive from Dept. Deed executed 22/11/2016 Project Management Plan sent to the dept 17/01/2017
DEPARTMENT OF COMMUNICATIONS	STATE	16/13	Roll out over two years	Mobile Black Spot Program - ROUND 2	Incurred by Dept	Incurred by Dept	\$10,000	Mt Fox - Communication Tower			\$0	\$0.00	N	HSC will co-contribute \$10,000 to priority 1 MtFox (with additional in kind contributions). No deed required. Dept to advise when \$10,000 payment required.	Rosemary Pennisi No Deed required.
DEPARTMENT OF TRANSPORT AND MAIN ROADS	STATE	16/53	Practical Completion by 31 December 2017	Grant funding for an additional floating walkway at the Dungeness boat launching facility	\$450,000	\$450,000	\$0	Additional floating walkway at the Dungeness boat launching facility	\$450,000                      31/01/2017	200726-8266-41427	\$450,000	\$0.00	N	Monthly reporting required - Deed stipulates HSC required to keep and maintain records and accounts. Aiming to complete construction DEC 2017.	James Stewart Deed executed 03.01.2017 Tax Recipient Invoice provided 04.01.2017
DEPARTMENT OF INFRASTRUCTURE, LOCAL GOVT AND PLANNING - WORKS FOR QUEENSLAND	STATE	17/04	30/11/2017	- Gort St and Fanning St - John Dory St - Acacia St - Long Pocket Rd - Forrest Glen/Leichhardt St - Netball Crt Amentities Aquatic Centre Water Park - Halifax Tfer Station - Kelly Theatre	\$2,220,000	\$2,220,000	\$0	Projects can improve the condition of existing assets, not in 2016/17 budget, new minor infrastructure works, create or sustain jobs	\$1,332,000                      23/02/2017	\$882,000 200726-1001-41427 \$48,000 200159-1001-41427 \$300,000 200078-1001-41427 \$72,000 200110-1001-41427 \$30,000 200072-1001-41427	\$888,000	\$0.00	N	As this was a state govt allocation, no Deed provided. Marg Lessells to confirm reporting requirements. - 60% upon endorsement - 30% upon expending 50% of allocation - 10% upon acquittal	James Stewart/Tudor Tanase Projects endorsed 20/02/2017
DEPARTMENT OF AGRICULTURE AND FISHERIES	STATE	16/50	2018/19	Old Feral Pigs Initiative	Estimated Project Cost: \$181,635	\$76,075	In Kind \$77,860 HSC \$27,700 Total \$105,560	Funding for 3 years: 2016/17; 2017/18; 2018/19. Project will include control activities such as aerial shooting, ground based trapping, shooting and 1080 baiting.			\$76,075	\$0.00	N	Final contractual arrangements need to be finalised prior to funding proceeding, being: - inclusion of base line data - flexibility of project to continue based on weather - project milestones identified. Matt Buckman finalising this 21.03.17	Tudor Tanase Deed still to be finalised - discussing milestones with Dept.
DEPARTMENT OF INFRASTRUCTURE AND REGIONAL DEVELOPMENT - ROADS TO RECOVERY	FEDERAL	R2R	5 YEARS 01.07.2014 - 30.06.2019	1. Lannercost Bridge Extension 2. Lagoon Creek Bridge 3. Lee Creek Bridge 4. Yard Creek Bridge	\$2,462,337	\$2,462,337	\$27,700 (Cash)	Extension of existing Lannercost bridge - \$1,484,154	\$25,000                      11/11/2014 \$25,000                      03/03/2015 \$622,053                      18/11/2015 \$397,391                      26/02/2016 \$364,410                      12/05/2016 \$50,300                      13/08/2016 \$45,006                      23/11/16 \$30,129                      09/03/17	200131-1001-41421 Allocation advised (Dec 2016) \$50,000                      2014-15 \$1,383,854                      2015-16 \$125,435                      2016-17 \$537,828                      2017-18 \$234,214                      2018-19 Note 16/17 based on actuals paid to date 10.03.2017	Total funding: \$2,462,337 Total paid to date: \$1,559,289 Balance: \$903,048 Ends 2018-19	\$1,559,289.00	N	Quarterly Reports Completed Annual report completed August each year. This report is audited however on HSC spend, not income derived from funding.	James Stewart
TRANSPORT INFRASTRUCTURE DEVELOPMENT SCHEME - TID	STATE	TIDS	2015/16 2016/17 2017/18 Beyond	2015/16: Mt Gardiner Road Wallaman Falls Rd Mt Fox Road Hawkins Creek Rd 2016/17: Mt Gardiner Road Wallaman Falls Rd Mt Fox Road	2015/16 \$1,008,368 2016/17 \$504,184 2016/17 \$504,184 2017/18 \$1,008,368 2017/18 \$522,816 Beyond \$261,408 Beyond \$522,816	2015/16 \$504,184 2016/17 \$504,184 2017/18 \$1,008,368 2017/18 \$522,816 Beyond \$261,408 Beyond \$522,816	\$77,860 (in-kind)	2016/17: Mt Gardiner Rd (Sealing Works) Wallaman Falls Rd (Widen and Seal) Mt Fox Road (Pavement Improvement)	Total claimed and paid 30/06/2016 \$504,184.04 2016/17: Aug 2016                      \$52,855.76 Sept 2016                      \$10,870.56 Oct 2016                      \$6,228.25 Nov 2016                      \$26,013.16 Dec 2016                      \$28,473.06 Jan 2017                      \$21,757.40 Feb 2017                      \$25,864.97	Project #s: 2016/17 16R5 15T1 & 16T1 15T2 & 16T3	2016/17: \$504,184 Paid to date: \$172,063.16 Balance : \$332,120.84	\$344,126.31	N	Monthly reports submitted to dept on expenditure incurred to date - reimbursed 50%	James Stewart



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## TENDER HSC 17/03 SUPPLY AND DELIVERY OF SAND FOR PIPE BEDDING AND GENERAL USE

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### Executive Summary

The report outlines the findings of an offer review and recommendation to award the contract for HSC 17/03 Supply and Delivery of Sand for Pipe Bedding and General Use. Council received two offers before the closing date. This standing offer is for the supply and delivery to Council of screened and unscreened sand for pipe bedding and general use, as and when required for a two year period commencing 1 July 2017 to 30 June 2019.

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### For Council Decision – Recommendation

That Council accept all the standing offers for HSC 17/03 Supply and Delivery of Sand for Pipe Bedding and General Use for a period of two years commencing on 1 July 2017, with supply to be based on site required, availability, quality, type of material and availability of the Gairloch Pit.

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### Background

Council has biennially invited suppliers for the offer HSC 17/03 Supply and Delivery of Sand for Pipe Bedding and General Use. The tender was advertised in the Herbert River Express on 25 February 2017, Council's website and Facebook page. Offers closed on Tuesday, 14 March 2017. The tender was advertised in accordance with Council's standard procedures.

A total of two businesses tendered prices per unit rate per cubic metre supplied and delivered to Council's various job sites as required. All offers have been received by the Water and Sewerage Manager and are considered satisfactory.

The two contractors who submitted offers are as follows:

- Zanghi Earthmoving
- Timrith Transport

Offers were based on supplying both screened and unscreened sand to various work sites as well as accessing sand from the Gairloch Pit which is suitable for use in the Water Treatment Plants Filtration Systems.

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### Attachments

- Water and Sewerage Manager's Offer Received Form, with recommendation for HSC 17/03 Supply and Delivery of Sand for Pipe Bedding and General Use
- 

### Statutory Environment

- Council authority over roads is defined in the Local Government Act
  - Drainage infrastructure Capital Works and Maintenance Program
  - Road Infrastructure Capital Works and Maintenance Program
  - Water and Sewerage Capital Works and Maintenance Program
  - Purchasing arrangements are in accordance with State Procurement Policy
- 

Author: *Peter Martin*  
Position: *Water and Sewerage Manager*  
Date: *06/04/17*



## Policy Implications

### Council's Purchasing Policy

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#### Consulted With

- Water and Sewerage Operations
  - Council's Works Engineer
- 

#### Financial and Resource Implications

- Annual Works Program
  - Annual Water and Sewerage Works Program
- 

#### Risk Management Implications

Without the standing offer in place, Council will be unable to purchase sand for pipe bedding and/or general use when it is required, from the panel of suppliers. Therefore individual quotations would need to be sought resulting in increased time being spent on administration activities to purchase materials.

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#### Strategic Considerations

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

#### Officers Comment

The tender was advertised as per Council's standard procedures and closed on Tuesday, 14 March 2017, with two offers received from the following companies:

- Zanghi Earthmoving
- Timrith Transport

A copy of the Offer Received Form is attached for reference, the prices viewed as being consistent with previous years. As this is a standing offer of supply, it is recommended that Council use a supplier as required, based on cost, suitability and availability.

For the types of sand products, it is necessary that an assessment of the quality of available materials be made against particular job requirements prior to ordering. Notes to this effect were included in the offer document and will be forward to Line Managers and Job Supervisors.

The evaluation criteria had regard to the following:

- Price
  - Previous performance on works completed for Council or similar types of work
  - Suitable plant and equipment to carry out the works
  - Conforms to offer conditions and the offer submission is correctly completed
-



#2199577

(F) K.L

## OFFER RECEIVED FORM

OFFER NUMBER HSC 17/03

FOR: SUPPLY AND DELIVER SAND FOR PIPE BEDDING AND GENERAL USE

NAME OF OFFERER	POSTAL ADDRESS	PHONE NO.	Unscreened Sand Ingham Area	Screened Sand Ingham Area	Screened Sand Macknade Treatment Plant	Screened Sand Forrest Beach Treatment Plant	Screened Sand Halifax Treatment Plant
1. ZANGHI EARTHMOVING	55 MACROSSAN ST. HALIFAX	47777177 0418779412	\$11.00	\$11.40	\$16.00	\$16.90	\$15.50
2. TIMRITH TRANSPORT	PO BOX 858, INGHAM	0427770915	*10.10	*11.50	*11.50	*17.00	*16.00

\*Ex Spinax

Rates are per cubic metre

Number of Offers Received 2

Time Opened: 2.00pm

Date Opened: 14th March, 2017

Signed.....

A. Torrisi

Witness.....

J. Harpin

RECOMMEND THAT COUNCIL ACCEPT ALL OFFERS  
BASED ON SIZE, AVAILABILITY, MATERIAL &  
AVAILABILITY TO ACCESS SANDWICK POT.

4/4/17



## TENDER HSC 17/05 SUPPLY AND DELIVERY OF 20KG BAGGED CEMENT

### Executive Summary

The report outlines the findings of a tender review and recommendation to award the tender for HSC 17/05 Supply and Delivery of 20kg Bagged Cement. The tender was advertised in the Herbert River Express and Townsville Bulletin on Saturday, 11 March 2017. Offers closed on Tuesday, 28 March 2017.

### For Council Decision – Recommendation

That Council accept the offer by Michael Bartolini Concreting for HSC 17/05 Supply and Delivery of 20kg Bagged Cement for a period of two years commencing 1 July 2017.

### Background

This tender is called biennially for the Supply and Delivery of 20kg Bagged Cement.

Council received two offers before the closing date. This tender was advertised in accordance with Council's standard procedures.

A total of two businesses tendered prices for bagged cement delivered to Council's Depot. All offers have been reviewed by the Works Engineer and Store Supervisor and are considered satisfactory.

The two offers are as follows:

- Ingham Agencies and Co
- Michael Bartolini Concreting

COMPANY SUBMITTING OFFER	DESCRIPTION	UNIT RATE PER TONNE
Ingham Agencies & Co	Price per bag at Offerer's Depot	\$8.45
Ingham Agencies & Co	Price per bag supply and delivery to Council's depot	\$8.70
Michael Bartolini Concreting	Price per bag at Offerer's Depot	\$8.30
Michael Bartolini Concreting	Price per bag supply and delivery to Council's depot	\$8.30

An offer evaluation was conducted based on the estimated usage of 1,400 bags of 20kg bagged cement per year, being 5% for supply only, and 95% for supply and delivery to Council's Depot. The results of the evaluations are provided in order of price from the highest to lowest.

COMPANY SUBMITTING OFFER	AMOUNT BASED ON ESTIMATED PREMIX USAGE
Ingham Agencies & Co	\$ 12,162.50
Michael Bartolini Concreting	\$ 11,620.00

Author: Jenna Devietti  
Position: Works Engineer  
Date: 29/03/17



The recommendation is for Council to accept the prices offered by Michael Bartolini Concreting as best value for Council for the period up to 30 June 2019.

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### Attachments

- Works Engineer's Offer Evaluation for HSC 17/05 –Supply and Delivery of 20kg Bagged Cement
- 

### Statutory Environment

- Council authority over roads is defined in the Local Government Act
  - Management of Public Roads are subject to the Transport Operations (Road Use Management) Act
  - Purchasing arrangements are in accordance with State Procurement Policy
- 

### Policy Implications

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

### Consulted With

- Store Supervisor
- 

### Financial and Resource Implications

- Annual Works Program
  - 10 Year Forward Works Program
- 

### Risk Management Implications

The approval of a preferred supplier ensures security of pricing and supply of the product.

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### Strategic Considerations

- 1.1 Plan and execute timely preventative maintenance regimes that extend the useful life of roads, water and sewerage network infrastructure in a cost effective manner.
  - 1.2 Plan and execute timely preventative maintenance regimes for building assets that extend the useful life in a cost effective manner.
  - 1.3 Be open to innovative and alternate solutions for the provision of ongoing public infrastructure needs.
  - 1.4 Ensure that public infrastructure contributes to lifestyle aspirations of current residents, underpins population attraction and acts as an enable for economic growth in tourism in particular.
- 

### Officers Comment

Nil.

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**ASSESSMENT OF OFFER**  
**HSC 17/05 SUPPLY AND DELIVERY OF 20KG BAGGED CEMENT**

Assessment for Supply and Delivery of 20 kg bagged cement

Offer Document HSC 17/05

Details	<i>Business Name</i>	<i>Business Name</i>
	<i>INGHAM AGENCIES &amp; CO</i>	<i>MICHAEL BARTOLINI CONCRETING</i>
Price per bag at Offerer's Depot	\$8.45	\$8.30
Price per bag, supply and deliver to Council's Depot	\$8.70	\$8.30
Recommendation:	The recommendation is that Council accept the prices submitted by Michael Bartolini Concreting as being reasonable value for money and under the circumstances Council's best offer for the supply and/or supply and delivery of 20kg bagged cement.	



## HSC 17/09 LAGOON CREEK BRIDGE REHABILITATION

### Executive Summary

This report outlines the findings of the aforementioned tender evaluation and provides a value for money assessment on the tender received. In addition to the tender evaluation, the report also identifies the recommendations and justifications behind these recommendations to assist the Council in the decision making process.

### For Council Decision – Recommendation

That Council award the contract for HSC 17/09 Lagoon Creek Bridge Rehabilitation to Keita Services Pty Ltd for Option A at the value of \$415,118.20 (exclusive of GST).

### Background

Contractors were invited to attend a Pre-Tender Engagement Session on 2 February 2017. The Pre-Tender Engagement Session was advertised publically via the Townsville Bulletin, Herbert River Express, Council's Website, Facebook and Tenderlink. The session was compulsory to attend if the contractor wished to submit a tender. The purpose of the Pre-Tender Briefing Session was to provide contractors the opportunity to comment on the constructability of the bridge and to gain an understanding of the project. Eleven people attended the Pre-Tender Briefing session, which included a mix of subcontractors and main contractors. All contractors who attended the Pre-Tender Briefing Session were sent an invitation to tender via Tenderlink on 20 February 2017.

Tenders closed on Tuesday, 14 March 2017 at 2:00pm via Tenderlink's electronic tender box. One tender was received from Keita Services Pty Ltd.

A tender summary is provided below:

Company	Option	Price (excl. GST)	GST	Price (incl. GST)
Keita Services	Option 1 (partial closure with full closure only required for two days)	\$415,118.20	\$41,511.82	\$456,630.02
	Option 2 (full closure for duration of works)	\$417,178.20	\$41,717.82	\$458,896.02

Note that the difference in price for the two options is the hire of the traffic notification board for the full closure.

A budget of \$500,000 has been allocated to this project, which is fully covered under the Roads to Recovery Funding.

The following tender evaluation criterion was specified in the contract documentation:

1. Value for Money: 60%
2. Past relevant project experience with similar contract: 10%
3. Ability to carry out work (methodology, personnel and plant, QA and program): 20%
4. Local Content: 10%

As only one tender was received for this project, GHD completed the Tender Assessment Report, which assessed Keita Services' tender for Value for Money and to ensure that their methodology, quality assurance, etc. was in accordance with the project expectations.

Author: *Monica Accornero*  
Position: *Infrastructure Engineer*  
Date: *05/04/17*



GHD's recommendation in the Tender Evaluation is to award the contract to Keita Services Pty Ltd. Overall GHD felt that the pricing provided in the tender was good value for money and found that most of the rates were within an expected variability. GHD assessed the pricing against similar projects including Gowrie Creek, Murray Creek and Reeves Creek as well as bridge projects undertaken by GHD's Materials Technology Group based in Brisbane.

Clarification was sought from Keita Services during a post-tender meeting on the local content that he will be sourcing for this project. Keita Services provided a list of contractors that will be used throughout the duration of the works. This list has been provided on the attached post-tender meeting minutes.

GHD did raise some concerns with Keita Services' quality management system, but GHD felt that through quality monitoring by the superintendent (GHD) any issues with the quality assurance system can be adequately addressed.

It should be noted that Keita Services have successfully tendered and carried out several projects for Council, including two recent bridge contracts; Pennas Bridge and Gowrie Creek Bridge (NDRRA restoration works).

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### Attachments

1. GHD Tender Assessment Report
  2. Post-Tender Meeting Minutes
- 

### Statutory Environment

- Local Government Act
- 

### Policy Implications

- Council's Purchasing Policy
  - Council's Tendering Policy
  - Council's Asset Management Plans
- 

### Consulted With

- Chief Executive Officer
  - Executive Manager Engineering Services
  - Keith Phillips (Keita Services Pty Ltd)
- 

### Financial and Resource Implications

Project is funded in the 2016/2017 budget using the Roads to Recovery Funding.

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### Risk Management Implications

A risk analysis will be undertaken between the contractor and the consultant to determine an appropriate start date taking into consideration weather restrictions and availability of materials. Postponing the start dates will not affect any timelines in regards to the Roads to Recovery Funding.

As with any bridge project, due to the nature and location of the works, there is a risk that weather events could postpone or interrupt works. The works under this contract requires the contractor to install coffer dams either side of the bridge and if excessive rainfall is experienced during the works it may compromise the works undertaken and potentially lead to variations from the contractor due to mobilisation/demobilisation. Following the award of the contract, Council and GHD will undertake a pre-start meeting with Keita Services to determine an appropriate start date taking into consideration weather, availability of materials and the impending cane season. Preliminary investigations have indicated that only one farmer will be affected by the closure of the bridge in regards to haulage of cane to the siting north of Lagoon Creek Bridge. Undertaking this project later in 2017 will not affect the Roads to Recovery Funding.

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### Strategic Considerations

- Corporate Plan Strategy 1.1 – Plan and execute timely preventative maintenance regimes that extend the useful life of roads, water and sewerage network infrastructure in a cost effective manner.
  - Corporate Plan Strategy 1.4 – Be open to innovative and alternate solutions for the provision of ongoing public infrastructure needs.
- 

### Officers Comment

The option to rehabilitate Lagoon Creek Bridge is the viable option to undertake as the works is expected to extend the useful life of the bridge by 50 years. If Lagoon Creek Bridge was to be replaced the works would be estimated to be approximately \$1.2 – 1.5 million based on the costings from the Lannercost Extension Bridge and would achieve a 100 year useful life.

It is preferred that the bridge maintains a one lane closure for the duration of the works to minimise the disruption to residents. A full closure of the bridge will not only affect residents nearby to Lagoon Creek Bridge, but also public travelling from Forrest Beach, etc travelling to the Lower Herbert area and vice versa. The asphaltting works will require a full closure of the bridge for two days to be able to cost effectively achieve the works. Notifications via Facebook and the local newspaper will be advertised as well as temporary signage along vehicle routes to notify the public of both the road works and full closure. Keita Services stated in the post-tender meeting that keeping the bridge open to one lane will not affect their ability to carry out the works in a timely manner.

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<b>Project:</b>	Lagoon Creek Bridge Rehabilitation
<b>Subject:</b>	HSC 17/09 Lagoon Creek Bridge Rehabilitation - Post-Tender Meeting Minutes
<b>Date:</b>	5 April 2017
<b>Time:</b>	10:00 am
<b>Venue:</b>	Council Offices, Lannercost Street
<b>Attendees:</b>	Monica Accornero (Infrastructure Engineer, HSC) Keith Phillips (Keita Services Pty Ltd)

Minutes
<b>Confirm Local Contractors used on this project?</b>
<ul style="list-style-type: none"><li>• JayCat Excavations</li><li>• Hastings Quarry</li><li>• Barry Way (truck hire)</li><li>• Ros Gofton (Truck hire)</li><li>• Advanced Aqua Blasting</li><li>• Macknade Mobile Welding (handrails)</li><li>• Hinchinbrook Traffic Control</li><li>• Holcim Concrete</li><li>• M.V. Barra hire of equipment (pumps, etc)</li><li>• Michael Bartolini Concreting for reinforcing and mesh</li><li>• Top Gear Concreting Pumping</li></ul> <p>In addition to the above, Keita Services will be looking to employ additional labourers to undertake this project.</p>
<b>GHD have marked some items as potentially high rates. Please discuss the methodology behind these rates?</b>
<p>Item 3.10 - requires water blasting of deck surface requiring a 40,000 PSI machine. Costings are high due to required plant and equipment as well as time to undertake works.</p> <p>Item 3.11 – Asphalt works – given that it is a small area, costs are high due to mobilisation of contractor.</p> <p>Item 3.5 – Keith’s quotation estimated that 540 bags of grout at \$33 each are required. This equates to approximately \$18,000 in materials alone. Costings include excavation, etc.</p>
<b>Difference between Options</b>
<p>Option 1 – Keep One Lane Open (2 day closure for asphaltting) (\$456,630.02)</p> <p>Option 2 – to close bridge for duration of works (\$458,896.02) additional costs to Option 1 due to hire of notice board.</p> <p>Option 1 is the preferred by both the contractor and Council.</p>
<b>Confirm availability and commencement dates? Potential to undertake works outside of the season. Could high work load cause issues with delivering this project in a timely manner?</b>
<p>40 day program has been allocated, during which a one lane closure will be in place except for two days during asphalt works.</p> <p>Can commence in mid-May, weather permitting and dependant on availability of materials. Potentially could do asphalt works before the season to avoid a road closure. Due to risks associated with this project, it is the contractor’s preference to commence in the dry season August/September. It is anticipated that there shouldn’t be too much disturbance to cane hauling. From an assessment there should only be one farmer who is affected by the works and two day closure and the contractor is willing to undertake consultation with the farmer and haul out contractor to minimise the disturbance.</p> <p>Keith could not foresee any issues with undertaking this project under his current or expected workload.</p>



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## TENDER HSC 17/10 - HINCHINBROOK SHARED FOOTPATH CONNECTIVITY PROJECT

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### Executive Summary

This report outlines the findings of the aforementioned tender evaluation and provides a comparative analysis of the tender submissions received. In addition to the tender evaluation, the report also identifies the recommendations and justifications behind these recommendations to assist the Council in the decision making process.

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### For Council Decision – Recommendation

That Council award the contract for HSC 17/10 - Hinchinbrook Shared Footpath Connectivity Project to OTL Concreting & Excavations for the value of \$828,548.32 (inclusive of GST), with a construction contract to be signed off by the Chief Executive Officer.

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### Background

Tenders for the Hinchinbrook Shared Footpath Connectivity Project closed on Monday, 20 March 2017. The project is part of Council's ongoing commitment to improve the local connectivity networks for the local community and is being funded between Department of State Government and Hinchinbrook Shire Council as part of the Building Our Regions targeted regional infrastructure program for local government projects. The funding structure for this project is a 60/40 funding between the Department of State Development and the Hinchinbrook Shire Council, with \$640,000 funded by the Department of State Development and \$960,000 allocated by Hinchinbrook Shire Council.

This project will construct a 2.5m wide, and approximately 3.3km long shared pathway. These works are to be split into 3 packages as detailed below:-

- Package 1
  - Berwick Street
  - Perkins Street
  - Hawkins Street
  - Chamberlain Street
  - Chamberlain Street/Atkinson Street
  - Atkinson Street
  - Atkinson Street/Haig Street
- Package 2
  - Cartwright Street
  - Cartwright Street/Cassady Street
  - Cassady Street
- Package 3
  - Menzies Street/Marina Parade
  - Palm Avenue
  - McIlwraith Street/Palm Avenue
  - McIlwraith Street

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Author: Jenna Devietti  
Position: Works Engineer  
Date: 10/04/17



### Tender Evaluation Criteria

1. Price: 70%
2. Demonstrated Capability: 10%
3. Relevant Project Experience: 10%
4. Local Content: 10%

Due to the nature and location of the project being adjacent to schools, hospitals and various community services, it was determined that additional criteria shall be put in place for the delivery of the project in accordance with relevant safety, quality and environmental management systems. A clause was included in the tender document stating that the Principal may elect to pass over an offer from an Offeror that does not demonstrate the capacity to systematically plan and manage the quality of its work in accordance with the Australian Quality Management standards, or cannot demonstrate their capacity to manage environmental matters. In addition, criteria were also put in place to request the tenderer to provide evidence of relevant local experience to aid in the engagement of local businesses, suppliers and workforce where possible.

### Tender Evaluation Scores

There were a total of 3 tenders submitted as identified below:

1. OTL Concreting & Excavations
2. JMAC Construction
3. Keita Services Pty Ltd

OTL Concreting & Excavations has the lowest price offer with an additional offer of a deduction of 4.75% should they be successful in two or more packages. The total of all three packages is \$869,867 (incl. GST), applying the 4.75% discount the total is \$828,548.32 (incl. GST). OTL Concreting & Excavations has nominated a 30 week program (10 weeks for each package). In addition OTL Concreting & Excavations demonstrated a local content value and successfully addressed the remainder of the criteria, namely previous experience, demonstrated capability, resources, quality management systems, safety management systems and environmental management systems. Overall OTL Concreting & Excavations has ranked the highest and therefore it is recommended OTL Concreting & Excavations be awarded three packages that form the contract HSC 17/10.

KEITA Services has the highest price with a nominated 30 week program with individual package durations not provided. Keita Services scored full marks for local content as Keita Services only provided a list of local suppliers and subcontractors to be utilised as part of the project however it should be noted that it would be unlikely that 100% of the contract value could be solely local content. Keita Services successfully addressed the remainder of the criteria namely previous experience, demonstrated capability, resources, quality management systems, safety management systems and environmental management systems. Overall Keita Services ranked second.

JMAC Constructions scored well on price being the second cheapest price over a 22 week construction duration for the three packages with individual package durations not provided. JMAC demonstrated a high local content value and successfully addressed the remainder of the criteria through the identification of capabilities to carry out this project, ISO9001 accreditation, ISO14001 accreditation and evidence of significant relevant experiences with similar projects. Overall JMAC Constructions ranked third.



The Tender Evaluation was conducted in-house and the evaluation scores and assessment remarks are provided below:

Table 1 – Score Rating Evaluation (Refer to attachment for a detailed breakdown of this table).

	PACKAGE 1			PACKAGE 2			PACKAGE 3		
	OTL CONCRETING & EXCAVATIONS	JMAC CONSTRUCTIONS PTY LTD	KEITA SERVICES PTY LTD	OTL CONCRETING & EXCAVATIONS	JMAC CONSTRUCTIONS PTY LTD	KEITA SERVICES PTY LTD	OTL CONCRETING & EXCAVATIONS	JMAC CONSTRUCTIONS PTY LTD	KEITA SERVICES PTY LTD
Lump Sum	\$347,344.00	\$385,330.60	\$395,523.00	\$297,771.00	\$317,375.07	\$347,875.00	\$224,752.00	259,287.09	\$268,810.00
Price (70%)	70.00 *OTL will deduct 4.75% of total if successful for 2 or more packages	63.10	61.47	70.00 *OTL will deduct 4.75% of total if successful for 2 or more packages	65.68	59.92	70.00 *OTL will deduct 4.75% of total if successful for 2 or more packages	60.68	58.53
Demonstrated Capability (10%)	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
Relevant Project Experience (10%)	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
Local Content (10%)	3.62	5.99	10.00	4.11	5.57	10.00	5.32	5.69	10.00
TOTAL (%)	89.62	85.09	87.47	90.11	87.25	85.92	91.32	82.36	84.53
Rank	1	3	2	1	3	2	1	3	2
Local Preference	94.62	85.09	92.47	95.11	87.25	90.92	96.32	82.36	89.53
Final Ranking	1	3	2	1	3	2	1	3	2
Project Duration	10 weeks	22 weeks (for all 3 packages)	30 weeks (for all 3 packages)	10weeks	22 weeks (for all 3 packages)	30 weeks (for all 3 packages)	10weeks	22 weeks (for all 3 packages)	30 weeks (for all 3 packages)

Author: Jenna Devietti  
Position: Works Engineer  
Date: 10/04/17



## Attachments

1. Evaluation Summary Table
  2. Offer Form Compliance Table (Summary of Offers)
- 

## Statutory Environment

- Local Government Act
- 

## Policy Implications

- Council's Procurement Policy
  - Council's Asset Management Plans
- 

## Consulted With

- Executive Manager Engineering Services
  - Technical Officer
- 

## Financial and Resource Implications

Project is funded in the 2016/2017 budget through Council funds and Building Our Regions Funding.

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## Risk Management Implications

Due to the nature and location of the project being adjacent to schools, hospitals and various community services, it is necessary the Offeror can deliver the project in accordance with relevant safety, quality and environmental management systems. Without the Offeror having these systems in place Council would be exposed to high risk from a safety and environmental management perspective and the project deliverables could be of poor and/or unacceptable quality.

As the project is partially funded through Department of State Government it is necessary that the Offeror can deliver the project in line with the requirements set in the funding agreement between Council and the Department. Department of State Government will be expecting the project outcomes to be conforming to the set design, standards, guidelines etc that are relevant for the type of work involved. Should the Offeror not be able to deliver these requirements Council could face issues during the acquittal stage of the funding.

The panel have determined the submission from OTL Concreting and Excavations to be low risk and highly probable of completing the project successfully. As a result of the duration and scale of the project, a project manager is currently being procured to ensure compliance is in accordance with the contract and Council's safety, environmental and quality requirements.

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## Strategic Considerations

### Corporate Plan

- 1.5. Ensure that public infrastructure contributes to lifestyle aspirations of current residents, underpins population attraction and acts as an enabler for economic growth in tourism in particular.
  - 3.4. Policy and Procedure
  - 4.2. Provision of Recreation Opportunities
- 

## Officers Comment

Nil

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EVALUATION SUMMARY  
REQUEST FOR QUOTATION

Project: Building Our Regions (BoR) Funding  
Tender Description: Hinchinbrook Shared Footpath Connectivity Project  
HSC Ref No: HSC 17/10  
Tender Closing Time: 2.00pm on 20 March 2017  
Evaluated By: Jenna Devietti, Works Engineer  
James Stewart, Executive Manager Engineering Services  
Michelle Chinotti, Technical Officer  
  
Date: 10-Apr-17

Recommendation	That Council accept the offer for all 3 x packages from OTL Concreting & Excavations for the Hinchinbrook Shared Footpath Connectivity Project as they are considered best value for money.
Comments	Council received 3 x submissions (2 x local & 1 x Townsville). OTL came in cheaper for all 3 x packages and has offered to deduct 4.75% off total amount if successful for 2 or more packages. Council is satisfied with OTL's performance currently on Council's other footpath project and has noted that they have made significant improvements in their quality of work and therefore are more than capable to carry out further works for HSC.

*\*lowest to highest price*

Evaluation Criteria		Weighting (%)	Package 1			Package 2			Package 3		
Offerers			OTL Concreting & Excavations	JMAC Constructions Pty Ltd	Keita Services Pty Ltd	OTL Concreting & Excavations	JMAC Constructions Pty Ltd	Keita Services Pty Ltd	OTL Concreting & Excavations	JMAC Constructions Pty Ltd	Keita Services Pty Ltd
Price	Total Price <u>inc GST</u>		\$347,344.00	\$385,330.60	\$395,523.00	\$297,771.00	\$317,375.07	\$347,875.00	\$224,752.00	\$259,287.09	\$268,810.00
	Comments		OTL is a local company. This price was the cheapest of the three submitted offers. OTL will also deduct 4.75% of total if successful for 2 or more packages.	JMAC is a Townsville based company. This price was the second in line with the cheapest offer.	Keita is a local company. This price was the most expensive of the three submitted offers.	OTL is a local company. This price was the cheapest of the three submitted offers. OTL will also deduct 4.75% of total if successful for 2 or more packages.	JMAC is a Townsville based company. This price was the second in line with the cheapest offer.	Keita is a local company. This price was the most expensive of the three submitted offers.	OTL is a local company. This price was the cheapest of the three submitted offers. OTL will also deduct 4.75% of total if successful for 2 or more packages.	JMAC is a Townsville based company. This price was the second in line with the cheapest offer.	Keita is a local company. This price was the most expensive of the three submitted offers.
	Score	70%	70.00	63.10	61.47	70.00	65.68	59.92	70.00	60.68	58.53
Local Content	Comments		\$143,000 nominated for local suppliers and subcontractors to be utilised as part of the project.	\$236,938 nominated for local suppliers and subcontractors to be utilised as part of the project.	Did not include values for local content however listed local suppliers and subcontractors to be utilised as part of the project. Technically it would be unlikely that the total offer value could be solely local content.	\$143,000 for local suppliers and subcontractors to be utilised as part of the project.	\$193,854 nominated for local suppliers and subcontractors to be utilised as part of the project.	Did not include values for local content however listed local suppliers and subcontractors to be utilised as part of the project. Technically it would be unlikely that the total offer value could be solely local content.	\$143,000 for local suppliers and subcontractors to be utilised as part of the project.	\$152,858 nominated for local suppliers and subcontractors to be utilised as part of the project.	Did not include values for local content however listed local suppliers and subcontractors to be utilised as part of the project. Technically it would be unlikely that the total offer value could be solely local content.
	Score	10%	3.62	5.99	10.00	4.11	5.57	10.00	5.32	5.69	10.00
Demonstrated Capability, Resources & Systems	Comments		OTL has scored well due to the quality, environmental and WHS systems in lieu of accreditations. The provision of such systems and based on previous experience with delivery of similar projects under the same systems has scored OTL high points.	JMAC has provided appropriate environmental, WHS and quality certificates and accreditations which has scored well for the tenderer.	Keita has scored well due to the quality, environmental and WHS systems in lieu of accreditations. The provision of such systems and based on previous experience with delivery of similar projects under the same systems has scored Keita high points.	OTL has scored well due to the quality, environmental and WHS systems in lieu of accreditations. The provision of such systems and based on previous experience with delivery of similar projects under the same systems has scored OTL high points.	JMAC has provided appropriate environmental, WHS and quality certificates and accreditations which has scored well for the tenderer.	Keita has scored well due to the quality, environmental and WHS systems in lieu of accreditations. The provision of such systems and based on previous experience with delivery of similar projects under the same systems has scored Keita high points.	OTL has scored well due to the quality, environmental and WHS systems in lieu of accreditations. The provision of such systems and based on previous experience with delivery of similar projects under the same systems has scored OTL high points.	JMAC has provided appropriate environmental, WHS and quality certificates and accreditations which has scored well for the tenderer.	Keita has scored well due to the quality, environmental and WHS systems in lieu of accreditations. The provision of such systems and based on previous experience with delivery of similar projects under the same systems has scored Keita high points.
	Score	10%	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
Experience	Comments		OTL has scored well due to the identification of relevant experiences that provides a level of satisfaction with their capabilities on the delivery of this project.	JMAC scored well due to the identification of extensive relevant experiences that provides a level of satisfaction with their capabilities on the delivery of the project.	Keita has scored well due to the identification of relevant experiences that provides a level of satisfaction with their capabilities on the delivery of this project.	OTL has scored well due to the identification of relevant experiences that provides a level of satisfaction with their capabilities on the delivery of this project.	JMAC scored well due to the identification of extensive relevant experiences that provides a level of satisfaction with their capabilities on the delivery of the project.	Keita has scored well due to the identification of relevant experiences that provides a level of satisfaction with their capabilities on the delivery of this project.	OTL has scored well due to the identification of relevant experiences that provides a level of satisfaction with their capabilities on the delivery of this project.	JMAC scored well due to the identification of extensive relevant experiences that provides a level of satisfaction with their capabilities on the delivery of the project.	Keita has scored well due to the identification of relevant experiences that provides a level of satisfaction with their capabilities on the delivery of this project.
	Score	10%	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
	FINAL SCORE		89.62	85.09	87.47	90.11	87.25	85.92	91.32	82.36	84.53
Local Preference		5%	94.62	85.09	92.47	95.11	87.25	90.92	96.32	82.36	89.53

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



## SUMMARY OF OFFERS

				Keita Services Pty Ltd			OTL Concreting & Excavations			JMAC Constructions Pty Ltd		
				PACKAGE 1	PACKAGE 2	PACKAGE 3	PACKAGE 1	PACKAGE 2	PACKAGE 3	PACKAGE 1	PACKAGE 2	PACKAGE 3
Item No.	Description	Quantity	Unit	Total (inc GST)			Total (inc GST)			Total (inc GST)		
PRELIMINARIES												
1	Site Establishment	1	lump sum	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$760.00	\$612.00	\$482.00
2	Demobilisation	1	lump sum	\$550.00	\$550.00	\$550.00	\$2,640.00	\$2,640.00	\$2,640.00	\$523.00	\$421.00	\$331.00
3	Insurances	1	lump sum	\$740.00	\$740.00	\$740.00	\$2,732.00	\$2,732.00	\$2,732.00	\$3,567.00	\$2,870.00	\$2,262.00
4	Job Set-Out	1	lump sum	\$1,175.00	\$1,175.00	\$1,175.00	\$2,890.00	\$2,890.00	\$2,890.00	\$4,696.00	\$4,695.00	\$4,696.00
5	Preparation and Implementation of Site Environmental Management Plan	1	lump sum	\$325.00	\$325.00	\$325.00	\$620.00	\$620.00	\$620.00	\$1,925.00	\$1,550.00	\$1,221.00
6	Preparation and Implementation of Site Quality Management Plan	1	lump sum	\$280.00	\$280.00	\$280.00	\$620.00	\$620.00	\$620.00	\$1,925.00	\$1,550.00	\$1,221.00
7	Preparation and Implementation of Site Safety Management Plan	1	lump sum	\$280.00	\$280.00	\$280.00	\$620.00	\$620.00	\$620.00	\$1,925.00	\$1,550.00	\$1,221.00
8	Preparation and Implementation of Site Traffic Management Plan	1	lump sum	\$1,350.00	\$2,150.00	\$1,350.00	\$600.00	\$600.00	\$600.00	\$1,926.00	\$1,550.00	\$1,221.00
9	Preparation and Implementation of Communications and Notification to Residents and Business Owners	1	lump sum	\$350.00	\$350.00	\$350.00	\$1,330.00	\$1,330.00	\$1,330.00	\$1,925.00	\$1,550.00	\$1,221.00
10	Traffic Management	1	lump sum	\$8,230.00	\$14,248.00	\$5,326.00	\$6,427.25	\$6,427.25	\$6,427.00	\$2,981.00	\$2,399.00	\$1,890.00
PATHS, DRIVEWAYS & ASSOCIATED INFRASTRUCTURES												
11	Supply & Construct Path	1	lump sum	\$372,368.00	\$315,287.00	\$240,944.00	\$328,314.25	\$262,741.75	\$205,722.75	\$307,441.60	\$244,548.07	\$192,363.09
12	Supply & Construct Driveways & Accesses	1	lump sum	\$6,600.00	\$9,240.00	\$12,920.00				\$55,736.00	\$54,080.00	\$51,158.00
13	Demolition and Disposal of Existing Path as Necessary	1	lump sum	\$1,275.00	\$1,250.00	\$2,570.00						
OTHER												
14	Additional Items to be nominated by Contractor	1	lump sum	\$1,450.00	\$1,450.00	\$1,450.00		\$13,000.00				
Offer Form				p	p	p	p	p	p	p	p	p
Bill of Quantities				p	p	p	p	p	p	p	p	p
Schedule of Contract Information				p			p			p		
Schedule of Offerers Team & Experience				p			p			p		
Schedule of Quality Management				p			p			p		
Schedule of Environmental Management				p			p			p		
Schedule of Insurance Details				p			p			p		
Schedule of Local Content				p values have been excluded	p values have been excluded	p values have been excluded	p	p	p	p	p	p
Offer Form Checklist				p	p	p	p	p	p	p	p	p
Comments				PACKAGE 2: Has only allowed for concrete path as shown on the plans across Wilmar & QR lines. Advice given by QR that HSC has to make an application to approve works with conditions. Extra charges due to conditions of permits will be charged at cost plus 10% overheads.			OTL will deduct 4.75% off total for 2 or more stages.			JMAC has included an Integrated Management Plan with submission.		
Timeframe				30 weeks			10 weeks	10 weeks	10 weeks	22 weeks		
**PLEASE NOTE: Prices include GST as requested in Tender Document**				\$395,523.00	\$347,875.00	\$268,810.00	\$347,344.00	\$297,771.00	\$224,752.00	\$385,330.60	\$317,375.07	\$259,287.09
TOTAL FOR ALL 3 PACKAGES				\$1,012,208.00			\$869,867.00			\$961,992.76		
							*Incorrectly added, should have been \$347,344.50*	*Incorrectly added, should have been \$294,771.00*	*Incorrectly added, should have been \$224,751.75*			



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## VEHICLE ACCESS POLICY

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### Executive Summary

The purpose of the Vehicle Access Policy is to outline the responsibilities of both Council and property owners and to provide guidance on the requirements to install or modify existing accesses. The existing Access Policy that is currently implemented was revised and adopted by Council in July 2006. The layout of the current policy is unclear and does not provide clear guidance for officers to make an informed decision. This policy has been revised to remove any uncertainties in the current policy and reflect Council's current practices.

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### For Council Decision – Recommendation

That Council adopt the draft Vehicle Access Policy as presented.

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### Background

The current Access Policy is undated and there is no document control to obtain an implementation date. The policy was revised and adopted by Council in July 2006, and is attached to this report for information. Council officers have often discussed the ambiguity in the current policy and have requested that management provide a revised policy with clear guidelines on the responsibility of Council and the land owner. Council receives numerous works requests regarding the land owner's vehicle accesses and in some cases are unable to determine a clear answer under the current policy, which over time has caused inconsistencies in the decision making process.

The new policy does not change any processes identified in the existing policy or current practices, but provides clear guidelines in areas that were identified by Council's staff as being ambiguous.

In summary the following have been included in the new policy that was either not previously identified or unclear in the existing policy:

- Clear definition of the land owners' and Council's responsibility.
- Clarifies when an access will be provided at Council's expense (first kerb crossing).
- Sets out that Council will reinstate or install an access to the minimum standard only.
- Clearly defines when Council will undertake sealing of the turn outs (section across the road shoulder) and who is responsible for the maintenance.
- Requirement for the installation of an envelope pipe if required and Council to provide materials if sufficient notice is given.
- Clarifications on design standards including the requirement for certification by a Registered Professional Engineer Queensland for modifications or installation of structures, which is not covered by Council's standards.
- The number and size of accesses permitted on a property depending on the frontage width.
- Introduction of three inspections – initial, pre-pour and final to ensure quality control when installing the accesses.
- Sets out Council's rights in regards to non-compliance and enforcement.

The permit to obtain approval to undertake construction of a vehicle access falls under the Works in Road Reserve Permit Application Form. Currently the fee for this application is \$47.20. As discussed with Council during the briefing session held on 14 March 2017, this fee is not full cost recovery and it was decided that the increase of this fee could result in an increase of unauthorised works.



### Attachments

1. New Vehicle Access Policy
  2. Existing Access Policy
- 

### Statutory Environment

- Local Government Act
- 

### Policy Implications

Current Access Policy to become superseded following adoption of the new Vehicle Access Policy.

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### Consulted With

- Chief Executive Officer
  - Executive Manager Engineering Services
  - Mayor and Councillors via a briefing session
- 

### Financial and Resource Implications

The addition of the pre-pour inspection will require officer's time and resources to undertake this inspection. There have been no changes proposed to the current fee and charge as it is not practical to implement a full cost recovery charge as it could see a rise in unauthorised works.

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### Risk Management Implications

Nil.

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### Strategic Considerations

Nil.

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### Officers Comment

Following the adoption of the new policy and implementation of Council's new website, an information sheet will be developed and made available to the public to highlight key areas under the policy.

It should be noted that the policy references the Private Works in Road Reserve Policy, which currently stands in a draft version until adopted by Council. The traffic management associated with private works in a road reserve requires further clarification until it can be finalised.

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## VEHICLE ACCESS POLICY

### 1. Policy Statement

This policy details Hinchinbrook Shire Council's requirements for the design, construction and maintenance of vehicle access and the removal or upgrade of unapproved vehicle access.

### 2. Scope

This policy and its associated documentation apply to all property accesses including urban and rural where vehicular access is required to and from a property from Hinchinbrook Shire Council's maintained road network. It defines guidelines in relation to construction of driveways and property accesses crossing road reserves such that a uniform standard is achieved and safe access to roads is maintained.

### 3. Responsibility

- 3.1 The Engineering Compliance and Technical Officer is responsible for ensuring property access permits are issued and constructed in accordance with this policy.
- 3.2 Supervisors/Managers and Executive Managers are responsible for making known the required standards and for enforcing these in accordance with this policy.
- 3.3 The Chief Executive Officer has the overall responsibility for the implementation and execution of this policy.

### 4. Definitions

Vehicle Access	For the purpose of this policy a vehicle access extends from the property boundary to the edge of the sealed formation, the shoulder point of the unsealed formation or the extent of the maintained road network.
Approved Vehicle Access	A vehicle access that has been constructed by Council or is approved by an authorised officer, constructed to Council's specifications and inspected and approved by Council in writing.
Unapproved Fit for Purpose Vehicle Access	An existing vehicle access that: <ul style="list-style-type: none"> <li>the landowner cannot produce documented evidence of its approval; or</li> <li>does not meet Council's current specification; or</li> <li>was not constructed in accordance with Council's requirements, but has been constructed of durable materials to a standard similar to Council's requirements.</li> </ul>
Unapproved Not Fit for Purpose Vehicle Access	An existing vehicle access that: <ul style="list-style-type: none"> <li>the landowner cannot produce documented evidence of its approval; or</li> <li>does not meet Council's current specification; or</li> <li>creates obstruction to a road or stormwater drain; or</li> <li>deemed to be a safety hazard to traffic and/or pedestrians; or</li> <li>the nature of its construction acts as an obstruction to Council's general maintenance activities.</li> </ul>

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

Policy Number: ENG-PO-001

Authorised By: Infrastructure Engineer

Document Maintained By: Engineering Services (Assets & Infrastructure)

Version No: 01

Initial Date of Adoption: TBA

Current Version Adopted: TBA

Next Review Date: 12 months from date of adoption



## 5. Policy

There are two parts comprising an access to property. These are:

- (i) the part from the property boundary to the outer edge of the road shoulder, that is the edge furthest away from the carriage way; and
- (ii) the part across the road shoulder.

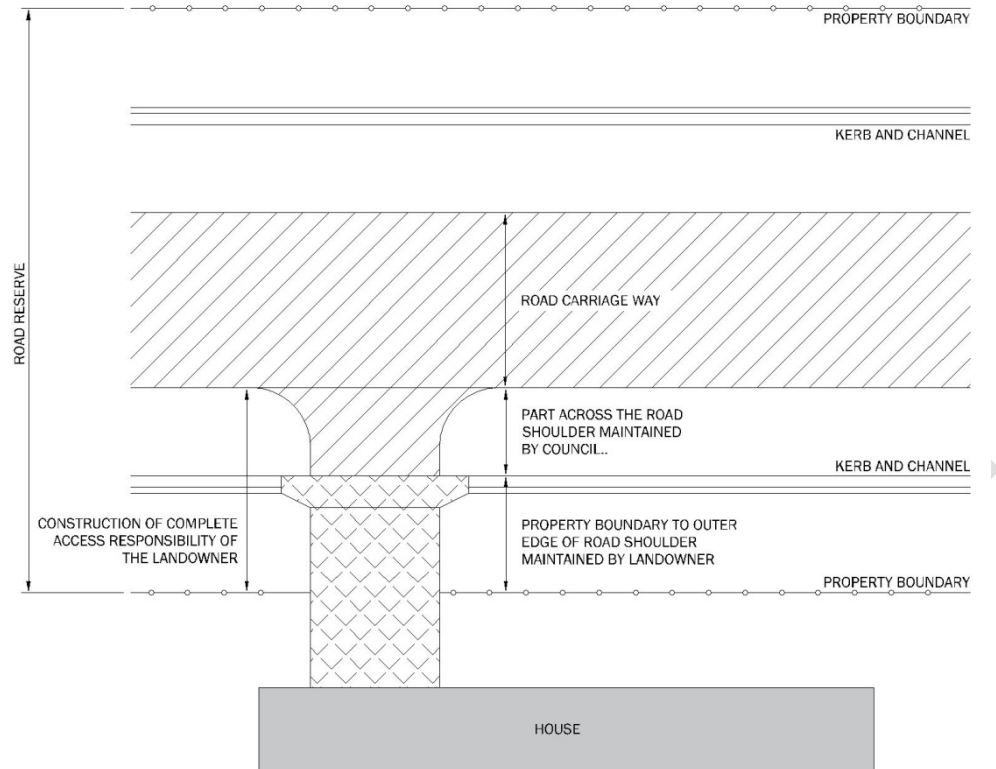


Figure 1 – Access responsibilities where kerb and channel exists

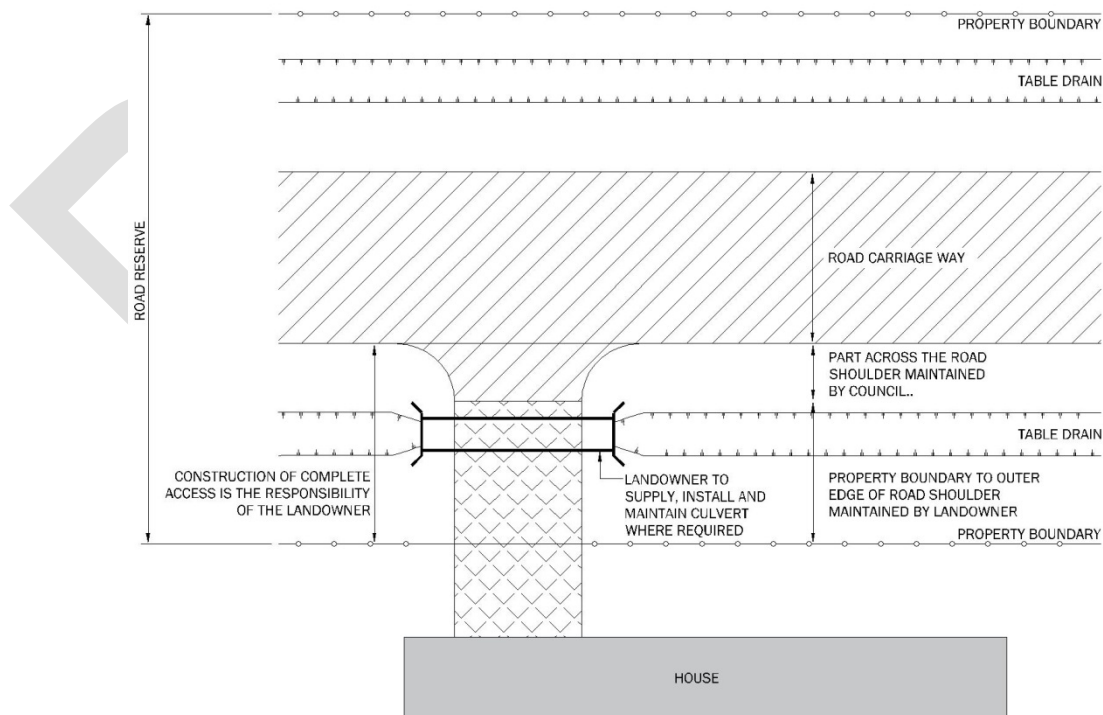


Figure 2 – Access responsibility where no kerb and channel exists



## **5.1 Land Owner and Council Responsibility**

- 5.1.1 The full cost of construction or maintenance of the vehicle access is the responsibility of the property owner whose property is served. Council is responsible for the construction and maintenance of the maintained road carriageway. It is the responsibility of the property owner to construct and maintain access from the council maintained road to their property. Refer to the above figures 1 and 2, which outlines the responsibilities of the landowner and Council.
- 5.1.2 In the case of land subdivision, it is the responsibility of the subdivider to provide an approved vehicle access to each lot.
- 5.1.3 In the event where a property does not have an existing approved or unapproved fit for purpose vehicle access, it is the responsibility of the land owner to provide an approved vehicle access. An exception to this is in an urban situation, where barrier kerb exists across the frontage of the property, but no existing access has been constructed, Council will provide the first kerb crossing. In areas where layback kerb exists, any alterations to the kerb crossing is at the cost to the owner.
- 5.1.4 Any approved or unapproved fit for purpose vehicular access that is constructed prior to the commencement of road works that is interfered with by such construction works will be restored at Council's expense to Council's standard. Council will not accept responsibility for restoration of any unapproved not fit for purpose vehicle access that is interfered with by construction or maintenance works.
- 5.1.5 When restoring or installing an access, the extent to which Council undertakes these works will be limited to the minimum requirements as set out in the standards.
- 5.1.6 As part of the road or kerb and channel reconstruction works, Council will include in its design, to upgrade the turn outs to the minimum sealed standard (section across the road shoulder), which will be priced into the reconstruction budget. If no works is occurring or is planned to occur in the near future and the owner wishes to upgrade the turn outs to the minimum sealed standard (section across the road shoulder), it will be at the cost to the owner.
- 5.1.7 In some circumstances, due to rainfall, property accesses can become inundated with stormwater. Where applicable, Council will undertake maintenance work on associated stormwater assets to allow for the free flow of stormwater. In some instances, Council will approve for a landowner to replace an invert driveway with a crossover bridge structure, at the cost to the owner.
- 5.1.8 The property owner may be required to install an enveloper pipe under the proposed driveway. Council will advise in the letter of approval the size and length of enveloper pipe where required. Council will supply the enveloper pipe if sufficient notice is given to Council to procure the materials.

## **5.2 Design Standard**

- 5.2.1 All vehicle accesses shall be constructed in accordance with Council's standard drawing provided with the application approval.
- 5.2.2 Only invert type crossing are permitted, except where access grades as per Council's standard drawings cannot be achieved.
- 5.2.3 All vehicle accesses shall be constructed at right angles to the kerb and pavement edge unless otherwise approved.
- 5.2.4 The vehicle access location is subject to the confines of the property frontage along the road reserve. Exemptions can be made in special circumstances upon approval from Council's authorising officer.
- 5.2.5 Any modifications required to existing structures or installation of new structures for which there is not an applicable standard controlling the proposed works to enable construction of a vehicle access, will require a design by a Registered Professional Registered Engineer Queensland (RPEQ) to be submitted to Council for approval prior to any works being undertaken. All costs associated with these works are the responsibility of the property owner.
- 5.2.6 Property owners are responsible to provide for drainage of stormwater entering or exiting their property along the access, and are to ensure the stormwater discharge is directed into the existing drainage so as not to create a traffic hazard or have detrimental effects on the verge, and associated road infrastructure, which includes erosion.



5.2.7 The width of an access must be in accordance with Council's standard drawings for a single or dual lane access or to match existing (whichever is greater) and the number of accesses to any residential lot shall not exceed the following:

- Where the frontage of the Lot is 10 metres or less, one single access only,
- Where the frontage of the lot exceeds 10 metres, but is less than 20 metres, one dual lane access or two single lane accesses.
- Where the width of the Lot exceeds 20 metres in urban areas, one additional dual lane access in respect of each 20 metres of frontage in excess of the first 20 metres.
- Where a lot has more than one frontage, each frontage may be treated as a separate frontage.

### **5.3 Construction**

5.3.1 All works must be carried out in accordance with Council's Works in Road Reserve Policy.

5.3.2 A typical application for the construction of an access would include:

- An initial inspection
- Pre-pour inspection
- Final inspection.

5.3.3 All inspections require a minimum of 24 hours' notice and can only be undertaken during Council's standard working hours Monday to Friday 8am – 5pm.

### **5.4 Non-Compliance and Enforcement**

5.4.1 Where an unapproved vehicle access has been identified, Council will provide notice in accordance with its Local Laws to remove the unapproved access or carry out works as approved by an Authorised Officer and constructed to Council's Specifications to ensure compliance with this policy.

5.4.2 Where the occupier fails to take action to install an approved vehicle access the following proper notice being given and subsequently gains access to the property with an unapproved vehicle access, which obstructs or restricts the drain in any way, or poses a safety risk to either pedestrians or traffic, an Authorised Officer may take action in accordance with Council's Local Laws to have the access removed, at the cost to the owner.

5.4.3 Where an existing vehicle access is to be re-located, the property owner is responsible for the cost of removal of the obsolete access, restoration of the disturbed area as well as construction of the new vehicle access.

5.4.4 Council reserves the right to enforce a stop work notice, when it has been identified that a vehicle access is being constructed without a Works in Road Reserve Permit.

## **6. Legal Parameters**

- Local Government Act 2009
- Regulations under the Act
- Local Laws
- Manual Uniform of Traffic Control Devices

## **7. Associated Documents**

- Private Works in Road Reserve Policy (currently in draft and not adopted by Council)
- Works In Road Reserve Application Form
- Council's Standard Drawings





# SHIRE OF HINCHINBROOK

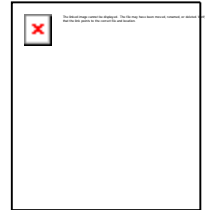
“The Natural Place To Be”

25 LANNERCOST STREET, INGHAM  
PO BOX 366, INGHAM QLD 4850

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TELEPHONE: (07) 4776 4600  
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All correspondence to be addressed to the Chief Executive Officer



## **REPORT TO:**

**P Committee Business Meeting**  
**] General or Special Meeting**  
**P Chief Executive Officer**

## **SUBJECT:**

**Proposed Review of Property Access Policy**

## **BACKGROUND:**

The current Property Access Policy is being reviewed and will be presented to Council for its consideration at an upcoming meeting.

Council has received a number of complaints/requests relating the section of the street between the seal edge and kerb line in recent months, and following the prolonged wet season. The requests have involved erosion and potholing in this area adjacent property entrances.

## **COMMENTS:**

Council's current policy states "maintenance responsibility for the constructed area of a public road with kerb and channel exists, extends from the edge of the carriageway for a distance of two (2) metres". In the town area the distance from this offset point can extend several meters placing the responsibility for maintenance of this roadway area, between the kerb line and carriageway on the property owner. This really conflicts with Council's own responsibility to ensure public safety within a road construction.

A more workable situation is viewed as Council taking responsibility for all maintenance of the roadway between the kerb lines. This approach is in line with Council's current practice in new/upgrade works of providing seal out to the kerb line adjacent property accesses. It would also be a simpler and more straight forward arrangement for Council to ensure that its responsibilities as a Road Authority are met with regard to ensuring public safety.

Therefore, it is proposed that Council amend its current Property Access Policy accordingly, with a view to incorporating this same amendment in later and more comprehensive review of the policy. This amendment would allow a clear and consistent direction to be followed in some of the outstanding street verge work, that Council currently has as a result of the extended wet weather.

Please find attached current Access to Property Policy, for your reference.

## **RECOMMENDATION:**

Council amend its current Property Access Policy such that maintenance between the kerb lines is the responsibility of Council.

## **REPORTING OFFICER:**

D Di Prima  
WORKS ENGINEER

## **SIGNATURE:**

## **DATE:**

18<sup>th</sup> July 2006





# SHIRE OF HINCHINBROOK

## *The Natural Place To Be*

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### ACCESS TO PROPERTY

1. This policy identifies two separate parts as comprising a total access to a privately owned parcel of land from the constructed area of a public road, and sets out responsibilities for construction and maintenance of each part.

For the purpose of this policy the constructed area of a public road is defined to include the following features:-

- (i) the carriage way, that is the shaped surface where vehicular traffic moves, and which may be paved or sealed,
- (ii) the longitudinal drainage system for the road, either an open earth watertable or concrete kerb and channel,
- (iii) in urban areas the pedestrian footpath, and
- (iv) the road shoulders, that is the clearance space between the carriage way and the longitudinal drainage system. This extends from the edge of the carriage way to the top of the batter to an open earth watertable or for a nominal distance of 2m from the edge of the carriage way when kerb and channel exists.

The two parts comprising an access to property are:-

- (i) the part from the property boundary to the outer edge of the road shoulder, that is the edge furthest away from the carriage way, and
- (ii) the part across the road shoulder.

2. The general responsibilities for construction and maintenance of any property access are -

- (a) From the property boundary, across the footpath (if any) and the longitudinal drainage system, to the outer edge of the road shoulder - the landholder is responsible for construction and maintenance and construction of the road shoulder.
- (b) Across the road shoulder - the Council is responsible for maintenance only.

These general responsibilities are modified in specific instances as set out in Clauses 3 & 4.



**3. New accesses created by subdivision of land.**

Construction of the total access over both parts identified in Clause 1, to each lot, will be the responsibility of the subdivider.

Subsequent maintenance of these accesses will be in accordance with the general responsibilities set out in Clause 2.

4. Where construction, reconstruction or maintenance work interferes with an existing access, the constructing or maintenance authority will be responsible for reinstatement to an appropriate standard.

**5. Crossings at kerb and channel.**

Only "invert" type crossings will be provided or permitted, except where access grade change at the channel exceeds 14%, in which cases "cross-over" type crossings will be provided or permitted.

Access grade change shall be determined by levels measured or adopted at the road pavement edge, channel invert and property alignment.

**6. Construction and Maintenance Standards**

The nature and standard of construction and maintenance provided, required or permitted for a property access will be determined by Council, having regard to the circumstances in each particular case. Included in those circumstances will be consideration of the volume and nature of vehicular traffic using or expected to use the access.



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**EXECUTIVE MANAGER DEVELOPMENT AND PLANNING ACTIVITY REPORT FOR MONTH ENDING 31 MARCH 2017**

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**Executive Summary**

This Monthly Activity Report is to be presented at Council's Ordinary Meeting scheduled to be held on 26 April 2017 for Councillors information.

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**For Council Decision – Recommendation**

That the report be received and noted.

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**Officers Comment**

Nil

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**TYTO PRECINCT**

TYTO Conference and Event Centre had an exceptional month in March, despite four cancellations to bookings. With Election figures from last year removed from statistical data the business activity has grown very positively with an increase of patronage of 534.60% on an increase of venue hire of 81.82%. This has contributed to the overall revenue growth which as at March year to date is up 75%.

Patronage, has also been influenced by the pending warnings of Cyclone Debby. This had a combined impact of approximately 4-8 days. There were four cancellations as a direct result of the cyclone equating to 195 patrons.

Hinchinbrook Shire Library had a decrease attendance this continues to reflect less groups of children/teenagers using the Library as a hangout. However circulation is up 9% and a 23% increase in membership with 32 international patrons being recorded manually.

The TYTO Wetlands Map has been reviewed both as a necessity and to ensure it complements other tourism product being developed in the shire, most notable The Hinchinbrook Way Walk which is due to commence in July. This has been combined with a bird sighting activity, again to provide product.

The Child Health New Baby programme which has been running on a quarterly basis, which became Mums and Bubs group as at November 2016 and operated on a weekly basis, is looking to be expanded to try to appeal to a wider group and expands its community influence currently both in early child literacy and health alongside its current main partner Ingham Health Service. A new name will appear in the market place TINY TOTS @ TYTO and from here additional events and or activities will hopefully be introduced with the inclusion of more partners in the Programme. This programme is being developed as a TYTO Partner Programme and most of the funding for expansion is afforded via the First Five Forever initiative/grant.

**Visitor Numbers**

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

**Note:**

HSL Numbers are not unique.

TCEC PAX numbers refer to actual and predicted attendance figures.

TCEC ROOM numbers refer to actual hires.

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

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

### **Variances**

March TYTO attendance figures are down -26.65% compared to March last year being -5.93% year to date.

### **TIWC**

Visitors number for March were 963 this is a 13.48% decrease from the previous March. Decrease is primarily from the Townsville Region. Interestingly there was an increase of other Australia and International visitors. Primary reason for this decrease was weather conditions in the later part of March.

### **RV Area**

Park opened on 1 March 2017 with 9 permits issued. The RV area has been quite wet with not as many caravans and motor homes travelling. The weather has also seen a delay start to the CMCA RV Site.

### **Forrest Beach RV Park**

The trial for the RV Park in Forrest Beach will re-open on the 1 April 2017, with the Forrest Beach Progress Association again running the park with assistance from Council if needed.

### **TCEC**

Total Conference and Events bookings for the month of March 2017 were 20, 16 of which were external, 2 Council and 2 promotional. This is an 81.82% increase in bookings for the month of March compared to 2016.

Total attendance numbers for March 2017 were 1504, of which 1469 were from external patrons. This was however a -27.87 decline in patrons for the month of March compared to 2016.

### **TRAG**

390 visitors were recorded visiting the TYTO Regional Art Gallery in March 2017. This is a decrease of -56.67 from March last year.

### **HSL**

March 2017 has been a busy month for the Hinchinbrook Shire Library. Annual stocktake was completed in March. Stocktake consisted of 21,866 items being scanned through the system. Tiny TOTS at TYTO continues to build in numbers every week, as well as Storytime numbers. eSkills remains very popular, with groups growing in size and technological knowledge. A total of 8,778 visitors visited the Library in the Month of March, which is a decrease of 25% from last year. Circulation of 15,585 increased this month by 9% compared to March last year and the Library received 27 new members for the month, which is an increase of 23% from last year.



# ACTIVITY REPORT – DEVELOPMENT AND PLANNING

	JUL	AUG	SEPT	OCT	NOV to 15	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
TIWC 16/17	3658	4132	1724	1419	744	879	971	680	963				15698
TIWC 15/16	3823	3662	1967	1368	865	838	943	611	1113	1439	1600	2469	20685
% Difference 15/16 v 16/17	-4.32	12.83	-12.35	3.73	47.05	4.89	2.97	13.71	-13.48	-100.00	-100.00	-100.00	-24.11
TRAG 16/17	1211	1339	1363	679	510	169	351	344	390				6359
TRAG 15/16	1533	1495	1002	875	569	183	329	417	900	1244	813	1109	10469
% Difference 15/16 V 16/17	-21.00	-10.43	36.03	-22.40	-100.00	-7.65	7.60	-17.51	-56.67	-100.00	-100.00	-100.00	-39.26
HSL 16/17 DOOR	10629	9720	9927	7566	7545	4474	6420	7731	8778				72790
HSL 15/16 DOOR	10451	10262	9907	8767	8793	6368	7710	8875	11765	10794	11026	11040	115758
% Difference 15/16 V 16/17	1.70	-5.28	0.20	-13.70	-100.00	-29.74	-16.73	-12.89	-25.39	-100.00	-100.00	-100.00	-37.12
TCEC 16/17 PAX	2744	11185	1288	532	123	715	38	814	1504				18943
TCEC 15/16 PAX	952	10740	409	532	294	685	123	333	2085	1353	3435	1399	22340
% Difference 15/16 V 16/17	188.24	4.14	214.91	0.00	-100.00	4.38	-69.11	144.44	-27.87	-100.00	-100.00	-100.00	-15.21
TCEC 16/17 ROOM	27	13	21	9	4	4	3	14	20				115
TCEC 15/16 ROOM	18	9	10	12	12	7	6	11	11	19	20	31	166
% Difference 15/16 V 16/17	50.00	44.44	110.00	-25.00	-100.00	-42.86	-50.00	27.27	81.82	-100.00	-100.00	-100.00	-30.72
Cooper St Rest Area 16/17	168	198	79	35	9	0	0	0	0				489
Cooper St Rest Area 15/16	261	228	112	58	0	0	0	0	2	32	69	88	850
% Difference 15/16 V 16/17	-4.32	-13.16	-29.46	-39.66	0.00	0.00	0.00	0.00	0.00	-100.00	-100.00	-100.00	-42.47
<b>TYTO Total 16/17</b>	<b>18242</b>	<b>26376</b>	<b>14302</b>	<b>10196</b>	<b>9450</b>	<b>6237</b>	<b>7783</b>	<b>9583</b>	<b>11635</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>114325</b>
<b>TYTO Total 15/16</b>	<b>16759</b>	<b>26159</b>	<b>13285</b>	<b>11542</b>	<b>10521</b>	<b>8074</b>	<b>9105</b>	<b>10223</b>	<b>15863</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>121531</b>
<b>YTD/Annual Increase 15/16 v 16/17</b>	<b>8.85</b>	<b>0.83</b>	<b>7.66</b>	<b>-11.66</b>	<b>-10.18</b>	<b>-22.75</b>	<b>-14.52</b>	<b>-5.08</b>	<b>-26.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-5.93</b>

n/a not available at time of report preparation



**TOWN PLANNING**

- Applications received**

Reconfiguring a Lot:	1
Material Change of Use:	1
Operational Works:	1
Building Works Assessable Against Planning Scheme:	1
Change to Existing Approval:	1
Request to Extend Development Approval :	0
Frontage, Side and Rear Siting Relaxation:	1
State Department Lease/Conversion Applications:	0
<b>Total Application</b>	<b>6</b>

**TOWN PLANNING**

- Approvals issued**

Reconfiguring a Lot:	3
Material Change of Use:	0
Operational Works:	0
Building Works Assessable Against Planning Scheme:	1
Change to Existing Approval:	0
Request to Extend Development Approval :	0
Side and Rear Siting Relaxation	3
State Department Lease/Conversion Applications:	0
<b>Total Approvals</b>	<b>7</b>

**ECONOMIC DEVELOPMENT AND TOURISM**

- 3 March: EMDP and SEDTO attended Marketing Strategy Meeting with Earthcheck;
- 6 March: TO and DP trainee attended basic SCO website training
- 7 March: EMDP attended LGAQ Economic Development – Nurturing your local economy Course;
- 8 March: EMDP attended NQRP Local Government Working Group;
- 9 March: EMDP attended Native Title & Cultural Heritage Training;



- 14 March: EMDP attended Councillor Briefing Session;
- 17 March: EMDP attended IGWM Workshop, Evacuation Planning;
- 21 March: EMDP attended Portfolio and Councillor Session;
- 23 March EMDP & SEDTO attended PCG meeting
- 23, 27,29 March: EMDP attended LDMG Meeting;
- 28 March: EMDP attended Council General Meeting;

**Economic Development Key actions:**

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

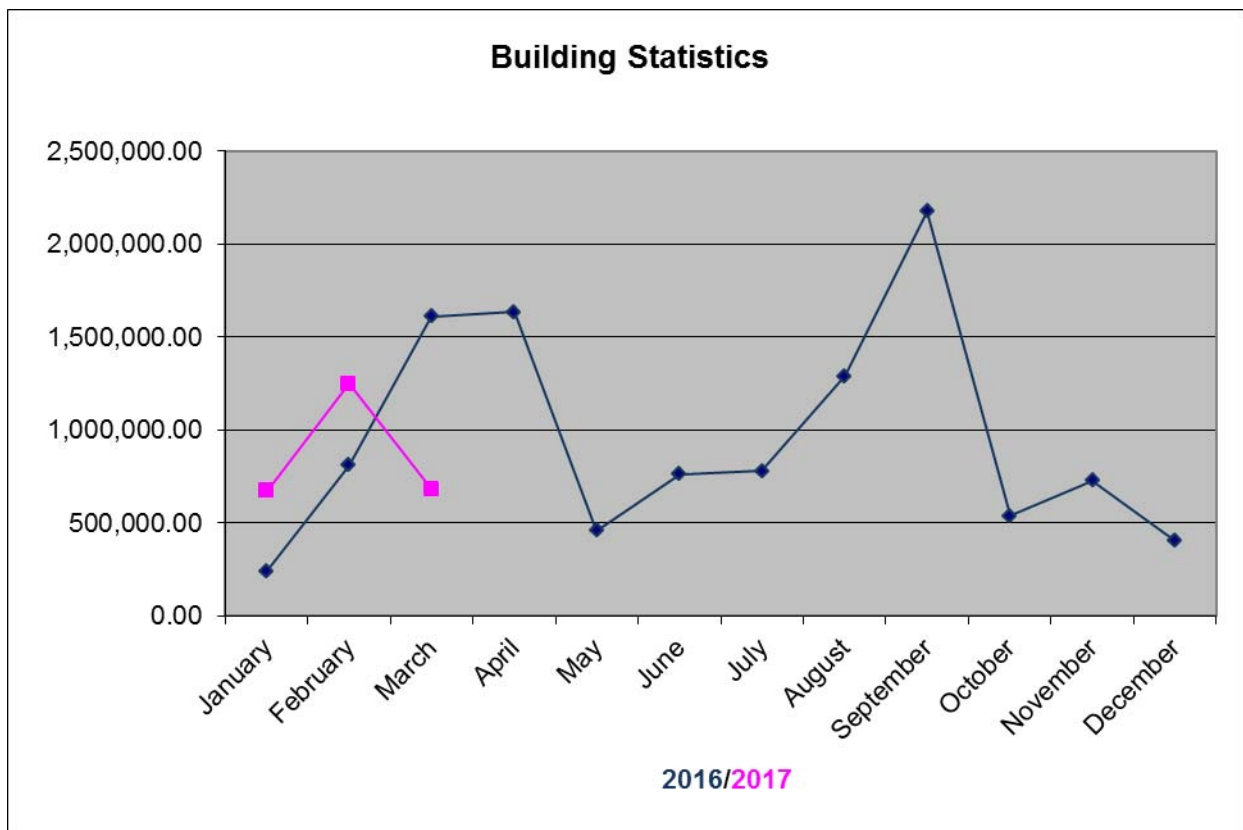


## BUILDING AND PLUMBING

### Plumbing Inspections March 2017

Finals	7	New Design	2
Rough In	1	Work on as-constructed plans	7
Drainage	3	Trade Waste Inspections	0
Slab	2	Sewer Main Locations	0
Bath	0	Disconnection of House Drain	0
Elevated Pipe Work	3	Backflow Inspections	0
<b>Total</b>	<b>16</b>	<b>Other</b>	<b>7</b>

### Building Status Report





**Development and Planning Capital Works Progress Report:**

C	Construction	A	Assessment	P	Procurement
---	--------------	---	------------	---	-------------

Project Description (Project Code) 2016/2017 Projects	Programme Estimate 2016/2017			2016/2017 Expenditure	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
Ingham CBD Redevelopment <ul style="list-style-type: none"><li>Hinchinbrook Way Walk</li><li>Wayfinding Signage</li><li>Rotary Park Tourist Signage</li><li>Rotary Park Revitalisation</li></ul>	\$253,000	\$0	\$253,000	\$99,617													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast					A	C						
					Actual									C			
Tourist Loop Signage	\$24,000	\$91,000	\$115,000	\$14,194													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast							C					
					Actual	C									C		
RV Tourist Parking Signage – Lannercost Street	\$20,000	\$0	\$20,000	\$1,260													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast					A	C						
					Actual										C		
TYTO Furniture	\$7,000	\$0	\$7,000	\$7,000													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	A											
					Actual	C											



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



ACTIVITY REPORT – DEVELOPMENT AND PLANNING

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



## Project Gruff



## Project Gruff – HRE



## Tiny Tots @ TYTO and First 5 Forever – Storytime Forever and Baby Welcoming Ceremony – HRE





## TYTO Wetlands Map



Front

## What bird is that?

The TYTO Wetlands have a bird species diversity that rivals Kakadu National Park, Northern Territory in a space 18,000 times smaller!

Spot some of the most common seasonal species that make TYTO Wetlands home.

Can you spot all 20?

The Wetlands are home to 27.4% of Australian Bird species in one location (psst that is nearly the same as Kakadu National Park - WOW!).

Visit the TYTO Information and Wetlands Centre for a full list or download one from [tyto.com.au](http://tyto.com.au).



Back



# what's on... @ tyto.com.au

**mini Museum**  
31st Battalion - The Kennedy Regiment Museum  
A unique exhibition of Nationally recognised heritage.

Open daily, 10am - 4pm  
Located at TYTO within the Hinchinbrook Shire Library

**EXHIBITION**  
03 MAR to 01 APR 2017  
Retrospective Exhibition 'Sense and Soul of Place' by Dr Barbara Cheshire and 'On the Wild Side' by Daryl Dickson  
Open daily, 10am - 4pm  
TYTO Regional Art Gallery

**HINCHINBROOK MARKET DAY**  
APRIL - SEPTEMBER  
First Thursday of the month  
8.30am - 1.30pm  
TYTO Parklands

**Artist in Residence**  
Kate Carr - The Mosaic Way  
Visitors are invited to interact with our artist-in-residence.  
04 APRIL - 22 JUNE  
TYTO Regional Art Gallery

**EXHIBITION**  
07 APR to 30 APR 2017  
The Matchbox Show and Ingham Community Kindergarten  
Open daily, 10am - 4pm  
TYTO Regional Art Gallery

**Camelata**  
Award winning chamber orchestra, sharing the pure joy of making music  
9 MAY, 5.00pm - 6.30pm  
TYTO Amphitheatre

**TASMAN TURTLE'S PICNIC DAY**  
20 MAY, 11am - 4pm  
TYTO Parklands  
"GREAT FAMILY FUN"



## TYTO

TYTO is the eclectic, the unexpected; where the discovery of art, culture, nature and knowledge unfolds. It is a place of inspiration that honours, in name, the endangered Tyto Capensis Owl. TYTO is so much more than a wetland... Year round it plays host to a fusion of events, activities, workshops and tours. A perfect place to while away an hour or a day. A serene one hour drive north of Townsville, in the heart of Hinchinbrook ... TYTO is the ideal way to take time out.



### TYTO INFORMATION AND WETLANDS CENTRE

Corner Bruce Highway and Cooper St, Ingham  
Opens Mon-Fri 9am - 5pm,  
Sat-Sun 9am - 4pm  
Phone: 4776 4792 | [www.tyto.com.au](http://www.tyto.com.au)  
visitTYTO

**SUNDAY SESSIONS @ TYTO**  
APRIL - SEPTEMBER  
Last Sunday of the month  
4.30pm - 6.30pm  
TYTO Amphitheatre



### TYTO WETLANDS

Immerse yourself in nature and discover the unique flora and fauna that inhabits the TYTO Wetlands.

Self guided or guided tours available. Contact TYTO Information and Wetlands Centre for more information.



### SUGAR TRACKS

A journey that brings to life a yesteryear that shaped the great pioneering cane community of Hinchinbrook.

Self guided or guided tours available. Contact TYTO Information and Wetlands Centre for more information.



All dates and times are correct at time of printing. For up to date information please see the TYTO facebook page or the website. All listings subject to change without notice.

[tyto.com.au](http://tyto.com.au) visitTYTO 4776 4792

TYTO is owned and operated by Hinchinbrook Shire Council



### Visit TYTO

TYTO is the eclectic, the unexpected; where the discovery of art, culture, nature and knowledge unfolds. It is a place of inspiration that honours, in name, the endangered Tyto Capensis Owl. TYTO is so much more than a wetland... Year round it plays host to a fusion of events, activities, workshops and tours. Come along, with your family or a group of friends.

The extensive centre, covering 120 hectares with a concentrated focus in an easily accessible built environment of 10 hectares, consists of a Regional Art Gallery, Conference Venue, Library with mini Military Museum, Creative Studio, accredited Regional Information and Wetlands Centre, Wetlands Attraction, Piazza, Amphitheatre, Parklands and privately leased Cafe.

TYTO is a perfect place to while away an hour or a day. A serene one hour drive north of Townsville, in the heart of Hinchinbrook ... it is the ideal way to take time out.

For more information see facebook visitTYTO or the website [www.tyto.com.au](http://www.tyto.com.au).

**ENJOY EVERY DAY @ TYTO**  
7 DAYS OF EVENTS, ACTIVITIES, WORKSHOPS, TOURS OR TIME OUT  
OPEN 10.00AM - 4.00PM (EXC INFORMATION CENTRE)

HINCHINBROOK NTH QLD  
#hinchinbrookway

art | culture | nature | knowledge  
[tyto.com.au](http://tyto.com.au) visitTYTO

TYTO is owned and operated by Hinchinbrook Shire Council



JOHN HEARD: Grasshopper



## TYTO Testimonials

TYTO Testimonials				
Outlet	Date Received	Testimonial by (Full name if given)	Testimonial Contact (Email/Ph/Survey)	Testimonial (Exactly as written)
TIWC	Mar	Jolene Henrich	Visitor Book	Staff very friendly and helpful
TIWC	Mar	Gerard Sunquna Ternadas	Visitor Book	Great Staff
TIWC	Mar	Lena Schultz	Visitor Book	Good Display
TIWC	Mar	De Lavassiere	Visitor Book	Yes very nice. Maps
TIWC	Mar	Judy Baxter	Visitor Book	Always Excellent
TIWC	Mar	Dayle & Ian Christansen	Visitor Book	Always Good
TIWC	Mar	Ryan & Kate Dahl	Visitor Book	Yes very helpful, very good
TIWC	Mar	Kel Phil Jessie Goodley	Visitor Book	Absolutely wonderful
TIWC	Mar	Trevor & Madelene	Visitor Book	Yes, fantastic birds. All pretty good
TIWC	Mar	Terry & Pam	Visitor Book	All pretty good
TIWC	Mar	Glenda & Steven Bord	Visitor Book	Very much, all pretty good
TIWC	Mar	Hannah & Liz	Visitor Book	Yes so helpful. All great
TIWC	Mar	Marten Geerinch	Visitor Book	Yes beautiful, all good
TIWC	Mar	Karen & Dale	Visitor Book	Yes very interesting, wet & green. All good, polite staff
TIWC	Mar	John Daly	Visitor Book	Lovely Centre & the best we've been to. Very well thought out
TIWC	Mar	Kelly Family	Visitor Book	Amazing staff & volunteers. You've taught them well. Thanks Rini & Norina
TIWC	Mar	Kurt	Visitor Book	Great Centre. Thanks for the help
TIWC	Mar	Rhonda & Michael Lyons	Visitor Book	We've been many times & always enjoy the atmosphere



Outlet	Date Received	Testimonial by (Full name if given)	Testimonial Contact (Email/Ph/Survey)	Testimonial (Exactly as written)
TIWC	Mar	Peter Macalastair	Visitor Book	Thank you for your kind assistance
TRAG	Mar	Shane Green	Visitor Book	Excellent! A little piece of mind.
TRAG	Mar	Ray Clark	Visitor Book	Very stimulating. Good show!
TRAG	Mar	Robyn Lynn	Visitor Book	Great work
TRAG	Mar	Jo Bulger	Visitor Book	Brilliant
TRAG	Mar	Peter Cameron	Visitor Book	Beautiful display
TRAG	Mar	Des and Mia Bancliera	Visitor Book	Inspiring
TRAG	Mar	Graham and Kazumi	Visitor Book	Great work!
TRAG	Mar	Tania Close	Visitor Book	very Impressed
TRAG	Mar	Hazel Price	Visitor Book	Excellent!
TRAG	Mar	Sally Morony	Visitor Book	Wonderful!
TRAG	Mar	Elleg Waters	Visitor Book	Marvellous as always!
TRAG	Mar	Jenny Penfold	Visitor Book	Most impressive!
TRAG	Mar	Ann Kelley	Visitor Book	Admirable
TRAG	Mar	Nev Donaldson	Visitor Book	Great!



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EXECUTIVE MANAGER DEVELOPMENT AND PLANNING MONTHLY STATUS REPORT – APRIL 2017

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For Council Decision – Recommendation

That the Report be received and noted.

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*Resolution Number – 280317-38 - Siting Relaxation Application – 40 Pindar Street, Ingham – Lot 77 on RP884770, Parish of Cordelia – Auditore Builders Pty Ltd for F and C Erba*

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

Status:

April 2017 Update – Decision Notice prepared and send to applicant.

*Matter Closed*

*Resolution Number – 280317-37 - Siting Relaxation Application – 10 Hardy Street, Ingham – Lot 2 on RP713795, Parish of Cordelia – K Phillips*

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

Status:

April 2017 Update – Decision Notice prepared and send to applicant.

*Matter Closed*

*Resolution Number – 280317-36 - Siting Relaxation Application – 4 Staghorn Street, Allingham – Lot 14 on RP733788, Parish of Cordelia – BJ And CJ Holland*

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

Status:

April 2017 Update – Decision Notice prepared and send to applicant.

*Matter Closed*

*Resolution Number – 280317-35 - Reconfiguring a Lot: Rearrangement of Boundaries – 339 Trebonne Road, Ingham – Lot 39 on RP746804, Parish of Cordelia – AJ And LA Pietrobon*

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

Status:

April 2017 Update – Decision Notice prepared and sent to applicant.

*Matter Closed*



*Resolution Number – 280317-34 - Reconfiguring a Lot: Access Easement (Three) – Herbert Street, Ingham – Lots 1 and 2 on RP720972 and Lot 2 on RP708833, Parish of Cordelia – Hansen Surveys Pty Ltd for Diana La Rosa*

That Council resolve to issue a Development Permit for Reconfiguration of Land – Access Easement (Three), subject to a number of conditions.

Status:

April 2017 Update – Decision Notice prepared and send to applicant.

*Matter Closed*

*Resolution Number – 280317-33 - Reconfiguring a Lot: Subdivision of Land – One Lot into Two Lots – 8 Badila Street, Ingham – Lot 39 on RP746804, Parish of Cordelia – Hansen Surveys Pty Ltd for Giovanni Cazzulino*

That Council resolve to issue a Development Permit for Reconfiguration of a Lot (Subdivision), subject to a number of conditions.

Status:

April 2017 Update – Decision Notice prepared and send to applicant.

*Matter Closed*

*Resolution Number – 280317-20 - Instrument of Delegation (Planning and Development Services) – Hinchinbrook Shire Council to Chief Executive Officer*

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

Status:

April 2017 Update – The delegation has been circulated to Planning & Development Services staff.

*Matter Closed*

*Resolution Number – 280317-19 - Hinchinbrook Chamber of Commerce, Industry and Tourism Inc Financial Assistance*

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

Status:

April 2017 Update – Council forwarded letter to Chamber advising of outcome. Council has received the tax invoice from Hinchinbrook Chamber of Commerce for financial assistance 2016/2017.

*Matter Closed*

*Resolution Number – 280317-17- Business Assistance Scheme Policy*

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

1. The words “will” being changed to “may” in Clause 9 as they appear in the fourth and fifth paragraphs.
2. In Clause 6 (Guiding Principles) that bullet point four be amended to read “funding may be subject to....”.

Status:

April 2017 Update – Policy has been adopted budget provision being included in the 2017/2018 financial budget.

*Matter Closed*

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

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

Status:

April 2017 Update – No response has been received from Visit Queensland regarding the proposed name change.



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

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

That the matter be deferred pending further investigation.

Status:

April 2017 Update – No further update at this stage.

*March 2017 Update – The petitioners has been notified and provided with an opportunity to provide input to the application to close the pathway until 7 April 2017. The report has been submitted to the April General Meeting for assessment.*

*Matter Closed*

*Resolution Number - 280217-14 – Business Assistance Scheme Policy*

That the matter be deferred pending further investigation.

Status:

April 2017 Update – Policy has been adopted.

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

*Matter Closed*

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

That Council resolve the following:

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

Status:

April 2017 Update – *No further update at this stage.*

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

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

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

That Council:

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

Status:

April 2017 Update – An update from DILGP is that Approval to Notify will only be issued in May. The public consultation process expected to be undertaken during April and May is being moved to May and June.

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



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

*Resolution Number - 310117-14 – Outdoor Billboard Advertising*

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

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

Status:

April 2017 Update – The billboards are in the process of being installed.

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

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

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

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

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

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

Status:

April 2017 Update – Detailed site survey is planned for mid April.

*March 2017 Update – No further update.*

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

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

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

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



Status:

April 2017 Update – *No further update at this stage.*

March 2017 Update – *No further update at this stage.*

February 2017 Update – *No action as yet.*

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

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

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

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

Status:

April 2017 Update – The trial commenced on the 1 April 2017. The first two vans were onsite the following week.

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

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

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

*Matter Closed*

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

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

Status:

April 2017 Update – *The temporary position to cover a 12 month maternity leave period has been re-advertised but as yet is not filled. Interviews were held the week of the 10 April 2017.*

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

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

January 2017 Update – *The position description has been finalised.*

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

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

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

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

That Council resolve that:



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

Status:

April 2017 Update – *No further update at this stage.*

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

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

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

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

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

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

#### *Resolution Number – 270916-14 – Ageing in Place Report*

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

Status:

April 2017 Update – Nominations for the committee closed the 31 March 2017. Eight nominations were received.

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

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

*January 2017 Update – Discussions have been conducted, progressing.*

*December 2016 Update – In progress.*

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

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

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

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

Status:

April 2017 Update – The RFQ for the signage has closed. The signs have been ordered.

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



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

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

*December 2016 Update - No further progress to date.*

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

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

*September 2016 Update – No further progress to date.*

*August 2016 Update – No further progress to date.*

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

#### *Resolution Number – 081215-21 – Orpheus Island Management Plan*

*That Council seek:*

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

*Status:*

*April 2017 Update – written correspondence was sent to the Minister. A response has been received from Manager planning of the Department of National parks, Sport and Racing who advised that *the Orpheus Island National Park Management Plan (2000) limits commercial 'group sizes' in the Yanks Jetty area to 50 people, but does not prevent multiple groups of 50 people in the area 'at one time.**

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

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

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

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

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

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

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

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

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

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



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

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

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

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

*Matter Closed*

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

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

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

*Status:*

*April 2017 Update – No further update at this stage.*

*March 2017 Update – No further update at this stage.*

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

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

*December 2016 Update - No further update at this stage.*

*November 2016 Update – No further update at this stage.*

*October 2016 Update – No further update at this stage.*

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

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

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

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

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

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

*February 2016 Update – Expression of interest closed early 2016.*

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



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

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

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

Status:

April 2017 Update – *Awaiting QTIF application funding acceptance.*

March 2017 Update – *Awaiting QTIF application funding acceptance.*

February 2017 Update – *Awaiting QTIF application funding acceptance.*

January 2017 Update – *Awaiting QTIF application funding acceptance.*

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

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

October 2016 Update – *Permits currently being assessed by DTMR.*

September 2016 Update – *Permits currently being assessed by DTMR.*

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

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

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

May 2016 Update – *Works are progressing.*

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

February 2016 Update – *Finalising designs.*

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

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

November 2015 Update – *Pending funding from QTIF.*

October 2015 Update – *Pending funding from QTIF.*

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

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

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

Status:

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:*

*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:

*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:

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

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

Status:

*April 2017 Update – No further update.*

*March 2017 Update – No further update at this stage.*

*February 2017 Update – No further action at this stage.*

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

*December 2016 Update - No further action at this stage.*

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

*October 2016 Update – No further action at this stage.*

*September 2016 Update – SEDTO provided update at PCG meeting.*

*August 2016 Update – No further action at this stage.*

*July 2016 Update – No further action at this stage.*

*June 2016 Update – No further action at this stage.*

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

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

*February 2016 Update – No further action as this stage.*

*January 2016 Update – No further action as this stage.*

*December 2015 Update – No further action as this stage.*

*November 2015 Update – No further action at this stage.*

*October 2015 Update – No further action at this stage.*

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

That Council advise Donna Amory that:

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

Status:

*April 2017 Update – No further update at this stage.*

*March 2017 Update – No further update at this stage.*



*February 2017 Update – No further update at this stage.*

*January 2017 Update – No further update at this stage.*

*December 2016 Update - No further update at this stage.*

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

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

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

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

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

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

*May 2016 Update – No further update at this stage.*

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

*February 2016 Update – No further update at this stage.*

*January 2016 Update – No further update at this stage.*

*December 2015 Update – No further update at this stage.*

*November 2015 Update – No further update at this stage.*

*October 2015 Update – No further update at this stage.*

*September 2015 Update – No further update at this stage.*

*August 2015 Update – No further update at this stage*

*July 2015 Update – No further update at this stage.*

*June 2015 Update – No further update at this stage.*

*May 2015 Update – No further update at this stage.*

*April 2015 Update – No further update at this stage.*

*March 2015 Update – No further update at this stage.*

*February 2015 Update – No further update at this stage.*

*January 2015 Update – No further update at this stage.*

*December 2014 Update – No further update at this stage.*

*November 2014 Update – No further update at this stage.*

*October 2014 Update – No further update at this stage.*

*September 2014 Update –No further update at this stage.*



*August 2014 Update – No further update at this stage.*

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

*Resolution Number – 151013-33 – Hinchinbrook Shire Flag*

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

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

Status:

*April 2017 Update – No further update.*

*March 2017 Update – No further action at this stage.*

*February 2017 Update – No further action at this stage.*

*January 2017 Update – No further action at this stage.*

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

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

*October 2016 Update – No further action at this stage.*

*September 2016 Update – No further action at this stage*

*August 2016 Update – No further action at this stage*

*July 2016 Update – No further action at this time.*

*June 2016 Update – No further action at this time.*

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

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

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

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

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

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

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

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

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

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

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

*May 2015 Update – Awaiting completion of the Shire branding project.*

*April 2015 Update – Awaiting completion of the Shire branding project.*



*March 2015 Update – Shire branding to be presented to Council on Tuesday 24 March 2015, including Shire flag.*

*February 2015 Update – To be confirmed following outcome of Economic Development Workshop on 3 March 2015.*

*January 2015 Update – Awaiting the progress of the Shire Wide Branding project.*

*December 2014 Update – Awaiting the progress of the Shire Wide Branding project.*

*November 2014 Update – Awaiting the progress of the Shire Wide Branding project.*

*October 2014 Update – Awaiting the progress of the Shire Wide Branding project.*

*September 2014 Update – Awaiting the progress of the Shire Wide Branding project.*

*August 2014 Update – Awaiting the progress of the Shire Wide Branding project.*

*July 2014 Update – Awaiting the progress of the Shire Wide Branding project.*

*June 2014 Update – Awaiting the progress of the Shire Wide Branding project.*

*May 2014 Update – Awaiting the progress of the Shire Wide Branding project.*

*April 2014 Update – Awaiting the progress of the Shire Wide Branding project.*

*March 2014 Update – The current shire flag has been discontinued from service.*

*February 2014 Update – Awaiting the progress of the Shire Wide Branding project.*

*January 2014 Update – No further progress to date.*

*December 2013 Update – No further progress to date.*

*November 2013 Update – No further progress to date.*

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

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

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

Status:

*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:*

*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.*



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## **ROUND 2 2016 / 2017 RADF APPLICATIONS**

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### **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 2016/2017 there are two rounds. The closing date for 2016/2017 applications for Round 1 was 6 February 2017. The closing date for Round 2 applications was 3 April 2017. The Committee received three applications. The Committee recommends approval of funding totalling \$10,509 which is available in RADF funds for 2016/2017.

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### **For Council Decision – Recommendation**

That Council endorse the recommendation as presented by the RADF Committee and approve funding totalling \$10,509 inclusive of GST for the specific projects as follows:

1. Forrest Beach State School – Allingham Timeline Mural  
A unique timeline mural of the Allingham/Forrest Beach Region. There will be a local professional Artist employed and student workshops involved in the project. To be painted on six (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. \$5,665.50.
2. Ingham NAIDOC Committee – NAIDOC Day Celebrations. Basket Weaving Workshop  
Grant funds will be used exclusively to employ a Traditional Basket Weaver to conduct a workshop on one day of NAIDOC Week. \$1,070.
3. Victoria Plantation State School P&C Undercover Area Cultural Mural  
Employ a local Artist who will consult with the local community to design a mural which represents the values of the school and local Victoria Plantation community. The outcome of the project is to strengthen the cultural ties within the school community and reflect the core values of the school, celebrating community spirit and Indigenous Culture. There will be public access to the art project as well as public consultation. The artwork will be painted on marine ply and attached to the building. \$3,773.50.

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### **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 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.

Round 2 applications closed on Monday 3 April 2017. On Wednesday 5 April 2017 the RADF Committee met to appraise applicants. The Committee recommends approval of funding totalling \$10,509 which is available in RADF funds. The total RADF funds available for public applications in round two were \$10,509.

With changes to RADF procedures any surplus funds must be reported to RADF and included in the application from Council to RADF for funding for 2017/2018. Surplus funds may be taken into account by RADF when reviewing Council's application for funding in 2017/2018 and a surplus from the previous year may reduce the amount that is approved. It is anticipated that RADF will require an application from Council for RADF funding at the end of May 2017.



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	Forrest Beach State School – Allingham Timeline Mural	\$8,733	\$5,757	Approval of \$5,665.50 A mandatory requirement that the 18 metre art piece to be painted on 6 sheets of marine ply and attached to the building. The RADF Committee recommends that there will be public access to the artwork for the community to appreciate and view the art work. Signage will be attached to the art work with Council Logo as well as Arts Qld logo.
Invest in Arts and Culture in the Shire	Encouraging Safe and Inclusive Communities	Ingham NAIDOC Committee – NAIDOC Day Celebrations	\$5,425	\$2,425	Approval of \$1,070. <b>Pending:</b> A mandatory requirement to agree to hold the workshop at the TYTO Precinct on July 5. In conjunction with the TYTO NAIDOC Exhibition at the TYTO Regional Art Gallery which give more access to the general public to participate in the workshop activities. Reduces the cost of venue hire, PA system hire and entertainment system hire as well as advertising of the event.
Invest in Arts and Culture in the Shire	Stimulating economic growth and innovation	Victoria Plantation State School P&C – Under Covered Area Cultural Mural	\$5,516	\$3,865	Approval of \$3,773.50. The RADF Committee recommends that there should be public access to the artwork for the community to appreciate and view the art work. Signage will be attached to the art work with Council Logo as well as Arts Qld logo.

## Attachments

Nil



**Statutory Environment**

HSC Corporate Plan 2010 – 2014  
HSC Arts and Culture Policy

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**Policy Implications**

RADF funding as per HSC Arts and Culture Policy

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**Consulted With**

RADF Committee regarding approval of grants  
Arts Queensland

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**Financial and Resource Implications**

The total RADF money available for grants this round \$10,509. Total amount of grants recommended \$10,509. Total amount of RADF Money allocated for 2016/2017 Public Applications is \$17,000.

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**Risk Management Implications**

Application 1. Completed risk assessment for project attached to application along with copy of public indemnity insurance.  
Application 2. Completed risk assessment for project attached to application along with copy of public indemnity insurance.

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**Strategic Considerations**

Aligns with HSC Arts and Culture Policy and RADF Guidelines

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**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.

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**ENVIRONMENT AND COMMUNITY SERVICES ACTIVITY REPORT FOR MARCH 2017**

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**Executive Summary**

This Report is presented for the information of Council and includes an activity update for March 2017.

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**For Council Decision – Recommendation**

That the Report be received and noted.

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**Officers Comment**

Nil

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**EHO ACTIVITIES FOR MARCH 2017**

- |                               |   |
|-------------------------------|---|
| • Food premises -             | 9   |
| • Public Health inspections - | 4   |
| • Environmental inspections - | Nil   |
| • Complaints/Enquiries -      | Noise - Nil, Odour - Nil, Smoke/Dust - Nil, Food – 1, Waste - 1 |
| • Other                       | Flying Foxes – 1  |

**EHO PROJECTS FOR MARCH 2017**

- Safety inspection - Warrens Hill Waste Management Facility
- Development of draft Warrens Hill Site Development Plan
- Report to Council to review delegations for Biosecurity Act
- Discussions regarding revision of delegations of Sustainable Planning Act
- NQWRRP meeting, Townsville
- Business Improvement Team
- Update departmental organisational chart (correct structure and update names)
- Begin website review
- Toolbox meeting with sanitation, vector, waste staff and E&CS labourer

**MISCELLANEOUS FOR MARCH 2017**

- Fees and charges – Introduce new charges for tyres on rims
- Promote ChemClear collection of AgVet chemicals
- Establish performance management plan for staff member
- Follow up public health complaint at 547 Four Mile Road with letter to complainant
- Assist in disaster preparations including Cyclone Shelter preparations
- Appointments made with home food licence holders to conduct annual food inspections

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Author: Tudor Tanase  
Position: Executive Manager Environment and Community Services  
Date: 11/04/2017

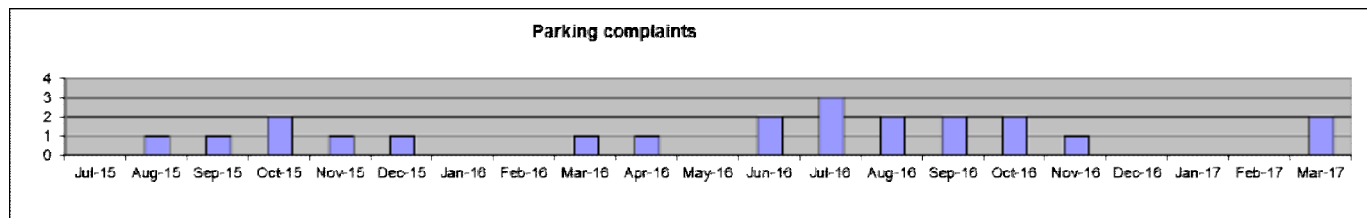


# ENVIRONMENT & COMMUNITY SERVICES REPORT FOR MONTH ENDING MARCH 2017

## PRESCRIBED ACTIVITY INSPECTIONS

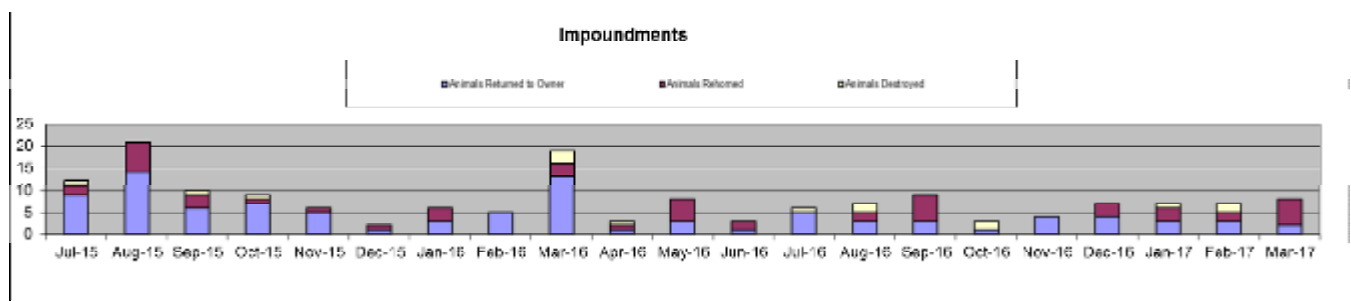
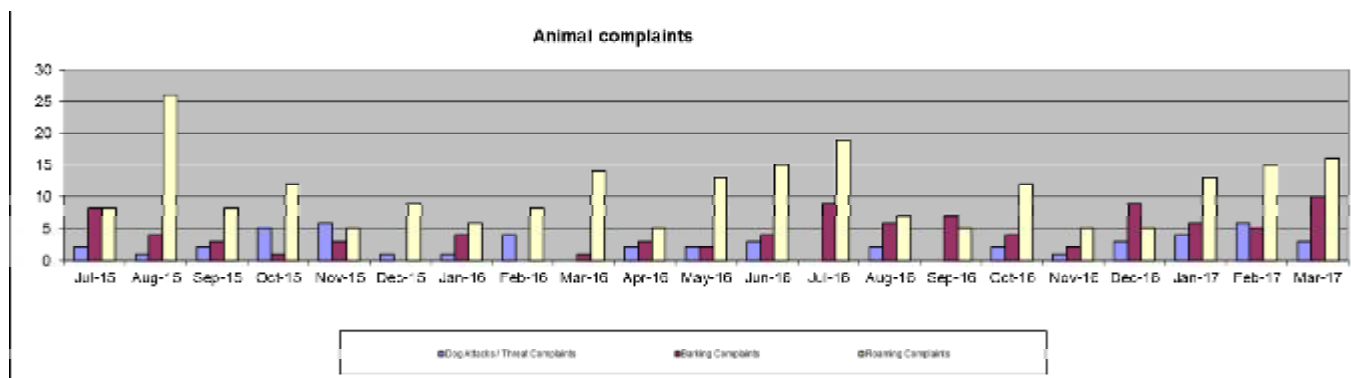
- Inspections : 3

## LOCAL LAWS



## POUND OPERATION

- Number of dogs impounded - 8
- Number collected by owner - 2
- Number re-housed – 6
- Number destroyed - 0
- Roaming complaints - 16
- Dog attacks/threats – 3



## CEMETERY OPERATIONS

- Number of Services: 4

## Maintenance

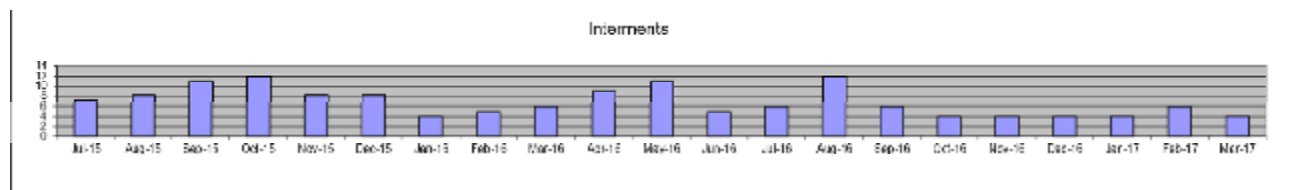
- Second concrete plinth has been completed in the New Ingham Cemetery Lawn Division



# ENVIRONMENT & COMMUNITY SERVICES ACTIVITY REPORT FOR MONTH ENDING MARCH 2017

## Other

- Beam Division plinth to be installed by end of April



## LOCAL LAWS MISCELLANEOUS

- Nil

## WASTE MANAGEMENT

- Halifax – Due to system error no data available at time of report

- Warren's Hill

Gross Revenue - \$87,937.00

Total transactions – 1909

Total waste - 2573 tonnes

ITEM	AMOUNTS
Clean fill	104 tonnes
Commercial and industrial waste –	366 tonnes
Construction and demolition -	8.8 tonnes
Commercial green waste -	155 tonnes
Domestic green waste -	214 tonnes
Halifax skip transfer -	11 tonnes
Household self haul waste	29 tonnes
Commercial household waste –	287 tonnes
Illegal dumping -	0 tonnes
Oil Waste -	134 litres
Regulated waste asbestos –	5 tonnes
Disaster waste -	0 tonnes
Vouchers green -	182 deliveries
Vouchers household -	307 deliveries



ENVIRONMENT & COMMUNITY SERVICES  
ACTIVITY REPORT FOR MONTH ENDING MARCH 2017



#### NATURAL RESOURCE MANAGEMENT

The Hinchinbrook Community Feral Pig Management program controlled 25 feral pigs during March.

Weed management has focused on Pond apple, Singapore daisy and Hygrophila. Navua sedge has been targeted in TYTO and the Ingham Showgrounds. The team carried out priority species control along TMR corridors and within the Cattle Creek Wetlands. A Vine control workshop with landholders from the Waterview Creek project area was conducted and work to assist landholders within this system has commenced.

Propagation of 12,500 native tube stock for Greening Australia continues for the Lower Palm Creek Project. Conservation Volunteers Australia are key stakeholders in the project.

#### VECTOR CONTROL

CRMS - 11  
Inspections - 18  
Mosquito Controls - 74

#### COMMUNITY ASSETS - USES

Halifax Hall	Showgrounds	Shire Hall	Park use	Hinchinbrook Meeting Place
13	21	0	2	2



## ENVIRONMENT & COMMUNITY SERVICES

### ACTIVITY REPORT FOR MONTH ENDING MARCH 2017

#### PUBLIC OPEN SPACES

- Major landscaping at the ANZAC Cenotaph upgrade has been completed with only the turf to be laid
- Two new handrails have been installed at the ANZAC Cenotaph to assist the elderly with negotiating the steps when laying wreaths

#### PARK MAINTENANCE

- All equipment has arrived for playground upgrades with installation to begin in April
- General maintenance

#### BIKE AND WALKWAYS

- General maintenance

#### MANAGEMENT ACTIVITY

Management activity for March focussed on implementing processes to ensure the capital projects approved via the budget review and the Work for Queensland funding are commenced and carried out in a timely manner.

Customer service review has continued to be a major priority and the CRM review and rollout project has increased its momentum. A meeting was held with Technology One project managers and system issues previously identified were forwarded to T1 for comment and remedial action. It was also agreed to organise training following the commissioning of the Panda system in late May.



## Capital Works Progress Report:

Construction	Assessment	Procurement
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[illegible]



ENVIRONMENT & COMMUNITY SERVICES  
ACTIVITY REPORT FOR MONTH ENDING MARCH 2017

Construction	Assessment	Procurement
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Project Description <i>(Project Code)</i>	Programme Estimate 2016/2017			2016/2017 Expenditure	Comments & Project Timeline														
	HSC Budget	Other Source	Total																
2000636 – Cemetery shoring box	\$8,000	-	\$8,000	-															
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
			Forecast																
200648 – Carpenter work shed	\$70,000	-	\$70,000	\$49,538															
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
			Forecast																
			Actual																
200661 – Aquatic Centre – disability upgrades	\$50,000	-	\$50,000	-		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast														
					Actual														



# ENVIRONMENT & COMMUNITY SERVICES

## ACTIVITY REPORT FOR MONTH ENDING MARCH 2017

Construction
Assessment
Procurement

Project Description  (Project Code)	Programme Estimate 2016/2017			2016/2017 Expenditure	Comments & Project Timeline															
	HSC Budget	Other Source	Total																	
200639 - Playgrounds upgrade	\$30,000	-	\$30,000	\$21,569		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
200639 - Mt Fox playground	\$15,000	-	\$15,000	-		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
200639 - BBQ shelter – Jack Bonning Park	\$20,000	-	\$20,000	-		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
200639 – Aerator at Memorial Gardens (not commenced)	\$20,000	-	\$20,000	-		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
200644 – Reseal Forrest Beach walking track	\$12,000	-	\$12,000	-		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
200646 – Lannercost Street offices refurbishment	\$50,000	-	\$50,000	\$14,929		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
200691 – Loading dock cover (note: + \$8,000 carry over)	\$15,000	-	\$15,000	\$18,324 complete		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															



ENVIRONMENT & COMMUNITY SERVICES  
ACTIVITY REPORT FOR MONTH ENDING MARCH 2017

Project Description (Project Code)	Programme Estimate 2016/2017			2016/2017 Expenditure	Comments & Project Timeline												
	HSC Budget	Other Source	Total			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
200756 – Netball Courts extend roof of toilets	\$10,000	-	\$10,000	\$2,058		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
200761 – Ingham CBD CCTV Project	\$16,000	-	\$16,000	\$15,091 complete		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
200697 – New Bus Shelter McIlwraith Street	\$30,000	-	\$30,000	\$8,925		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
200666 – Halifax Hall roof replacement	\$25,000	-	\$25,000	-		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Cemetery Lowering Device	\$16,000	-	\$16,000	-		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Dungeness Car Park CCTV	\$40,000	-	\$40,000	-		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Halifax Transfer Station – New green waste slab	-	\$120,000	\$120,000	-		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Netball Courts amenities upgrade	-	\$40,000	\$40,000	-		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												



ENVIRONMENT & COMMUNITY SERVICES  
ACTIVITY REPORT FOR MONTH ENDING MARCH 2017

Project Description (Project Code)	Programme Estimate 2016/2017			2016/2017 Expenditure	Comments & Project Timeline												
	HSC Budget	Other Source	Total			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Aquatic Centre wading pool upgrade	-	\$150,000	\$150,000	-													
					Forecast												
					Actual												
Kelly Theatre upgrade	-	\$40,000	\$40,000	-													
					Forecast												
					Actual												
K-9 Kube (fleet)	\$15,000	-	\$15,000	-													
					Forecast												
					Actual												
Totals	\$960,000	\$1,010,000	\$1,984,000	\$245,406													



## EXECUTIVE MANAGER ENVIRONMENT AND COMMUNITY SERVICES MONTHLY STATUS REPORT – APRIL 2017

### For Council Decision – Recommendation

That the Report be received and noted.

*Resolution Number – 280317-25 – Review of Delegations under the “Biosecurity Act 2014” – Council to Chief Executive Officer*

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

Status:

*April 2017 Update – Adopted by Council.*

*Matter Closed*

*Resolution Number – 280317-24- Hinchinbrook Shire Council Invasive Plants and Animals, Surveillance Program*

That Council approve the Hinchinbrook Shire Council Invasive Plants and Animals Surveillance Program to be conducted for all land tenures within the Hinchinbrook local government area, commencing on Thursday 30 March 2017.

Status:

*April 2017 Update – Adopted by Council.*

*Matter Closed*

*Resolution Number – 280317-23 – Hinchinbrook Shire Council Community Grants Funding Stream 2016/2017 - Hinchinbrook Sportfishing Club Inc.*

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

Status:

*April 2017 Update – Hinchinbrook Sportfishing Club was advised of Council’s resolution.*

*Matter Closed*

*Resolution Number – 280217-33 – Request for Placement of Bench Seat*

That Council approve the request based on the following conditions:

- All costs associated with the purchase of bench seat and plaque to be met by the person requesting;
- Council is engaged to procure a standard recycled plastic bench seat;
- Council is engaged to assemble and erect the seat and affix a plaque containing wording to be agreed by Council;
- That Mrs Leola Coyne liaise with Management Officer Parks and Gardens to agree upon a suitable location

Author: Tudor Tanase

Position: Executive Manager Environment and Community Services

Date: 10 April 2017



to place the seat.

Status:

*April 2017 Update – MOPG met with Mrs Coyne on site and Council has received the proposed wording.*

*March 2017 Update – Letter sent to Mrs Coyne to advise her request was accepted. Mrs Coyne to contact Environment and Community Services Department to progress the matter of the location and plaque details.*

*Resolution Number – 310117-26 – Disability Access Hinchinbrook Aquatic Centre*

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

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

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

Status:

*April 2017 Update – Supplier is finalising site specific installation drawings in consultation with the pool lessee. Core drilling to determine strength of existing concrete surround is being organised.*

*March 2017 Update – Supplier is finalising site specific installation drawings and will advise of timeline for delivery and installation.*

*February 2017 Update – CMA platform lift has been ordered.*

*Resolution Number – 291116-20 – JJ and MJ Morrissey Trustee Lease of Reserve for Camping R.1041 – Lot 46 on Crown Plan WU44 and Lot 47 on Crown Plan WU46*

That Council approve draft Trustee Lease documents be drawn up and offered to Mr John Morrissey and Mrs Marilyn Morrissey over the Reserve for Camping R.1041 – Lot 46 on Crown Plan WU44 And Lot 47 on Crown Plan WU46 total land area approx. 125.6ha subject to the following terms:

- Compliance with all clauses for a Trustee lease;
- Annual rental of \$424.20 (excl. GST) with annual CPI increase as at March quarter included in Trustee Lease terms (calculated 1 May annually);
- Twenty (20) year Lease term;
- Minimum Public Liability insurance of \$20,000,000; and
- All expenses associated with Trustee Lease preparation, including lease application, survey fees if required and registration with Department of Natural Resources and Mines of the Lease are paid by Mr John Morrissey and Mrs Marilyn Morrissey.

Status:

*April 2017 Update – In progress.*

*March 2017 Update - In progress.*

*February 2017 Update – In progress.*

*January 2017 Update – In progress.*

*December 2016 Update – In progress.*

*Resolution Number – 251016-20 – Recruitment of Vacant Permanent Position – Management Officer Land and Property*

That the matter be deferred to the next General Meeting.



Status:

*April 2017 Update – No further update.*

*March 2017 Update – No further update.*

*February 2017 Update – Position is currently vacant.*

*January 2017 Update – Short term contract replacement in place.*

*December 2016 Update – Short term contract replacement in place.*

*November 2016 Update – Arrangements have been made to devolve major disaster management responsibilities of the position to the Grants Officer. Land and facility management responsibilities will be taken over by EMECS in the short term, however medium and long term plans are uncertain at this stage.*

#### *Resolution Number – 310516-25 – Halifax Clock*

That Council approve the installation of a memorial clock at Halifax on the condition that the Lower Herbert Halifax Lions Club take responsibility for the installation, maintenance, upkeep and replacement/removal of the clock, subject to satisfactory arrangements with Council as to the location and siting of the clock.

Status:

*April 2017 Update – MOLP has been in discussions with club member Keith Phillips regarding any permits. The clock has arrived and the steel will be here soon. Once the frame has been constructed it will be sent away to Townsville to be hot dipped. Expectation that the clock will be operational before the end of the financial year.*

*March 2017 Update - No further update.*

*February 2017 Update – No further update.*

*January 2017 Update – MOPG spoken to a member of the Club and this matter is being progressed.*

*December 2016 Update – No further update.*

*November 2016 Update – No further update.*

*October 2016 Update – No further update.*

*September 2016 Update – No further update.*

*August 2016 Update – The Lower Herbert Halifax Lions Club have submitted a design of the clock to the engineers and are waiting on approval for a suitable footing for the "red brick twist" structure proposed for the main street in Halifax.*

*July 2016 Update – No further update.*

*June 2016 Update – Lions Club notified of resolution and Officers to progress this matter.*

#### *Resolution Number – 081215-28 – Dog Park*

That Council approve the development of a Dog Park, subject to the following conditions:

1. that the construction of the Dog Park be funded and executed by the Ingham Dog Park Working Group
2. that the Dog Park be operated and maintained by Council
3. that the Dog Park be located in Palm Creek Park, east of Menzies Street, in the area known as "The Lakes".

Status:

*April 2017 Update – Fountains are being installed.*

*March 2017 Update - Fountains are being installed.*



*February 2017 Update – Fountains have been scheduled for installation.*

*January 2017 Update – Locations have been finalised and communicated to Councillors.*

*December 2016 Update – Meeting organised to finalise locations.*

*November 2016 Update – DPWG was invited to present at a Connect Session.*

*October 2016 Update – Quotes for designs compliant with the CBD streetscape style guide were sourced and forwarded to DPWG.*

*September 2016 Update – Ongoing. DPWG were proposing a change of use for the monies to be spent on fountains for multi-use by humans and animals in the one unit to be installed at various parks across the region.*

*August 2016 Update – As the sponsoring body for Ingham Dog Park Working Group (DPWG), Hinchinbrook Community Support Centre has submitted the request to Gambling Community Benefit Fund for an extension to the timeframe for spending the \$35,000 grant (acquittal originally due July 2016). No notification of success has been received by DPWG and as such, no Report to Council will be submitted this month.*

*July 2016 Update – Proposed change of scope for project to be discussed by Council at next available Council session with a view to Report to Council for new resolution.*

*June 2016 Update – Report carried over for June meeting.*

*May 2016 Update – Report to Council to be presented at 31 May 2016 meeting.*

*March / April 2016 Update – The Dog Park Working Group have had onsite meetings with Council and conducting further enquiries to local residents as to comments on having a Dog Park in their vicinity. Council waiting on reply back from the Dog Park Working Group.*

*February 2016 Update – EMECS, CEO and Councillors met with Pam Lane at location to discuss relocation of proposed site. Pam Lane to contact Council after sourcing further requirements. Ongoing.*

*January 2016 Update – Acknowledgement letter sent to Pam Lane. No further update.*

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

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

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

##### *2015 / 2016 financial year*

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

##### *2016 / 2017 financial year*

• Capital to be allocated as part of the 2016 / 2017 budget	<u>\$190,000</u>
TOTAL COUNCIL CAPITAL ALLOCATION	<u>\$290,000</u>

Status:

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

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

*February 2017 Update – UDP briefing with Council and ISMAC.*



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

*December 2016 Update – In progress.*

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

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

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

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

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

*June 2016 Update – Ongoing.*

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

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

*February 2016 Update – In progress.*

*January 2016 Update – In progress.*

*December 2015 Update – In progress.*

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

*October 2015 Update – Expression of interest lodged with DNPSR.*

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

*That Council rename the Dungeness Park the **Bill Bursill Park**.*

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

*Status:*

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

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

*February 2017 Update – In progress.*

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



*December 2016 Update – Awaiting approval from the family.*

*November 2016 Update – No further update.*

*October 2016 Update – Ongoing.*

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

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

*July 2016 Update – No further update.*

*June 2016 Update – No further update.*

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

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

*February 2016 Update – In progress.*

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

*December 2015 Update – In progress.*

*November 2015 Update – In progress.*

*October 2015 Update – In progress.*

*September 2015 Update – In progress.*

*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:

*April 2017 Update – No further update.*

*March 2017 Update – No further update.*

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

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

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

*November 2016 Update – Ongoing.*

*October 2016 Update – Ongoing.*

*September 2016 Update – Ongoing.*



*August 2016 Update – Ongoing.*

*July 2016 Update – Ongoing.*

*June 2016 Update – Ongoing.*

*May 2016 Update – In progress.*

*March / April 2016 Update – In progress.*

*February 2016 Update – In progress.*

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

*December 2015 Update – No further update.*

*November 2015 Update – In progress. No further update.*

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

*September 2015 Update – Land repurpose in progress.*

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

*Resolution Number – 030215-01 – Anzac Memorial Upgrade*

*That Council fund paving works at the Ingham ANZAC Cenotaph site to enhance its visual amenity and usability by the public.*

*That the estimated cost of this work of \$11,000 (excl GST) be allocated from the general budget.*

*Status:*

*April 2017 Update – Construction is complete in time for the Anzac Day ceremony.*

*March 2017 Update - Construction of the upgrade to the Cenotaph is underway and progressing well given the inclement weather.*

*February 2017 Update – Officers continuing to assist RSL to organise the works.*

*January 2017 Update – Invoice has been paid to the Club for \$11,000 inc GST.*

*December 2016 Update – Approved and requests for quotations have been advertised on Tenderlink.*

*November 2016 Update – No further update.*

*October 2016 Update – Revised plans are with the RSL for their consideration before seeking Expressions of Interest for works to commence.*

*September 2016 Update – RSL have advised they have been successful in obtaining a grant of \$36,000. This potentially brings the available budget up to \$47,000. Preliminary discussions are being held concerning the upgrades which are now possible.*

*August 2016 Update – No further update.*

*July 2016 Update – No further update.*

*June 2016 Update – Funds to be carried forward.*

*May 2016 Update – In progress. Council is still waiting for the confirmation on release of the \$11,000.*

*March / April 2016 Update – Invoice received for \$11,000, awaiting confirmation on release of payment.*



*February 2016 Update – Invoice to be requested from RSL for \$11,000.*

*January 2016 Update – R.S.L. request second quote from different contractor. Discussions continuing.*

*December 2015 Update – Discussions continuing.*

*November 2015 Update – Parks and Gardens Management Officer has contacted RSL to remind them of the need to commence any desired projects in a timely manner and has agreed to meet with RSL after remembrance ceremony on 11 November to update on proposed works.*

*October 2015 Update – No further update.*

*September 2015 Update – No further update.*

*August 2015 Update – No further update.*

*July 2015 Update – No further update.*

*June 2015 Update – No further update.*

*May 2015 Update – No further update.*

*April 2015 Update – No further update.*

*March 2015 Update – Discussions with RSL indicated that they would prefer to delay works until after ANZAC Day 2015.*  
*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:

*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.*

*Resolution Number – 240614-28 – Trustee Permits under the Land Act 1994 to the Respective Hut Owners Within the Halifax Bay and Seaforth Community Purpose Reserves under the Control of the Hinchinbrook Shire Council*

*That Council approve the issue of trustee permits under the Land Act 1994 to the respective hut owners within Halifax Bay and Seaforth community purpose reserves under the control of Council.*

*That the particulars of the trustee permits are in accordance with the terms and conditions as set out in the agreement to offer a trustee permit and compliance with the requirements of offers for the term of three years attracting a rental figure in the sum of \$663 per annum, applicable property rates, payment of \$236.20 application fee and \$187.20 permit registration fee.*

*Status:*

*April 2017 Update – Ongoing. All Seaforth huts on land under Council control are currently compliant.*

*March 2017 Update - Ongoing.*

*February 2017 Update – Letters are being sent to owners of huts whose trustee permits are due to expire inviting them to reapply.*

*January 2017 Update – Latest update from DNRM indicates that the permitting process is under review due to Native Title implications.*

*December 2016 Update – Teleconference held with DNRM; advised that they are waiting for legal advice concerning non compliant hut.*

*November 2016 Update – Ongoing.*

*October 2016 Update – Ongoing. Awaiting information from DNRM concerning their intended course of action.*

*September 2016 Update – Findings from HSC surveyor and DNRM currently under consideration – Report pending from DNRM.*

*August 2016 Update – Illegal huts under investigation with site inspection to further determine responsible agency for Seaforth Huts – HSC surveyor, DNRM and Council compliance officers attending 22 August 2016 (weather permitting).*

*July 2016 Update – Ongoing.*

*June 2016 Update – Several once only opportunities to change ownership taken up in the Crystal creek reserve. Illegal and abandoned huts process ongoing.*



*May 2016 Update – Ongoing.*

*March / April 2016 Update – Ongoing.*

*February 2016 Update – EMECS met with a DEHP representative 5 February to do onsite inspections.*

*January 2016 Update – Ongoing.*

*December 2015 Update – Ongoing.*

*November 2015 Update – Ongoing. One illegal hut and two abandoned huts to be dealt with and final huts currently under permitting process. Process extended due to DNRM advising allowable for a 'once only' opportunity to change ownership of huts.*

*October 2015 Update – Ongoing.*

*September 2015 Update – Ongoing.*

*August 2015 Update – Ongoing.*

*July 2015 Update – Ongoing.*

*June 2015 Update – Ongoing.*

*May 2015 Update – No further update.*

*April 2015 Update – Ongoing – Three more trustee permits issued in April 2015.*

*March 2015 Update – Ongoing.*

*February 2015 Update – Council has lodged nine Trustee Permits that meet the DNRM criteria for huts. Three huts under investigation for compliance currently and several more currently under investigation.*

*January 2015 Update – No further update.*

*December 2014 Update – In progress, awaiting DNRM submission of final AP plans.*

*November 2014 Update – In progress.*

*October 2014 Update – DNRM and Council officers have carried out joint inspections to check the current location and state of huts with a view of commencing the enforcement process.*

*September 2014 Update – Two further hut owners have come forward. Offers issued awaiting return before registering all applications.*

*August 2014 Update – Four of the eleven trustee permits have been received by Council before the offer expiry date of 31 July 2014. (extended from original 20 June expiry date).*

*July 2014 Update – Council advised DNRM that offers for trustee permit to occupy have been issued to Hut owners 5, 7, 10, 11, 14, 16 and 22 in accordance with the conditions as agreed between HSC & DNRM via registered mail. Permit offer expiration date has been extended to close of business on 31 July 2014. A meeting of all hut owners was convened at TYTO Conference Centre 6.30pm 28 June 2014 to address any concerns or information required to finalise the acceptance of offers.*

*Resolution Number – 180613-24 – National Regulatory System for Community Housing (NRSCH)*

*That Council advise the Department of Housing and Public Works that we no longer wish to be a community housing provider and that we intend to investigate the possibility of a local community housing provider taking over ownership of the Forrest Glen Retirement Units.*

*Status:*

*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.*

*General Meeting 29/01/2010 – Foreshore Management Plans*

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

*Status:*

*April 2017 Update – Ongoing.*

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

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



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

*December 2016 Update – In progress.*

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

*October 2016 Update – Ongoing.*

*September 2016 Update – Quote requests being sent to consultants.*

*August 2016 Update – Ongoing.*

*July 2016 Update – In progress.*

*June 2016 Update – In progress.*

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

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

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

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

*December 2015 Update – In progress.*

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

*October 2015 Update – No further update.*

*September 2015 Update – Formal request sent to Terrain.*

*August 2015 Update – No further update.*

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

*June 2015 Update – No further update.*

*May 2015 Update – No further update.*

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

*March 2015 Update – Terrain NRM are reviewing the matter.*

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

*January 2015 Update – No action by EMDP as yet.*

*December 2014 Update – No action by EMDP as yet.*

*November 2014 Update – No action by EMDP as yet.*

*October 2014 Update – No action by EMDP as yet.*



*September 2014 Update – No action by EMDP as yet.*

*August 2014 Update – No action by EMDP as yet.*

*July 2014 Update – No action by EMDP as yet.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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



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OFFICE OF THE CEO ACTIVITY REPORT FOR MONTH ENDING 31 MARCH 2017

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**Executive Summary**

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

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**For Council Decision – Recommendation**

That the Report be received and noted.

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**Officers Comment**

Nil

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**CAPITAL WORKS CURRENTLY IN PROGRESS**

- See attached

**MEDIA ENGAGEMENT**

- Media releases sent - 13
- Media enquiries carried out – 14
- Hinchinbrook Shire Council Facebook page – 1,657 likes (1,605 likes as at 28 February)
- Most engaged post from March – Storytime Forever and Hinchinbrook Baby Welcoming Ceremony, 5.300 impressions (5.300 from organic reach and 0 from paid reach), 1.600 post clicks, 216 reaction/comments/shares
- Press articles – 50
- TV coverage – Nil
- Radio coverage – 4
- Web coverage - 3

**HUMAN RESOURCE SERVICES**

HRS activities include addressing all other HR matters which are not identified in this Report.

**Advertised Vacancies:**

- Human Resource Services Officer Vacancy Reference: 100111 – 6 months fixed term full time (maternity relief)
  - Mechanic Vacancy Reference: 102891 – Casual
  - Labourer Vacancy Reference: 101571 – Permanent full time (Internal only)
  - Labourer Operator Vacancy Reference: 101851 and 101842 – Permanent full time (internal only)
- 

Author: Dan McKinlay  
Position: Chief Executive Officer  
Date: 10 April 2017



- Patrolman Vacancy Reference: 101951 – Permanent Full time (internal only)

Employees Resignations:

- Nil

Work Experience:

- Ingham State High School Student – Corporate Services – 3 – 7 April 2017

General:

- Training continues for staff undertaking; Cert III in Civil Plant Operations, Cert III in Civil Operations, Cert IV in Civil Supervision and Cert III in Driving Operations. 2 of the employees undertaking the Cert III in Driving Operations have successfully gained their MR licences. Employees undertaking Cert III in Civil Plant Operations are regularly having time on various plant proving their competencies and are nearing completion of their certificates.
- Personnel Files: Revamping of employee personnel files (hard copy) continues, consisting of dividing all paperwork into related groups making it easy to identify the history of actions within each separate category. This not only aids periodic reviews or audits ensuring that the necessary documents have been completed and filed, and date sensitive documents have not expired, but also meets best practice standards. This is going to be lengthy processes as HRS are only working on files as time allows.
- HRS has commenced checking PD's within Personnel Files cross referencing with newer versions identifying all that need to be updated so they can be sent out to all managers ensuring these are up to date to the current responsibilities of each position ready for the commencement of Performance Appraisals.
- Templates: to meet best practice: HRS has commenced updating old templates to ensure productivity when preparing documents.
- Continuation of Policy and Procedures updating for CEO approval.
- Refresher contact officer training was organised for our 4 existing contact officers.
- 7 employees who have recently taken on supervisory roles attended anti discrimination training.

WORKPLACE HEALTH AND SAFETY

- Incident Reports  
See attached Report
- Hazard Reports  
See attached Report
- Public Liability Claims  
Nil
- Workers Compensation and Rehabilitation  
See attached Report
- WHS Training
  - Confined Space, Baseline Training x 17
  - ACDC (Chemical), Duff x 12
  - Chainsaw, Melloz Services x 4.

PARTNERSHIP, REGIONAL AND STATE ACTIVITIES

- North Queensland Regional Organisation of Councils - NQROC
  - Nil
- Far North Queensland Regional Organisation of Councils – FNQROC
  - 13 March – Mayor, Deputy Mayor and Chief Executive Officer attendance at FNQROC Meeting, Cairns



## EMERGENCY DISASTER MANAGEMENT

- Activities
  - LDMG Meeting – 24 March (am)
  - SDCC Teleconference – 24 March (pm)
  - DDMG Teleconference Meeting – 24 March
  - DDMG Teleconference Meeting – 25 March
  - LDMG Meeting – 25 March (am and pm)
  - LDMG Meeting – 26 March (am and pm)
  - LDMG Meeting – 27 March (am and pm)
  - **QDMC Meeting – 27 March (am)**
  - DDMG Meeting – 27 March (am)
  - LDMG Meeting – 29 March
- Training
  - Nil

## PROJECTS

- CSI Project

A review of the CRM issues for Environment and Community Services has been carried out with Tech One who have provided a plan of work to address the raised issues including three days onsite training for CRM in May (22/5/17 – 26/5/17). This will be combined with the PANDA Lift and Shift to update the Planning Scheme.
- Customer Service Charter

Draft Charter presented to Council Briefing on 14 February and further briefing occurred on 21 March. Report to be considered by Council in due course.
- Internal Audit – Fuel Management

Summary of progress attached

## MANAGEMENT ACTIVITY

- Conference Attendance
  - NQ Recreational Fishing Summit, Mackay
- Training Attendance
  - Nil
- Meeting Attendance

In addition to the meetings already documented the CEO attended the following meetings:-

  - 1 March – Staff meeting with Water and Sewerage regarding employee survey feedback
  - 1 March – Staff meeting with Workshop regarding employee survey feedback
  - 1 March – Staff meeting with Environment and Community Services regarding employee survey feedback
  - 2 March – Meeting with resident
  - 6 March – Councillor Connect Session
  - 8 March – NQ Regional Managers Coordination Network (RMCN) Meeting



- 10 March – Meeting with resident
- 14 March – Councillor Briefing Session
- 16 March – Workplace Health and Safety Committee Meeting
- 21 March – Portfolio and Councillor Only Sessions
- 21 March – Meeting with Department of Housing and Public Works representative
- 23 March – Ingham CBD Project Control Group Meeting
- 28 March – General Meeting
- 30 March – Inspection at Ingham Community Kindergarten
- 30 March – Meeting with resident
- Events
  - 3 March – Gallery Exhibition
  - 6 March – Rotational Cropping Trial Visit
  - Lunch meeting with Port of Townsville Limited Directors and Executives

#### BUSINESS IMPROVEMENT TEAM

Key initiatives arising from the Business Improvement Team meetings to date are as follows:

- Software program for grave maps - mapping software to be available on mobile devices
- Change to Higher Duties Procedure
- Introduction of Sustainability Policy and Procedure
- Inspection Apps for Field Work
- Commission full review of Ergon costs
- Council website events calendar
- Filling of sandbags in times of natural disasters
- Stone spreader for 3 tonne truck
- Wheel nut indicators
- Annual Leave Forms
- Sick Day Leave Request Form
- Vehicle Tick and Flick
- Depot Wash Down Bay Improvements
- Front Mounted Rotary Broom
- Information pamphlets in foyer

#### MAYORAL DISCRETIONARY FUND

- Nil



## Office of the CEO Capital Progress Report:

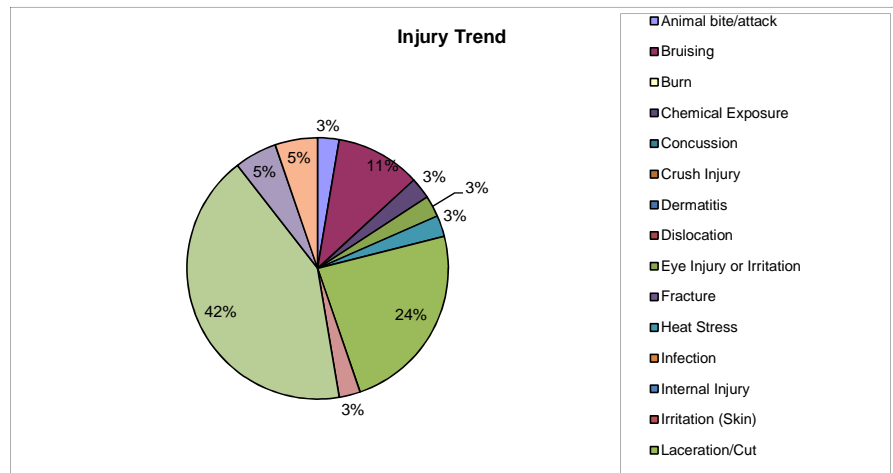
P	Procurement
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Project Description <i>(Project Code)</i>	Programme Estimate 2016/2017			2016/2017 YTD Expenditure	Comments & Project Timeline																	
	HSC Budget	Other Source	Total																			
CSI Project (includes \$166,000 carryover) 2016/2017	\$166,000	\$0	0	Mar 2017 \$30,501																		
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast																	
					Actual																	
New Website 2016/2017	\$30,000	\$0	\$30,000	Mar 2017 \$6,625																		
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast																	
					Actual																	
Contingency 2016/2017	\$300,000	\$0	\$300,000	Mar 2017 \$0.00																		
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast																	
					Actual																	

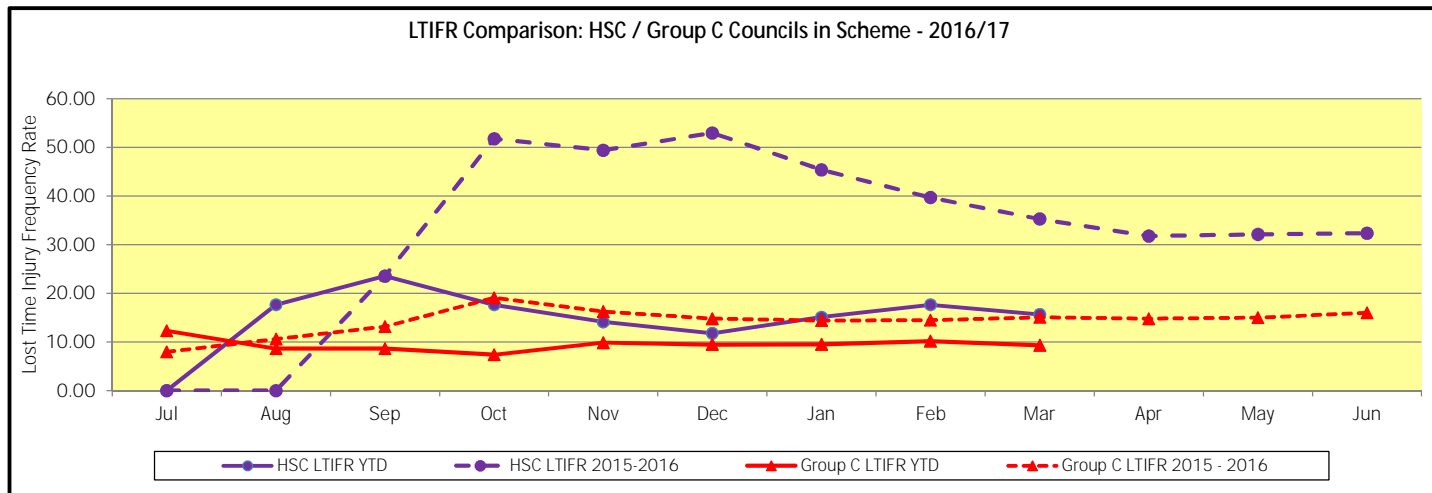


## Nature of Injury 2016/2017

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Totals	Injury trend
Amputation													0	0%
Animal bite/attack					1	1		1					1	3%
Bruising			1		1	1		1					4	11%
Burn													0	0%
Chemical Exposure				1									1	3%
Concussion													0	0%
Crush Injury													0	0%
Dermatitis													0	0%
Dislocation													0	0%
Eye Injury or Irritation									1				1	3%
Fracture													0	0%
Heat Stress									1				1	3%
Infection													0	0%
Internal Injury													0	0%
Irritation (Skin)													0	0%
Laceration/Cut	1	1	2		2		1		2				9	24%
Multiple													0	0%
Near Miss													0	0%
Noise Induced Hearing Loss													0	0%
Psychological													0	0%
Puncture (skin)				1									1	3%
Strains/Sprain/repetitive strain	1	6	2		1	2	2		2				16	42%
Superficial (e.g. scratch, minor bruising)	1				1								2	5%
Systemic													0	0%
Toxin (e.g. snake, spider bite)									2				2	5%
Totals	3	7	5	2	5	3	3	2	8	0	0	0	38	100%



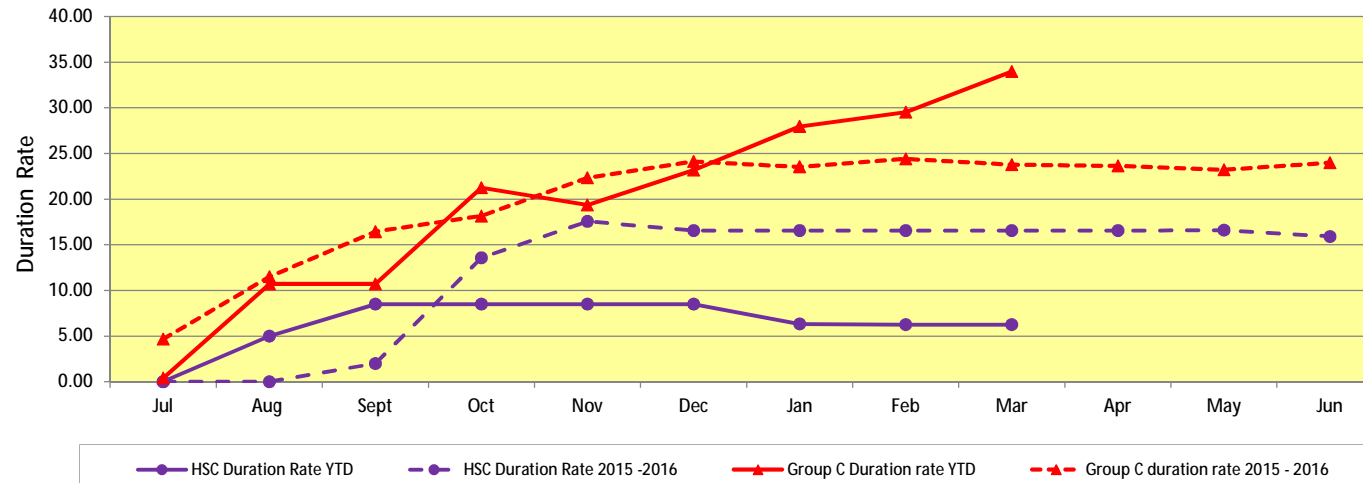




LGW Data		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
HSC LTIFR YTD		0.00	17.65	23.53	17.65	14.12	11.76	15.12	17.65	15.68			
HSC LTIFR 2015-2016		0.00	0.00	23.53	51.76	49.41	52.94	45.37	39.70	35.29	31.76	32.08	32.35
Group C LTIFR YTD (Councils with wages \$10-20 mil)		12.32	8.62	8.62	7.39	9.85	9.44	9.50	10.16	9.31			
Group C LTIFR 2015-2016		7.94	10.58	13.14	19.09	16.26	14.78	14.43	14.47	15.05	14.78	15.00	16.01



LTI Duration Comparison: HSC/Group C Council's in Scheme 2016/17



LGW Data		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
HSC Duration Rate YTD LGW data.		0.00	5.00	8.50	8.50	8.50	8.50	6.33	6.25	6.25			
HSC Duration Rate 2015 - 2016		0.00	0.00	2.00	13.57	17.57	16.56	16.56	16.56	16.56	16.56	16.60	15.91
Average duration rate for Group C		0.40	10.71	10.71	21.25	19.35	23.17	27.96	29.52	33.97			
Duration Rate Group C 2015 - 2016		4.67	11.50	16.44	18.16	22.33	24.14	23.54	24.40	23.77	23.65	23.23	23.99



# Workers Comp and Rehabilitation 2016/2017

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Totals
New Claims (accepted)	0	4	0	0	2	0	1	2	4				13
Lost Time Injuries	0	3	0	0	1	0	1	1	4				10
Medical Treatment Only	0	1	1	0	1	0	0	0	0				3
Time Lost (hours) Workers Comp	76.5	91.5	109.5	0	8.5	0	84	15	70				455
Suitable duties (hours) Rehab	273.5	308.5	0	0	0	0	30.5	0	0				612.5



Internal Audit : Fuel Management Summary

Area	Ref	Audit Recommendation	Status/Response	Expected Completion Date
Depot	<b>Diesel Pump Calibration</b>			
	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.	<i>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.</i>	Datafuel has now provided information to calibrate/synchronise the console and pump & with external assistance the pump has been successfully calibrated. Completed
	<b>Segregation of Duties</b>			
	5.2.1	Receipts of fuel be processed by the Finance Officer who captures supplier's invoices.	<i>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.</i>	Fuel is part of the Inventory system and as such it is not applicable or feasible for the Accounts payable officer to receipt fuel deliveries.The purchase order process is followed so orders have to be receipted prior to matching & payment by Accounts Payable. Any issues/discrepancies would be highlighted or investigated. NA
	5.2.2	Bulk issues of fuel should be made on requisitions signed by supervisors and managers.	<i>This is not really practical and the electronic capture of fuel usage and its subsequent review means that this not necessary neither</i>	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. NA 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.
	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.	<i>Stores officers dip prior to &amp; after every fuel delivery to check quantity delivered. As part of the month end process Stores dip again to check &amp; reconcile the stock report &amp; going forward this will be witnessed by the Depot Manager.</i>	Stores officers dip prior to & after every fuel delivery to check quantity delivered. As part of the month end process Stores dip again to check & reconcile the stock report & going forward this will be witnessed by the Depot Manager. Completed
	5.2.4	All new, unused fuel key-tags should be kept in a secured location by the Fleet Manager and only issued to stores when a new item of plant is issued and recorded in a register. The process to replace a lost fuel key-tag should include a statement from the operator when the tag is lost.	<i>The Fleet Manager currently keeps a record of all plant called 'Fuel Rego' &amp; this will be expanded to incorporate key-tag information &amp; become a plant register. This spreadsheet is locked by the Fleet Manager. Fleet Manager will be responsible for the safe keeping of key-tags &amp; 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 &amp; we re-cycle old keys rather than return to Datafuel as there is a cost incurred for new ones.</i>	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. 01-May-2017
	5.2.5	Old key-tags should be recorded on the register and returned to DataFuel for recycling or destroyed immediately.	<i>Covered in 5.2.4</i>	Covered in 5.2.4 above 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	<i>Stores Manager has updated the " Fuel Rego" spreadsheet with key-tag numbers &amp; is now liaising with Fleet Manager to complete an audit.On going process.</i>	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 31-May-2017
	<b>Small Fuel Containers Not identified</b>			
	5.3.1	All small containers be engraved with the words "Property of HSC" and identified with a unique number.	<i>Not feasible to do as engraving would create a weak point in the container &amp; other labelling could easily be removed.</i>	Not feasible to do as engraving would create a weak point in the container & other labelling could easily be removed. NA
	5.3.2	Periodic reconciliations should be undertaken by Stores and Fleet Officers to ensure that all containers are official Council Property and are also fully accounted for. Discrepancies should be investigated.	<i>When full, these containers are locked away &amp; 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.</i>	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. 01-May-2017
	<b>Tanker and Fuel Pods</b>			
	<b>Tanker and Fuel Pod Records Should be Formalised</b>			
	6.1.1	The records of fuel issues from the tanker should be maintained in a register that is retained by the tanker operator.	<i>A new Fuel Management System has been ordered which will record fuel issues from the tanker and communicate these transactions to system software.</i>	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. 31-May-2017
	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.	<i>The new system negates the need for manual signing</i>	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	<i>The new system will enable this</i>	31-May-2017
	<b>Data Capture into Technology One</b>			
	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.	<i>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.</i>	We have already started looking into this with the assistance of a TechOne consultant. Further consultancy time is required to progress, including fully testing the system. 30-June-2017
	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.	<i>see 7.1.1</i>	Refer comment at 7.1.1. 30-June-2017
	7.1.3	Determine whether BP have an electronic platform that Council could utilise to receive data, including odometer readings.	<i>Accounts Payable Supervisor will contact BP Halifax to make initial enquiries.AP confirmed BP do have an electronic platform.</i>	7.1.3 Accounts Payable Supervisor has made contact BP Halifax to make initial enquiries. 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.	<i>see 7.1.1</i>	Refer comment at 7.1.1. 30-June-2017
	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.	<i>Done. Review of records will be ongoing.</i>	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. 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)	<i>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</i>	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. 30-June-2017



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OFFICE OF THE CHIEF EXECUTIVE OFFICER MONTHLY STATUS REPORT – APRIL 2017

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For Council Decision – Recommendation

That the Report be received and noted.

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*Resolution Number – 280317-28 – Chief Executive Officer – Annual Leave*

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

Status:

*April 2017 Update – Executive Manager Development and Planning appointed to Acting Chief Executive Officer whilst Chief Executive Officer on leave.*

*Matter Closed*

*Resolution Number – 310117-38 – Recruitment of Vacant Permanent Position – Human Resource Manager*

That Council approve to replace the Manager Human Resources position.

Status:

*April 2017 Update – Debi Jackson, The Human Resources Coordinator is currently acting in the Human Resource Manager role for three months and David Gornalle has been appointed as a Workplace Health and Safety Advisor for three months also.*

*March 2017 Update - Debi Jackson, The Human Resources Coordinator is currently acting in the Human Resource Manager role for three months and David Gornalle has been appointed as a Workplace Health and Safety Advisor for three months also.*

*February 2017 Update – The Human Resources Coordinator is currently acting in the Human Resource Manager role and attempting to source a Workplace Health and Safety Officer for three months to progress WHS matters.*

*Resolution Number – 310117-37 – Light Fleet Vehicle Utilisation*

That the Report be received and noted.

Status:

*April 2017 Update – To be further reported on by 30 June 2017.*

*March 2017 Update – To be further reported on by 30 June 2017.*

*February 2017 Update – To be further reported on by 30 June 2017.*

*Resolution Number – 260416-33 – Councillor Maria Bosworth – Stop in Hinchinbrook Initiative*

That Council respond to Brian Fenoglio advising as follows:



1. That Council will prepare and distribute advertising material to a maximum value of \$2,500 conditional upon evidence of the initiative being accepted by retailers and agreement towards self-administration being produced to Council with all advertising material incorporating the Hinchinbrook Way logo.
2. That Council agree to reallocate the sum of \$2,500 from current year budget.

Status:

*April 2017 Update – Chamber has just released their new initiative “Shop the Hinchinbrook Way – Retail Promotion” similar to this initiative.*

*Matter Closed*

*March 2017 Update – No further update.*

*February 2017 Update – Suggested that concept of Free Coffee Promotion be reconsidered next calendar year.*

*January 2017 Update – Suggested that concept of Free Coffee Promotion be reconsidered next calendar year.*

*December 2016 Update – Suggested that concept of Free Coffee Promotion be reconsidered next calendar year.*

*November 2016 Update – Suggested that concept of Free Coffee Promotion be reconsidered next calendar year.*

*October 2016 Update – No further progress.*

*September 2016 Update – No further progress.*

*August 2016 Update – Proposal continuing to be discussed with invited participants.*

*July 2016 Update – Proposal continuing to be discussed with invited participants.*

*June 2016 Update – Council has funded \$1,500 to Robert Clark to administer the “Shop the Hinchinbrook Way – Coffee’s on Us” initiative. Meeting of interested participants held on Wednesday 8 June 2016.*

*May 2016 Update – Advice provided to Brian Fenoglio regarding Council’s decision. Letter yet to be forwarded to all retailers seeking their involvement in initiative.*

*Resolution Number – 290915-47 – Southern Atherton Tablelands Development Scheme (SATDS)*

That Council agree to:

- The formation of a Southern Atherton Tablelands Steering Committee with the objectives of exploring the potential benefits of the Southern Atherton Tablelands Development Scheme and lobbying for funding to prepare appropriate feasibility studies and master planning.
- Endorsement of the Steering Committee consisting of two representatives from each of Hinchinbrook Shire Council, Tablelands Regional Council and Herbert River Improvement Trust and one each from Townsville Enterprise, Advance Cairns and the Department of State Development, subject to agreement from each organisation.
- A Memorandum of Understanding between participating organisations to initially form the basis for the Steering Committee, delegating authority to the Committee to develop its own Terms of Reference and to authorise expenditure of available funds to achieve its objectives.
- A seeding fund contribution for the Committee as part of its first 2015 / 2016 budget review.

Status:

*April 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.*

*March 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.*

*February 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.*

*January 2017 Update – CEO of Tablelands has verbally confirmed that Hinchinbrook Shire Council has been included in the funding agreement re: flood mitigation. Still waiting to see copy of agreement.*

*December 2016 Update – CEO has formally written to Tablelands Regional Council asking confirmation that funding agreement has been changed to also reflect flood mitigation in its own right.*



*November 2016 Update – Council still awaiting confirmation that funding agreement has been changed to also reflect flood mitigation in its own right.*

*October 2016 Update –The Tablelands Regional Council passed the following resolution at its last Council meeting:*

- *Write to the members of the Southern Atherton Tablelands Irrigation Development and Flood Mitigation Steering Committee and thank them for their hard work and dedication in advocating for the development of the Southern Tablelands region;*
- *Endorse working together with Hinchinbrook Shire Council and Herbert River Improvement Trust to support the investigation of new dams, weirs, pipelines and channels to support significant new irrigated agricultural development in the upper Herbert River, taking into consideration flood mitigation and power generation possibilities;*
- *Continue to advance the National Water Infrastructure Development Fund agreement for the purpose as stated above;*
- *Approve the expenditure of up to \$10,000 (ex-GST) for project management leading up to the finalisation of the Grant Deed and that these funds be expended from joint funds provided by the Herbert River Improvement Trust and Hinchinbrook Shire Council with their express agreement.*

*Hinchinbrook Shire Council is still confirming the change to the agreement to reflect flood mitigation in its own right.*

*September 2016 Update – Steering Committee meeting was held at the Tablelands Shire Council on 5 September 2016. In attendance were Mayor Ramon Jayo, Councillor Wally Skinner along with CEO. Key outcomes were:*

1. *Joint Arrangement between the Tablelands Regional Council (TRC) and Hinchinbrook Shire Council (HSC) and Herbert River Improvement Trust (HRIT) – to be negotiated*
2. *Note that each party may be required to contribute a further \$25,000 each to the project in order to meet the current terms of the funding arrangement (applicant's contribution) pending consideration by the relevant parties*
3. *HSC and HRIT to draft an agreement between themselves*
4. *TRC and HSC to exchange letters in agreement of the way forward with expenditure of funds for the project management in the interim with an anticipated cost of \$10,000 ex GST via an agreed scope between the parties*
5. *TRC negotiate with the terms of the grant deed*
  - *Item 1 – leave as it currently exists in the draft*
  - *Item 2 - Activity - Scope to include reference to flood mitigation and power generation such as: "whilst recognising that some flood mitigation capacity may be provided for the Lower Herbert Floodplain"*
  - *Item 3 – Clarification around pre-feasibility and feasibility – can this be done with the total funds*
  - *Item 4 – commencement and term – negotiation to start and be completed before the end of this term of local government*
  - *Item 5 – Milestone payments – negotiate*
    - \$ 35 % to engage contractors*
    - \$ 35 % on receipt of investigation reports*
    - \$ 20 % on receipt of draft pre-feasibility study*
    - \$ 10 % on receipt of pre-feasibility study*
  - *Item 6 – negotiate \$75,000 initial contribution from the parties and see if day-labour can be costed to this contribution*
6. *Joint media release agreed between the parties*
7. *Respective CEO's to present report covering the above to their next General Meetings.*

*August 2016 Update – No further progress.*

*July 2016 Update – No further update.*



*June 2016 Update – Meeting held between Hinchinbrook Shire Council Mayor and CEO and Tablelands Regional Council Mayor and CEO on Friday 10 June 2016. Decided that Mayor and CEO would visit Tablelands in the future to receive a full briefing with the Tablelands Regional Council.*

*May 2016 Update – No further update at this stage.*

*March / April 2016 Update – Meeting was held on 9 March 2016. Business Case has also been developed for a Preliminary Indicative Economic Analysis completed by Cummings Economics. Department of Agriculture and Water Resources were considering recommending \$750,000 in funding to focus on economic viability and business case development of the preferred infrastructure for the proposal.*

*A flying minute will need to be confirmed at the next meeting of the Committee as follows:*

- *That Committee Members agree to \$750,000 in funding to focus on economic viability and business case development of the preferred infrastructure for the proposal*
- *That Committee Members agree to employing GHD under Local Buy, for an amount up to \$4,000, to amend the original application to provide a revised project plan and budget which will focus on economic viability and business case development of the preferred infrastructure for the proposal, for an amount of \$750,000.*

*February 2016 Update – Draft Memorandum of Understanding and Contribution Agreement for the Joint Steering Committee now received. Tablelands Regional Council's Mayor and Deputy Mayor are keen to progress the matter to facilitate an inaugural meeting of the Joint Steering Committee being held as soon as possible in February.*

*January 2016 Update – Correspondence dated 4 December 2015 received from Tablelands Regional Council (TRC) advising of their adoption on 19 November 2015 of the Report. TRC will now form the Steering Committee and prepare a draft Memorandum of Understanding in consultation with member organisations. TRC adopted a further resolution on 3 December 2015 to provide \$25,000 seed funding. Expressions of Interest under the National Water Infrastructure Development Fund close 21 January 2016 and they will proceed to lodge an EOI.*

*December 2015 Update – Understand that Tablelands Regional Council have adopted the Report but yet to receive correspondence from them in relation to this.*

*November 2015 Update – Tablelands Regional Council have not yet considered the matter at a formal Council meeting but this will be reported to their Ordinary Meeting on 19 November 2015 and will advise Council of the outcome after that point.*

*October 2015 Update – Letter written to Tablelands Regional Council advising them of resolution outcomes.*

#### LATE BUSINESS ITEMS FROM GENERAL MEETINGS

- GENERAL MEETING – 31 JANUARY 2017

Item 3.2

COUNCILLOR MARIA BOSWORTH – CHRISTMAS DECORATIONS

Councillor Bosworth requested a list of the donations received and decorations purchased.

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

*April 2017 Update – Information still being obtained.*

*March 2017 Update – This is progressing.*

*February 2017 Update – EMECS completing a review of Christmas decorations received from 2015 and 2016 year donations and funds expended on decorations in those years.*



## Item 3.3

COUNCILLOR MARIA BOSWORTH – SHIRE WASH DOWN BAY

Councillor Bosworth raised the matter of the Shire not having an official wash down bay for weed / seed / spread.

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

*April 2017 Update – Recommended not to proceed. Council to confirm that this matter can be closed.*

*March 2017 Update – Council has attempted to procure a weed seed spread prevention wash down bay a few years back, to be installed on Townsville Road at the Southern entry to Ingham. The estimated total cost was in excess of \$500,000 and beyond our reach at that point. There are basic wash down facilities at the Depot however entry of private plant into the Depot is not permitted and would be impractical due to workplace and public safety concerns. Small, portable facilities can be manufactured or purchased and are expected to cost approximately \$50,000 but have a very short life span and are work intensive to deploy. Suggest this matter be closed.*

*February 2017 Update – Matter not yet progressed.*

- GENERAL MEETING – 29 NOVEMBER 2016

## Item 3.1

COUNCILLOR KATE MILTON – UNDERCOVER HORSE SPORTS ARENA

Councillor Milton advised that she took the opportunity to visit the undercover horse sports arena at Mareeba recently and questioned whether Council Officers have investigated other arenas also.

Executive Manager Environment and Community Services has viewed the Charters Towers arena and confirmed the 6 metre recommended height of the building.

Action - Briefing session to occur regarding horse sports arena design tenders.

Meeting to be organised with the Ingham Showgrounds Management Advisory Committee (ISMAC).

*April 2017 Update – UDP has finalised design for tender and pre tender cost estimate.*

*March 2017 Update – Meeting held with stakeholders on 22 February 2017 and detailed design is occurring.*

*February 2017 Update – Meeting set with stakeholders on 22 February 2017.*

*January 2017 Update – ISMAC meeting was held 14 December 2016. Council has since engaged UDP to develop the design of the arena. Feedback was sought from ISMAC members and desired specifications and options were received from two members.*

*December 2016 Update – Briefing on design RFQ to be held and meeting with ISMAC to be organised.*

## Item 3.2

COUNCILLOR MARC TACK – BARKING AND ROAMING DOGS

Councillor Tack raised the issue of barking and roaming dogs at the beach areas which is escalating.

It was noted that Council request information to be available to the public for complaints about barking and roaming dogs and for owners of these animals.

It was also clarified that in residential areas, residents are only allowed to have two dogs on their properties and should they wish to have more dogs, they are required to apply for a permit from Council.

Action – Environment and Community Services to release information to the public via media and website (fact sheets) communicating to residents the course to take to complain about barking and roaming dogs for action by Council Officers.



Staff also to take measures to educate problem dog owners regarding controls available for owners to be put in place to alleviate their barking and roaming animals.

Staff to inform complainants of their role to collect evidence towards their complaint.

Dog patrols to be stepped up at the beach areas with patrols to be carried out at different times and not the same time and day of the week for each respective area.

Investigations to be carried out for the words "Dog Catcher" to be placed in large lettering on the Council patrol vehicle alerting residents to the fact that the vehicle is patrolling.

*April 2017 Update - The signs have been ordered from The Sign Company but not yet delivered.*

*March 2017 Update – Preliminary design has been completed and magnetic signs are being ordered. The signs will be placed on both doors (45cm x 45cm) and state "Animal Control [top row] Local Laws [bottom row]".*

*February 2017 Update – Public education occurring and patrols have been intensified. Signage is in the process of being procured.*

*January 2017 Update – Public education on dog control matters is occurring via the media and one on one. Dog patrols are being carried out in conjunction with overgrown allotment inspections. The vehicle used for animal management is also used for a broad range of local law enforcement matters and consequently "dog catcher" would be inappropriate and misleading. We are organising signage for the vehicle to state "animal control – local laws"*

*December 2016 Update – In progress.*

- GENERAL MEETING – 25 OCTOBER 2016

- Item 3.1

COUNCILLOR MARIA BOSWORTH – ANNUAL SENIORS MORNING TEA

Councillor Bosworth raised whether Council could apply for grant funding for the annual Seniors Morning Tea event with a larger venue used such as the Shire Hall to accommodate all Shire seniors and local entertainers used.

Action – Executive Manager Development and Planning to review.

*April 2017 Update – The application for funding has been submitted and a budget allocation made in the 2017/2018 financial year for the event.*

*March 2017 Update – Council to discuss at March Briefing Session.*

*February 2017 Update – EMDP has requested Council's Grants Officer to investigate funding opportunities for Council to hold a Seniors Morning Tea in the Shire Hall.*

*January 2017 Update – EMDP has requested Council's Grants Officer to investigate funding opportunities for Council to hold a Seniors Morning Tea in the Shire Hall.*

*December 2016 Update – EMDP has requested Council's Grants Officer to investigate funding opportunities for Council to hold a Seniors Morning Tea in the Shire Hall.*

*November 2016 Update – EMDP has requested Council's Grants Officer to investigate funding opportunities for Council to hold a Seniors Morning Tea in the Shire Hall.*

- Item 3.3

COUNCILLOR ANDREW LANCINI – LUCINDA SWIMMING ENCLOSURE

Councillor Lancini raised whether Council could investigate other treatments for the eastern side of the Lucinda Swimming Enclosure (e.g. recycled plastic slats) to alleviate sand encroachment which currently causes problems on the eastern side of the enclosure.

Action – Executive Manager Engineering Services and Executive Manager Environment and Community Services to brief Council at a future Briefing Session.



*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.*

### Item 3.5

#### MAYOR JAYO – SELLING OFF RESERVE LANDS

Mayor Jayo raised with Council the concept of disposing of various state reserve lands to rationalise Council's park maintenance costs.

Action - Executive Manager Environment and Community Services to prepare a listing of all Parks and Reserves presently maintained by Council on behalf of the State together with utilisation records for presentation to Council at a future Briefing Session.

*April 2017 Update – No further update.*

*March 2017 Update – Flood and storm surge risk overlays emailed to Councillors. Three out of the four parks are in flood areas; the fourth one is flood and storm surge free and appears to be suitable for residential development.*

*February 2017 Update – Still progressing.*

*January 2017 Update – Briefing held on 6 December 2016. It was agreed to look at a sample batch of parks which have already been identified as having the potential to be disposed of. Four parks were investigated:*

<i>Morehead Street Park</i>	<i>Lot 4 on RP724554 is freehold land registered to Council. Council can dispose of this property at any time.</i>
<i>Mylrea Park</i>	<i>31 CWL3558, The description for this is now Lot 31 on SP250793 and is a reserve for park and recreation.</i>
<i>Eddie Bourke Park</i>	<i>24 CWL3411, This is a reserve for park and recreation</i>
<i>Mungalla Park</i>	<i>395 CWL3302, This is a reserve for park and recreation</i>

*The above 3 properties are have been dedicated as reserves for a community purpose. Should Council be considering to purchase a community purpose reserve, the process would be as follows:*

- 1. Community consultation (undertaken by Council);*
- 2. Most appropriate use and tenure assessment (undertaken by Department of Natural Resource and Mines (the Department)); and*
- 3. Assessment of priority in terms of the Land Act 1994.*

*December 2016 Update – Briefing to be held with Council on Tuesday 6 December 2016.*

*November 2016 Update – Noted on future Briefing Session list.*



- GENERAL MEETING - 26 APRIL 2016

- 3.1 COUNCILLOR MARY BROWN – SHIRE DIRECTIONAL SIGNAGE IN FRONT OF PUBLIC TOILETS AT VINCE CORBETT PARK, FORREST BEACH

Forrest Beach Progress Association have reported that the directional signage is unreadable and of poor quality. Executive Manager Environment and Community Services advised that the electronic notice board was originally thought to be able to notify the public however Council is currently in the process of awaiting receipt of a signage design.

Action - Outcome of investigations to be provided to Council.

*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.*

- 3.5 MAYOR RAMON JAYO – CANECUTTER MEMORIAL

Consideration of donation of a Canecutter Memorial from Mario Torrisi to Council. Council to determine a suitable location for the Memorial to be displayed.

Action - Refer to the Chief Executive Officer to follow up a suitable location.



*April 2017 Update – The Herbert River Canecutter has been installed onsite. The plaque and information signage are being sourced and are likely to be installed in May 2017.*

*March 2017 Update – The Canecutter is due to be installed the week commencing 13 March and the concrete slab is complete.*

*February 2017 Update –*

- 1. The RCP with all documents requested by DTMR was lodged on 2 February 2017;*
- 2. MBC have been engaged to install the footing;*
- 3. Hinchinbrook Traffic Control will be engaged for traffic control in accordance with the DTMR approved TMP;*
- 4. Council's work crew will install the canecutter;*
- 5. It is envisaged works will be completed by early March, subject to weather;*
- 6. It is noted the Canecutter Committee consisting of Pat Lynch, Mario Torrisi and Mark Spina have requested an acknowledgement sign be installed next to the artwork. SEDTO has recommended that this aspect be considered following the installation of the artwork and that a brass ground mounted acknowledgement plaque may be the most suitable solution.*

*January 2017 Update – DTMR have given preliminary support. Major concern is that the footing needs to be on the ground. SEDTO progressing with a footing design in progress.*

*December 2016 Update – Still awaiting feedback from DTMR.*

*November 2016 Update – Still awaiting feedback from DTMR.*

*September / October 2016 Update – Still awaiting feedback from DTMR.*

*August 2016 Update – Still awaiting feedback from DTMR.*

*July 2016 Update – Awaiting feedback from DTMR.*

*June 2016 Update – The Department of Transport and Main Roads have been contacted regarding installation of the statue on the southern side of Lannercost Street median pedestrian crossover shelter. Awaiting feedback.*

*Further meeting held with Canecutter Committee in relation to interpretative content for signage and final design.*

*May 2016 Update – The Ingham CBD Project Control Group considered this matter at its meeting held on 16 June 2016 as follows:*

*It was agreed between all parties that the following preferred options be approved:*

- 1. That the installation be named: The Herbert River Cane Cutter*
- 2. That the Herbert River Cane Cutter statue be incorporated into the Hinchinbrook Way Walk*
- 3. That the statue be installed on the southern side of the Lannercost Street median pedestrian crossover shelter located opposite the Canegrowers building*
- 4. That the statue be installed on a small plinth (100mm-200mm high)*
- 5. That lighting be incorporated into the design*
- 6. That an interpretive sign as per the Hinchinbrook Way walk design standard be prepared and installed*
- 7. That the acknowledgement of monetary contributions towards the statue's construction be incorporated into a new complimentary installation to be designed and installed by Council*
- 8. That Council officers consult with Mario Torrisi, Pat Lynch, Mark Spina and local representatives from Canegrowers and Wilmar regarding interpretative content for signage and final design of acknowledgement installation*



9. *That Council consider and approve the above described works within the scope of the Ingham CBD project*
10. *That Council request that monetary contributions collected by Mario Torrisi that exceed the purchase value of the statue be allocated towards costs for the above described installation works and additional complimentary works.*

*April Update – Memorial was collected from Potters Society and placed in secure storage at Council's Depot. Report to be completed for June General Meeting.*



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## LEAVE OF ABSENCE – COUNCILLOR MARY BROWN

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### Executive Summary

Councillor Mary Brown requested leave of absence from Council for the period Thursday 20 July to Tuesday 1 August 2017 inclusive.

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### For Council Decision – Recommendation

That leave of absence is granted to Councillor Mary Brown for the period Thursday 20 July to Tuesday 1 August 2017 inclusive.

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### Background

Not applicable

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### Attachments

Nil

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### Statutory Environment

The Local Government Remuneration and Discipline Tribunal determine the maximum rate payable to Councillors. The Tribunal determined that the amounts prescribed for the Mayor and Deputy Mayor are payable in full, and are not subject to attendance of Council's General Meetings.

All other Councillors are paid a base payment and a subsequent meeting fee for attendance at each General Meeting of Council.

A Councillor shall be deemed to be eligible for the meeting fee payment component of remuneration if:

1. They have attended at least part of the General Meeting of Council.
- OR
2. They have obtained a leave of absence from a General Meeting of Council.

A Councillor will be deemed to comply with point one above, attendance at a General Meeting, when the minutes of that meeting reflect such attendance of the individual Councillor. Thus the Councillors shall be deemed eligible for payment of the meeting fee payment component of remuneration for that month.

A Councillor will be deemed to comply with point two above, leave of absence, when they have been given leave by Council for non attendance of a General Meeting of Council

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### Policy Implications

Not applicable

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### Consulted With

Mayor

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Financial and Resource Implications  
Nil

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Risk Management Implications  
Nil

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Strategic Considerations  
Nil

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Officers Comment  
Nil

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## 2017 DISASTER MANAGEMENT CONFERENCE

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### Executive Summary

The LGAQ are facilitating a Disaster Management Conference at the Mackay Entertainment and Convention Centre in Mackay on Tuesday 9, Wednesday 10 and Thursday 11 May 2017. It would be considered usual for the Mayor as Local Disaster Management Group (LDMG) Chairperson, the Deputy Mayor as LDMG Deputy Chairperson and the Chief Executive Officer as LDMG Local Disaster Coordinator (LDC) to attend this Conference. It may be prudent for a disaster management officer to also attend.

---

### For Council Decision – Recommendation

That LDMG Chairperson, Deputy LDMG Chairperson and Local Disaster Coordinator attend the 2017 Disaster Management Conference.

---

### Background

Council has not attended a Disaster Management Conference since 2013 which was the last time one of these conferences was held.

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### Attachments

Disaster Management Conference Registration Brochure / Program

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### Statutory Environment

*Local Government Regulation 2012*

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### Policy Implications

There is no Councillor Conference Attendance Policy as such, only that a resolution is required for attendance at Conferences.

There is no Disaster Management Policy in relation to attendance at specific events.

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### Consulted With

- Mayor
  - Deputy Mayor
  - Chief Executive Officer
- 

### Financial and Resource Implications

The LDMG Budget will accommodate Councillor and CEO attendance at this Conference.

---



### Risk Management Implications

It is a statutory responsibility for Councils to establish the LDMG, appoint a Chair and LDC, establish a disaster response capability and develop a Local Disaster Management Plan.

To ensure safety and wellbeing of the local community, it is necessary to attend this Conference to effectively plan for, prepare for and respond to and recover from any disaster event that may occur.

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### Strategic Considerations

Corporate Plan 2014 – 2019 – Strategic Direction Five – Council's Role in Creating and Supporting the Economic Prosperity of our Shire – 5.4 Natural Disaster Management - Local Disaster Management coordination, awareness raising, planning, service provision and recovery activities.

Operational Plan 2016 / 2017 – Strategic Direction Five – Council's Role in Creating and Supporting the Economic Prosperity of our Shire – 5.4 Natural Disaster Management - 5.4 Local Disaster Management coordination, awareness raising, planning, service provision and recovery activities.

---

### Officers Comment

The 2017 Conference theme is *Our New Conversation – Building Partnerships to Enhance Community Resilience and Safety* to enable the leaders of LDMGs and LDC's to come together with key state partners to redefine and if necessary redevelop the partnerships needed to effectively deliver disaster management responsibilities – *before, during and after*.

A key outcome of the conference will be a Communique that will identify the long-term issues for councils to build community resilience and local capacity. The program will provide an opportunity to gain an understanding of the experience of many other councils – with both lessons learned and opportunities identified.

Following the recent disaster and aftermath caused by Cyclone Debbie, it is also an opportune time to meet.

The estimated costs associated with attendance at the Disaster Management Conference are as follows:-

.. Full registration ( <i>includes informal dinner</i> )	\$ 990 / person
.. Conference dinner	\$ 130 / person
.. Accommodation (approximately \$150 / person / night @ 2 nights)	\$ 300 / person
.. Miscellaneous (food and incidentals)	<u>\$ 100 / person</u>
Approximate TOTAL	<u>\$1,520 / person</u>

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2017 LGAQ  
DISASTER MANAGEMENT CONFERENCE



# OUR NEW CONVERSATION

BUILDING PARTNERSHIPS TO ENHANCE COMMUNITY RESILIENCE AND SAFETY

Tuesday 9 – Thursday 11 May 2017 | Mackay Entertainment and Convention Centre (MECC)

## OUR CONVERSATION PARTNERS



Inspector-General Emergency Management  
Queensland Fire and Emergency Services  
Queensland Reconstruction Authority  
Queensland Police Service



LAMBERTS BEACH

PARTNERS







## Welcome to the LGAQ Disaster Management Conference 2017

Disaster management is usually front of mind for councils – in part due to our legislative responsibilities, but much more due to the priority we place on the safety and wellbeing of our local communities.

Our statutory responsibilities are very clear – we must establish our Local Disaster Management Groups (LDMG) and we must appoint a chair and a Local Disaster Coordinator and we are also required to establish a disaster response capability and develop a Local Disaster Management Plan.

However, as councils we have a responsibility for our communities that we have always embraced and taken seriously. At the heart of this is how we provide local leadership to ensure the LDMG is effectively planning for, preparing for, responding to and recovering from any disaster events that may occur.

The Inspector General Emergency Management and the development of the Emergency Management Assurance Framework have helped focus the local commitment of our LDMGs and the necessary support from local, district and state agencies.

Our *Partners in Government Agreement* with the Queensland Government and newly developed Memorandum of Understanding with a number of our key State agency partners have helped us to better position councils. This will enable us to better prepare our local communities, build local resilience and increase our local capability.

*Our New Conversation* is the theme of this conference and this will enable us to build on the conversations between councils, with state agencies and with non-government agencies – the important relationships to ensure we can effectively lead at the local level with the support we need.

Importantly, a key outcome of the conference will be a Communiqué that will identify the long-term issues for councils to build community resilience and local capacity.

The conference program will also provide an opportunity to gain an understanding of the experience of many other councils – with both lessons learned and opportunities identified!

I trust you will find the program informative and useful, and I wish you an enjoyable conference.



Mayor Mark Jamieson  
PRESIDENT

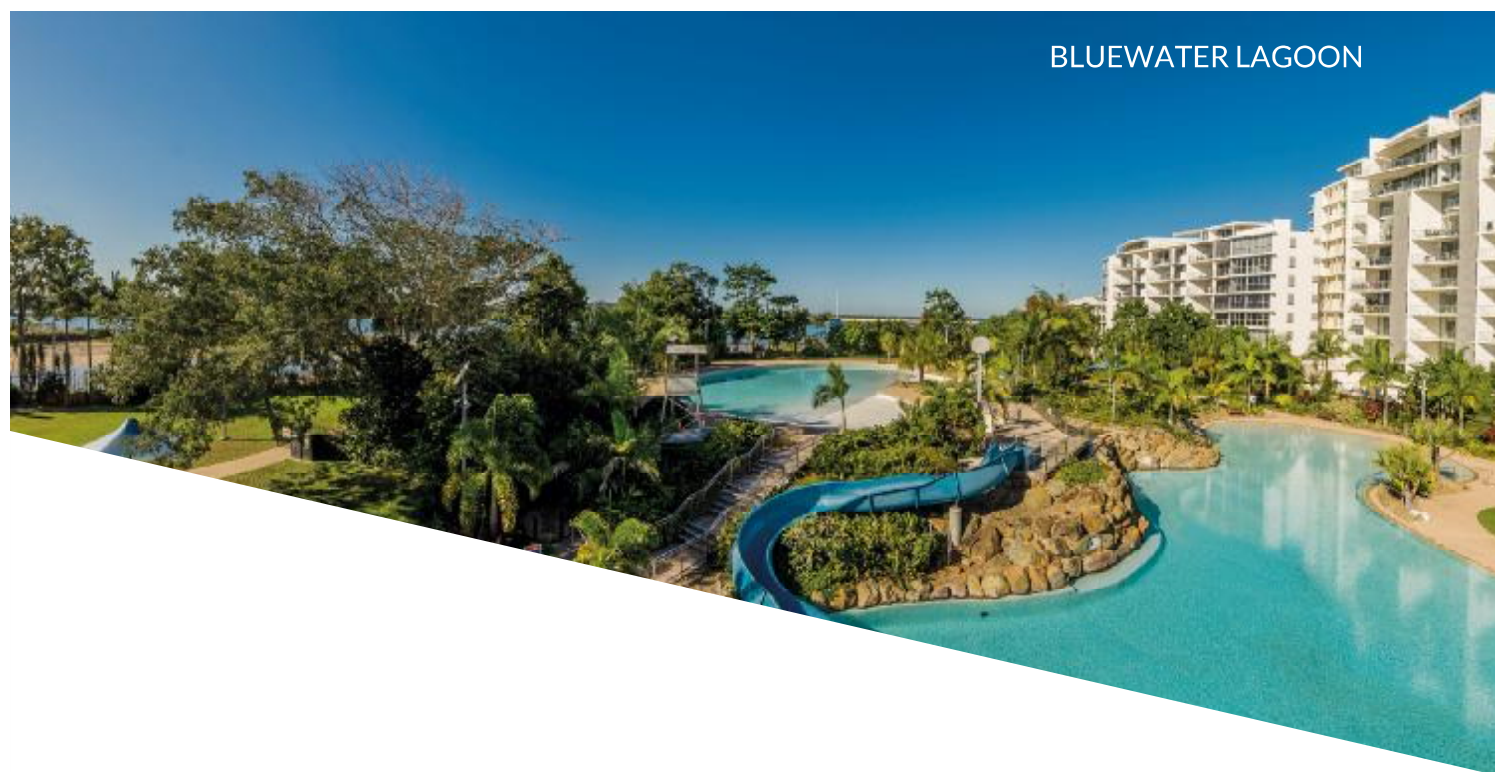


# OUR NEW CONVERSATION



## Day 1 | Tuesday 9 May 2017

11:00am	Registration, Mackay Entertainment and Convention Centre
12:00pm	Lunch with Disaster Management Officer Forum participants in the trade exhibition area
1:00pm	Introduction
1:15pm	LGAQ Presidential address <i>Mayor Mark Jamieson, President, LGAQ</i>
1:30pm	LGAQ Strategic Disaster Direction <i>Sarah Buckler, General Manager – Advocate, LGAQ</i>
2:00pm	IGEM – The State of the Disaster Management State (local/district/state) <i>Iain MacKenzie AGSM, Inspector-General Emergency Management (IGEM)</i>
3:00pm	Afternoon tea in the trade exhibition area
3:45pm	Understanding Community Responses to Disasters: Capacity and capability v expectations
4:45–5:00pm	Day one summation and close
6:30–7:00pm	Bus pick-up from accommodation providers
7:00-9:00pm	Welcome to Mackay informal dinner, Bluewater Lagoon Hosted by Mackay Regional Council <i>Cr Greg Williamson, Mayor, Mackay Regional Council</i>



BLUEWATER LAGOON

### PARTNERS





## OUR NEW CONVERSATION



## Day 2 | Wednesday 10 May 2017

8:00am	Registration, tea & coffee
8:30am	Welcome back
8:45am	'Points of DM Pain': The issues that keep hurting local government
9:15am	Disaster Communications: 'More than 2 tins and a length of string' <i>Panel discussion and presentations</i> <i>Invited guests include, LGAQ, nbn Co, Telstra, directors-general of State agencies and key council personnel</i>
10:15am	Sponsor presentation
10:30am	Morning tea with Disaster Management Officer Forum Participants in the trade exhibition area
11:00am	Maintain the Local Capability: 'Maintain more than the rage – after events!' <i>Hypothetical critique model to discuss political and strategic issues</i> <i>Invited guests include mayors, chairs, local disaster co-ordinators and directors-general of State agencies</i>
12:30pm	Lunch with Disaster Management Officer Forum participants in the trade exhibition area
1:15pm	Sponsor presentation
1:30–3:30pm	The Disaster Management Panel of Partners <i>Signing of MoUs with key State agencies – with opportunities to present key deliverables</i> <i>Iain MacKenzie AGSM, Inspector-General Emergency Management (IGEM)</i> <i>Katarina Carroll APM, Commissioner, Queensland Fire and Emergency Services (QFES)</i> <i>Brendan Moon, Chief Executive Officer, Queensland Reconstruction Authority (QRA)</i> <i>Mike Condon, Assistant Commissioner, Queensland Police Service (QPS)</i> <i>Alistair Dawson, Assistant Commissioner, Queensland Police Service (QPS)</i>
3:30pm	Afternoon tea in the trade exhibition area
4:00pm	Mapping the New Connections to Enable the New Conversation <i>Facilitated panel discussion with the key partners. Invited guests include:</i> <i>Iain MacKenzie AGSM, Inspector-General, Emergency Management (IGEM)</i> <i>Katarina Carroll APM, Commissioner, Queensland Fire and Emergency Services (QFES)</i> <i>Ian Stewart APM, Commissioner, Queensland Police Service (QPS)</i> <i>Brendan Moon, Chief Executive Officer, Queensland Reconstruction Authority (QRA)</i>
5:00–5:15pm	Day two summation and close
6:30pm	Bus pick-up from accommodation to dinner venue
7:00–10:30pm	Conference dinner – Clarion Hotel, Mackay Marina
9:30pm	Early bus pick-up from the Clarion Hotel to accommodation providers
10:30pm	Final bus pick-up from the Clarion Hotel to accommodation providers

## PARTNERS





# OUR NEW CONVERSATION



## Day 3 | Thursday 11 May 2017

8:00am	Registration, tea and coffee
8:45am	Welcome back
9:00am	If We Build It, Who Will Come? 'Building-up community, sub-local, local, district, and State – plans we need before events' <i>Hypothetical critique model to discuss political and strategic issues</i> <i>Invited guests include mayors, chairs, local disaster co-ordinators and directors-general of State agencies</i>
10:30am	Morning tea in the trade exhibition area
11:00am	Sponsor presentation
11:15am	A New Direction: 'Learning from ground covered' <i>Review workshop building on the lessons of past events: local, national and international</i>
12:15pm	Amalgamation of directions – IGEM /DMO forum and LGAQ Disaster Management Conference findings <i>Synthesising the new 'Disaster Management' Communique</i>
1:00pm	Conference close
1:15pm	Farewell lunch



PARTNERS





## ACCOMMODATION

Accommodation for the conference is being organised by Corporate Traveller.

Please click the link below to organise your accommodation needs. All prices are GST inclusive.

**BOOK NOW**

## REGISTRATION

Full registration  
\$990.00 GST inclusive

Corporate registration  
\$1,600.00 GST inclusive

Formal dinner registration  
\$130.00 GST inclusive

*Informal dinner included in registration*

**REGISTER**

Please refer to the LGAQ's registration [cancellation policies](#) on [www.lgaq.asn.au](http://www.lgaq.asn.au) via the [events tab](#) on the home page when making your registration. Conference enquiries to the Members Hotline 1300 542 700 or email [ask@lgaq.asn.au](mailto:ask@lgaq.asn.au).



PARTNERS





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## COUNCILLOR OPPORTUNITIES – ATTENDANCE AT 2017 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT CONFERENCE

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### Executive Summary

The National General Assembly of Local Government (NGA) Conference is to be held in Canberra from Sunday 18 to Wednesday 21 June 2017. On review of the program it is seen as a mainly politically slanted event (as opposed to professional development or workshop based) providing presentations from all the major political parties and networking opportunities with other Mayors and Councillors across Australia.

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### For Council Decision – Recommendation

That Council determine appropriate representation to the 2017 National General Assembly of Local Government Conference.

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### Background

Council decided not to send any representative in 2016 due to the Election being held in March and budget deliberations. In the past previous Councillors have attended the NGA and usually within their term have attended at least one national Conference. It has also been decided in the past for Council not to attend as it was determined that costs would be better spent on attending the Financial Summit at the time.

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### Attachments

NGA Conference Delegates and Partners Registration Brochure / Program

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### Statutory Environment

*Local Government Regulation 2012*

*Councillors Expenses Reimbursement Policy*

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### Policy Implications

There is no Councillor Conference Attendance Policy as such, only that a resolution is required for attendance at Conferences.

The Councillors Expenses Reimbursement Policy notes that Council will reimburse those expenses incurred for a Councillors attendance at Regional, State or National Local Government associated conferences, subject to that attendance being approved by Council.

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### Consulted With

- Mayor
  - Chief Executive Officer
-



### Financial and Resource Implications

The 2016 / 2017 Budget for Councillors individual conference attendance and training may not accommodate Councillors attendance at this Conference should all Councillors decide to attend.

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### Risk Management Implications

Not applicable

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### Strategic Considerations

Corporate Plan – Strategic Direction Three – Responsive and Responsible Local Representation

Operational Plan 2016 / 2017 – Strategic Direction Three – 3.3 Influencing other levels of Government – Membership of LGAQ and participation in relevant discussions and agendas

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### Officers Comment

This year's theme is *Building Tomorrow's Communities*. Tomorrow's communities will be shaped by the ambition and drive of their people, and by the investments our governments make in their people, the infrastructure they rely on, and the places they live and work.

Key presentations will address how councils, often working in partnership with other levels of government, or the private and not-for-profit sectors, are shaping the future and responding appropriately to the challenges that lie ahead.

There will be opportunity to contribute to policy discussions at a national level and key opportunities to engage with key decision makers such as the Prime Minister, the Leader of the Opposition, the Deputy Prime Minister and the Leader of the Australian Greens.

The estimated costs associated with attendance at the NGA Conference are as follows:-

.. Early bird registration ( <u>payment to be received on or before 5 May 2017</u> ) ( <i>This includes one ticket to the Welcome Reception on Sunday 18 June 2017</i> )	\$ 929 / person
.. General Assembly Dinner (optional)	\$ 130 / person
.. Accommodation (approximately \$227 / person / night @ 3 nights)	\$ 681 /person
.. Travel (approximately \$500 each way)	\$1,000 / person
.. Miscellaneous (food and incidentals)	<u>\$ 100 / person</u>
Approximate TOTAL	<u>\$2,840 / person</u>

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## Program & Registration

# National General Assembly of Local Government 2017

NATIONAL CONVENTION CENTRE • CANBERRA



18-21

JUNE  
2017

## Building Tomorrow's Communities

Australia's councils will play a critical role in shaping tomorrow's communities, both in our cities and towns and in regional Australia. Making our cities smarter, more efficient, more resilient and stronger is just one part of the role that local government will play.

Grab the opportunity to attend the National General Assembly to:

- Influence the national agenda
- Engage with federal politicians
- Shape policy and priorities
- Represent your council and community
- Have your say.

Join your metro, regional and rural council colleagues to help shape tomorrow's communities at the 2017 National General Assembly.

**Register online**  
**[www.alga.asn.au](http://www.alga.asn.au)**



AUSTRALIAN LOCAL  
GOVERNMENT ASSOCIATION



# Building Tomorrow's Communities



## PRESIDENT'S WELCOME

Tomorrow's communities will be shaped by the ambition and drive of their people, and by the investments our governments make in their people, the infrastructure they rely on, and the places they live and work.

The theme of this year's National General Assembly (NGA) '*Building Tomorrow's Communities*' goes to the heart of the role of local government in modern Australia. Key presentations will address how councils, often working in partnership with other levels of government, or the private and not-for-profit sectors, are shaping the future and responding appropriately to the challenges that lie ahead.

Achieving great outcomes for every one of our communities requires decision-makers at all levels of government to listen and engage, to be clear in our objectives, to be agile, and to harness the ever-increasing range of data, knowledge and technology to ensure that their communities are best placed to innovate and seize the opportunities of tomorrow.

In the Australian context, governments at all levels must focus on creating an environment in which people and businesses can innovate and prosper, both in cities and the regions. Government service delivery needs to be targeted and responsive to the wide range of needs in communities, and appropriate infrastructure must be provided to drive increased productivity as well as social equity.

Increasingly, Local Governments are striving, wherever possible, to assist communities to be productive, innovative and entrepreneurial, to help build resilience, create jobs and increase overall prosperity at the local level.

The Australian Government has shown that it understands and appreciates that Local Government's strength lies in its capacity to identify and respond to local needs which are often diverse, complex and changing rapidly in response to evolving domestic and global pressures.

And as our focus on economic development grows, they can see that Local Government not only plays a significant role in the local and regional economy but increasingly in the national economy. I encourage you to explore this and other themes by attending the NGA, and by working with myself and the ALGA Board as we explore opportunities to strengthen the contribution that Local Government makes to creating the future.

The NGA offers an ideal opportunity to elevate local government issues to the Federal level. In recent years, Local Government, by developing partnerships with the Commonwealth, has successfully delivered over 55,000 road and community infrastructure projects. These projects have improved safety, productivity and community participation around the nation.

I have invited the Prime Minister, the Leader of the Opposition and the Leader of the Australian Greens to address the NGA so that you may hear directly from them about their vision for Australia and its local governments. The Minister for Local Government and Territories and the Assistant Minister for Cities and Digital Transformation have confirmed their participation at the NGA.

The NGA is also your opportunity to make sure that your council's view is reflected in the national priorities identified for Local Government.

The ALGA Board recently issued a call for motions for the NGA and these will set out the framework for debate. I would encourage you and your council to think through ideas or initiatives you would like to see debated at the NGA and to submit these as motions for the Assembly.

I invite you to be part of this important event, to network with your colleagues, to hear from our national leaders and to shape national policy, by registering for the National General Assembly to be held in Canberra from 18-21 June 2017.



**Mayor David O'Loughlin**  
ALGA PRESIDENT

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18-21 JUNE  
2017

# National General Assembly of Local Government 2017

## PROVISIONAL PROGRAM

SUNDAY 18 JUNE	
5:00 pm	Welcome Reception
MONDAY 19 JUNE	
9:00 am	Opening Ceremony
9:10 am	ALGA President's Opening
9:20 am	<b>The Hon Malcolm Turnbull MP,</b> Prime Minister (invited)
9:50 am	KEYNOTE SPEAKER <b>Laura Tingle</b>
10:30 am	MORNING TEA
11:00 am	<b>3D City Infrastructure Modelling</b> <b>Mayor Mark Jamieson,</b> Sunshine Coast Council
11:20 am	PANEL SESSION <b>Building Tomorrow's Communities</b>
12:30 pm	LUNCH
1:30 pm	PANEL SESSION <b>Governing into the future</b>
3:00 pm	AFTERNOON TEA
3:30 pm	Debate on Motions
4:30 pm	<b>The Hon Bill Shorten MP,</b> Leader of the Opposition (invited)
5:00 pm	Close
7:00 pm	DINNER

TUESDAY 20 JUNE	
9:00 am	<b>Senator the Hon Fiona Nash,</b> Minister for Local Government and Territories
9:30 am	PANEL SESSION <b>Building Liveable Communities</b>
10:30 am	MORNING TEA
11:00 am	<b>The Hon Angus Taylor MP,</b> Assistant Minister for Cities and Digital Transformation
11:30 am	Debate on Motions
12:30 pm	LUNCH
1:30 pm	PANEL SESSION <b>Empowering Indigenous Communities</b>
3:00 pm	AFTERNOON TEA
3:30 pm	Debate on Motions
4:30 pm	The Australian Greens, <b>Senator Richard Di Natale</b> (invited)
5:00 pm	Close
7:00 pm	OFFICIAL DINNER Parliament House

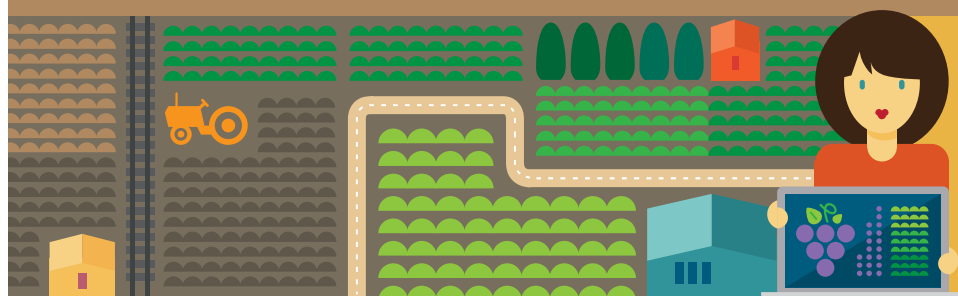
WEDNESDAY 20 JUNE	
9:00 am	PANEL SESSION <b>City Deals</b>
10:00 am	Delegate Workshop
10:30 am	MORNING TEA
11:00 am	National Policy Initiatives
11:30 am	PANEL SESSION <b>Harnessing tomorrow's technology</b>
12:30 pm	Delegate Workshop
1:00 pm	ALGA President's Close

## SPONSORS





# Regional Cooperation & Development Forum 2017



## RCDF17

18 JUNE 2017

### RCDF 2017 Preliminary Program

SUNDAY 18 JUNE	
9.30am	ALGA President's Welcome
9.40am	KEYNOTE ADDRESS
10.30am	GOVERNMENT ADDRESS <b>Senator the Hon Fiona Nash</b> , Minister for Regional Development (invited)
11.00am	MORNING TEA
11.30am	<i>Intelligent Communities</i> <b>Brian Lee-Archer</b> , Director, SAP Institute for Digital Government
11.45am	PANEL SESSION <i>The National Perspective</i>
12.30pm	LUNCH
1.30pm	Regional Industry Case Study
2.00pm	WORKSHOP <i>The Regional Perspective</i>
3.00pm	AFTERNOON TEA
3.30pm	Opposition Address
4.00pm	ALGA President's Close

### Pillars of Growth

The 2017 Regional Forum is a vital opportunity for mayors, councillors and other key decision-makers from metropolitan, regional, rural and remote councils to gather together in the National Capital, to share their knowledge and experience in building substantive local and regional capacity.

The past year has continued to see major global and domestic challenges impacting Australia's economy and social fabric. The need to lift Australia's productivity levels remains high on the agenda of both industry and governments. But what does this mean for Australia's geographically diverse regions? This year's Forum will revisit the question of boosting productivity and discuss the changing face of industry, investment in technology, and employment growth.

This year's Forum will provide delegates with an opportunity to hear from the Minister for Regional Development on current policy and program initiatives and a select number of case studies on inspiring regional development projects. Facilitated roundtables will also allow delegates to discuss regional challenges impacting agri-tourism, telecommunications, training and education, infrastructure and resource management.

The Forum will see the launch of the 2017-18 *State of the Regions* Report that will build on previous years' research and deliver the latest economic data and insights into the productivity capacities of regions throughout Australia when examined through a multi industry-sectoral lens. The *State of the Regions* Summary Report is made available specifically for the delegates attending the Forum and is included in the registration cost.





## KEY DATES

**Submission of Motions for Debate 21 April 2017**

**Early bird registration on or before 5 May 2017**

**Standard registration on or before 2 June 2017**

**Late registration after 2 June 2017**

## MOTIONS FOR DEBATE

The NGA is an important opportunity for you and your council to influence the national policy agenda.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally;
2. be consistent with the themes of the NGA;
3. complement or build on the policy objectives of your State and Territory Local Government Association;
4. be submitted by a council which is a financial member of their state or territory local government association;
5. propose a clear action and outcome; and
6. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

To assist you to identify motions that address the theme of the NGA, the Australian Local Government Association (ALGA) Secretariat has prepared a short discussion paper. Motions should be lodged electronically using the online form available on the NGA website at: [www.alga.asn.au](http://www.alga.asn.au). All motions

require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be received by ALGA no later than 11:59pm on Friday 21 April 2017.

Motions submitted will be reviewed by a committee of the ALGA Board as well as by State and Territory Local Government Associations, to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Committee considers the importance and relevance of the issue to local government.

Please note that motions should not be prescriptive in directing how the matter should be pursued. Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant State/Territory Local Government Association, and will not be included in the Business Papers.

Motions that are agreed to at the National General Assembly become Resolutions. These Resolutions are then considered by the ALGA Board when setting national local government policy and when the Board is making representations to the Federal Government at Ministerial Councils, during meetings and in ALGA publications. The ALGA Board is not bound by any resolutions passed at the NGA.

## VOTING PROCEDURES

Each council is entitled to one voting delegate in the debating session. Councils will need to determine who their voting delegate will be. Voting cards can be collected at the Assembly. Councils do not need to advise ALGA of the name of the voting delegate prior to collecting voting cards.





## SPEAKER PROFILES



### The Hon Malcolm Turnbull MP

Prime Minister of Australia

Malcolm Turnbull became the 29th Prime Minister of Australia on 15 September 2015 and was sworn in for a second term on 19 July 2016.

Mr Turnbull was elected to Federal Parliament as the Member for Wentworth in 2004.

Since entering public life, Mr Turnbull has held a number of parliamentary positions including Shadow Treasurer, Parliamentary Secretary to the Prime Minister with responsibility for national water policy and Minister for Environment and Water Resources.

He was Leader of the Opposition from 16 September 2008 to 1 December 2009 and was later Shadow Minister for Communications and Broadband.

Most recently, Mr Turnbull was Minister for Communications from 18 September 2013 to 21 September 2015.

Malcolm was educated at Vaucluse Public School and Sydney Grammar School and graduated from Sydney University with a BA LLB. He was awarded a Rhodes Scholarship and completed a further law degree at Oxford.

He is married to Lucy, and has two adult children, Alex and Daisy, and two grandchildren, Jack and Isla.



### The Hon Bill Shorten MP

Leader of the Opposition

Bill Shorten is the Federal Member for Maribyrnong and was elected leader of the Australian Labor Party and Leader of the Opposition on 13 October 2013.

Mr Shorten completed a Bachelors' degree in Arts and Law from Monash University, as well as an MBA from the Melbourne Business School.

Bill has since worked as a union organiser, union secretary, as a member of the ACTU executive, as a Member of Parliament and as a Minister in a Labor Government.

As a senior member of the Rudd/Gillard Labor Governments, Bill played a key role in securing a number of historic reforms including establishing the National Disability Insurance Scheme and increasing universal superannuation to 12 per cent.

As Minister for Workplace Relations, Bill continued the Labor Government's ongoing commitment to a fair and productive workplace relations system and during his time as Minister for Education helped secure the Better Schools reforms.

Prior to entering Parliament, Bill worked at the Australian Workers' Union, holding key leadership positions including State Secretary of the AWU Victoria Branch from 1998 to 2006 and National Secretary from 2001 to 2007.



### The Hon Angus Taylor MP

Assistant Minister for Cities and Digital Transformation, Federal Member for Hume

Angus Taylor entered politics in 2013 when he was elected as the Liberal Federal Member for Hume in NSW.

Building on his background in economics, Angus was appointed to parliamentary committees on employment, trade and investment, and public accounts. He was also chair of the Joint Standing Committee on Treaties.

Angus was promoted to Assistant Minister to the Prime Minister with special responsibility for Cities and Digital Transformation in February 2016. He was reappointed to the frontbench after the 2016 Federal election.

Angus' portfolios stretch across the whole of government to improve city liveability and tackle long standing issues of traffic congestion, housing affordability and the need to create jobs closer to where people live. He has a focus on regional cities and outer suburban cities.

Angus has a Bachelor of Economics (First Class Honours and University Medal) and a Bachelor of Laws (Honours) from the University of Sydney. He also has a Master of Philosophy in Economics from Oxford, where he studied as a Rhodes Scholar. His thesis was in the field of competition policy.





### Senator Dr Richard Di Natale

Leader of the Australian Greens

Dr Richard Di Natale is the leader of the Australian Greens. He was elected to the Federal Parliament in 2010 and is the Greens' first Victorian senator. His portfolios include health, multiculturalism, youth, gambling and sport.

Prior to entering parliament, Richard was a general practitioner and public health specialist. He worked in Aboriginal health in the Northern Territory, on HIV prevention in India and in the drug and alcohol sector. His key health priorities include preventative health, public dental care and responding to the health impacts of climate change.

Richard's achievements in parliament so far include securing almost \$5 billion towards Medicare-funded dentistry, winning a campaign to divest \$250 million worth of tobacco stocks from the Future Fund, and spearheading Senate inquiries into many issues of public significance such as dying with dignity, superbugs, hospital funding, budget cuts, medicinal cannabis, air pollution, pharmaceutical transparency, sports science and gambling reform.



### Senator Fiona Nash

Minister for Regional Development, Local Government and Territories and Regional Communications

Fiona Nash was elected as a Nationals Senator for New South Wales in the 2004 federal election and her term began on 1 July 2005.

As a Senator for The Nationals, Fiona's overriding focus is to ensure that communities throughout regional, rural and remote NSW receive the investment and services they deserve.

Fiona has held a number of different roles within the NSW Nationals. Her experience in the party has included serving as branch chairman, becoming a member of the party's State Executive as well as being a delegate to Federal Council.

Since becoming a Senator she has served as The Nationals Whip in the Senate, Deputy Leader of The Nationals in the Senate and in February 2016 she was elected by her parliamentary colleagues as Deputy Leader of The Nationals.

Fiona's other parliamentary roles have included Shadow Parliamentary Secretary for Water Resources and Conservation, Shadow Parliamentary Secretary for Regional Education, Assistant Minister for Health and Minister for Rural Health.



### Laura Tingle

Journalist and author

The *Australian Financial Review's* political editor Laura Tingle has reported politics from the Canberra press gallery for almost thirty years, after beginning her career in Sydney reporting on the financial markets and economics. She is the author of *Chasing the Future* – a book about the recession of the early 1990s – and two Quarterly Essays: *Great Expectations: Government, entitlement and an angry nation* (2012) and *Political Amnesia: How we forgot how to govern* (2015). She has won both Walkley and Lyneham Awards for Journalism.





## PANEL SESSIONS

### Building Tomorrow's Communities

Australian cities and regions are increasingly part of the global trend to become technologically more advanced.

Local government plays a key role in planning, coordinating, facilitating and providing local infrastructure and services. The sector also has a key role in advocating on behalf of its community in the interest of its local community. In fulfilling these roles, councils must have processes in place and robust systems to develop a clear understanding of the community's aspirations and needs in order to develop a strong vision for the future.

Much has been written on the importance of the digital transformation process that Australia, like many other developed countries in the world, is now under-going. New technologies are disrupting an increasing number of business processes, and the nature and range of businesses and industry are changing. Products and services once thought of as enduring and core business by enterprises, are now seen to be vulnerable to changes. They can be replaced or made redundant by technology, changing tastes, patterns of consumption and indeed community needs.

New data and information sources are evolving and continue to be developed at an ever-increasing pace. This data and information can inform decision-making, create opportunities and support communities in ways that cannot even be imagined. To assist our communities to be engaged, productive, innovative and cohesive, councils have a role in ensuring that the adoption of technology is approached in a strategic manner.

This session will explore the role of local government in shaping tomorrow's future and the issues that councils may need to consider in the context of changing technology, the availability of information and data and decision-making frameworks.

### Governing into the future

Good governance is a fundamental component of democracy. Good governance ensures that decision-makers are accountable to the people they serve, and that decisions that affect stakeholders are robust, appropriate to relevant circumstances, and cognisant of the future.

Good governance is: accountable; transparent; follows the rule of law; is responsive; equitable and inclusive; effective, efficient and participatory.

Australia's governance institutions, structures and procedures are comparatively good by global standards however, they have evolved over many decades and must be kept under constant review to ensure that they remain fit for purpose. For example, there is increasing recognition and acceptance of the need to act on improving gender equity and cultural diversity in councils as well as across the community.

The environment in which all levels of government operate, including local government, is changing rapidly. Increasing globalisation and connectivity extends the range of stakeholders and provides opportunities to engage these stakeholders in decision-making in new and innovative ways.

This panel discussion will provide you with insights into opportunities to strengthen governance in councils to maximise community involvement and to extend the value provided by reference groups that support and inform councils.

### Building Liveable Communities

Continuing to enhance the liveability of Australian communities is core business for all governments, especially at the local and regional level.

Liveable communities are those that offer a high quality of life that support the health and wellbeing of the people who live, study and work in them. Liveable cities and towns are socially

inclusive, affordable, accessible, and are healthy and safe. They also feature attractive built and natural environments, and have a distinctive sense of place and character.

Local government provides the most accessible level of government for local communities. Councils hold knowledge about local community needs and desires, and are able to provide a place based mechanism by which to resolve, balance and implement competing policy objectives. They also complement the delivery of programs and services provided by the Commonwealth, state and territory governments.

Whilst councils are well placed to respond to the complex challenges facing our communities, the task of building and maintaining vibrant communities is far from easy.

This session will draw on leading experts in a thought provoking and challenging discussion looking at the diversity of factors that make communities liveable and will also examine the range of policy levers and interventions that may be worth investigation.

### Empowering Indigenous Communities

This year marks the 50th anniversary of the successful 1967 Referendum to amend the Constitution to include Aboriginal people in the census and allow the Commonwealth to make laws for them.

While it is important to recognise this important milestone, it also serves as a reminder of the challenges faced by so many urban, regional and remote Indigenous Australians. The recent release of the Closing the Gap report shows that while progress is being achieved in some areas, in many areas change is inconsistent and slow.

Local government recognises the need for a partnership with Aboriginal and Torres Strait Islander peoples at all levels of government to address the needs of the first Australians and the communities in which they live.





The 2017 National General Assembly is focused on discussing how we create the communities of tomorrow. This is not a simple proposition, every community is unique, and therefore there is no one-size-fits-all approach to address disadvantage. Join in this discussion which examines Commonwealth approaches to Indigenous affairs, and how the issues affecting all Australian citizens can be considered and heard.

### **City Deals**

The Australian Government has recently focused greater attention on the important role of cities, and the need to work with the states and territories, local government and the private sector to ensure that they remain liveable, sustainable, accessible and productive. Great cities attract, retain and develop increasingly mobile talent and organisations, encouraging them to innovate, create jobs and support sustainable growth.

The Australian Government's Smart Cities Plan aims to position our cities to prosper in the globalised world of the 21st Century. City Deals between the Australian Government, state and/or territory governments, and local governments are aimed at making our cities better places to live in and do business. Through City Deals, governments, industry and communities will develop collective plans for growth and commit to the actions, investments, reforms and governance needed to implement them.

The Government has committed to early deals for Townsville, Launceston and Western Sydney and is currently investigating and negotiating on other opportunities in other parts of Australia. This session will allow you to hear from the Mayors involved in this process and investigate the value of more councils entering into such agreements.

### **Harnessing tomorrow's technology – identifying and investing in tomorrow's foundations**

The current focus on smart cities looks at harnessing smart technology to improve the efficiency and effectiveness of cities. Real-time traffic management, real-time energy consumption, efficient lighting, integrated public transport systems and extensive data collecting sensors are all examples of smart technology.

The smart cities agenda isn't just focused on large cities. The approaches and ideas can be applied to smaller cities, regions and towns. For councils of all sizes the opportunities technology brings to enhancing service provision and communication for your community are vital for the future development of your community.

Smart Cities are not just about smart technologies. Harnessing tomorrow's technology will require new skill sets, different ways of operating and potentially different decision-making processes. Councils will need to develop in-house skills and or develop networks of trusted advisors to provide input to aid decision-makers in determining what technologies are appropriate, relevant and how these can be used to benefit the community.

Join in this discussion to gain a better appreciation of the need for strong local government leadership, prioritisation and investment in technology and infrastructure to position your community for tomorrow.

## **ASSOCIATED EVENTS**

### **Australian Local Government Women's Association Breakfast**

**MONDAY 19 JUNE 2017**

7:15am-8:15am

The ALGWA National President is pleased to invite members, friends and colleagues to our Annual Networking Breakfast as part of the National General Assembly. The hot Outback Breakfast will be held from 7:15-8:15am on Monday 18 June.

Seating is strictly limited and bookings should be done through:  
[www.trybooking.com/PCJT](http://www.trybooking.com/PCJT)

Details of the guest speaker are available at [www.algwa.net.au](http://www.algwa.net.au)



### **Australian Rural Road Group**

**TUESDAY 20 JUNE 2017**

12:30-1:30pm

The work of the ARRG group over the last few years has produced high quality data to inform better policy making and our publications are often quoted by politicians and industry. We continue to have strong support from Infrastructure Australia, remaining constant through a change of government, a sure sign that we are on the right road. Pardon the pun.

We have been instrumental in changing the atmosphere around road funding and we are now hearing words like 'productivity based funding', 'measurable road data', 'first/last mile', and with the future construction of the Inland Rail, accurate information and informed planning will become even more vital for the supporting road networks.







## REGISTRATION DETAILS

### General Assembly Registration Fees

**EARLY BIRD REGISTRATION**  
**\$929**

*Payment received on or before Friday 5 May 2017*

**STANDARD REGISTRATION**  
**\$1,029**

*Payment received on or before Friday 2 June 2017*

**LATE REGISTRATION**  
**\$1,250**

*Payment received after Friday 2 June 2017*

General Assembly Registration  
Includes

- Attendance at all General Assembly sessions
- Morning tea, lunch and afternoon tea as per the General Assembly program
- One ticket to the Welcome Drinks, Sunday
- General Assembly satchel and materials.

### Day Registration Fees

**MONDAY 19 JUNE 2017**  
**\$489**

**TUESDAY 20 JUNE 2017**  
**\$489**

**WEDNESDAY 21 JUNE 2017**  
**\$280**

Day Registration Includes

- Attendance at all General Assembly sessions on the day of registration
- Morning tea, lunch and afternoon tea as per the General Assembly program on that day
- General Assembly satchel and materials.

### Sunday Regional Development Forum (Sunday 18 June 2017)

**FORUM ONLY**  
**\$425**

**NGA DELEGATE**  
**\$225**

### Accompanying Partners Registration Fees

**ACCOMPANYING PARTNERS  
REGISTRATION FEE**  
**\$260**

Accompanying Partners  
Registration Includes

- 1 ticket to the Welcome Reception, Sunday 18 June
- Day tour Monday 19 June
- Day tour Tuesday 20 June
- Lunch with General Assembly Delegates on Wednesday 21 June.





## SOCIAL FUNCTIONS

### Payment Procedures

Payment can be made by:

- Credit card: MasterCard, Visa
- Cheque made payable to ALGA
- Electronic Funds Transfer:  
Bank: Commonwealth  
Branch: Curtin BSB No: 062905  
Account No: 10097760

NOTE: If paying via EFT you must quote your transaction reference number on the registration form.

### Cancellation Policy

All alterations or cancellations to your registration must be made in writing and will be acknowledged by email.

Notification should be sent to:

Conference Co-ordinators  
PO Box 4994, Chisholm ACT 2905  
Email [conference@confco.com.au](mailto:conference@confco.com.au)

An administration charge of \$110 will be made to any participant cancelling before Friday 5 May 2017.

Cancellations received after Friday 5 May 2017 will be required to pay full registration fees. However, if you are unable to attend, substitutes are welcome at no additional cost.

By submitting your registration you agree to the terms of the cancellation policy.

### Privacy Disclosure

ALGA collects your personal contact information in its role as a peak body for local government. ALGA may disclose your personal contact information to the sponsors of the event for the purposes of commercial business opportunities. If you consent to ALGA using and disclosing your personal contact information in this way, please tick the appropriate box on the registration form. Importantly, your name may also be included in the General Assembly List of Participants. You must tick the appropriate box on the registration form if you wish your name to appear in this list.

### Photographs

During the National General Assembly there will be a contracted photographer, the photographer will take images during the sessions and social functions. If you have your picture taken it is assumed that you are giving consent for ALGA to use the image.

Images may be used for print and electronic publications.

### Welcome Reception and Exhibition Opening

SUNDAY 18 JUNE 2017

*National Convention Centre*

5:00-7:00 pm

\$50 per person for day delegates and guests.

No charge for full registered delegates.

No charge for registered accompanying partners.

**DRESS CODE** Smart casual.

### Buffet Dinner

MONDAY 19 JUNE 2017

*The Ballroom, National Convention Centre*

7:00-11:00 pm

\$100 per person.

**DRESS CODE** Smart casual.

Coaches will depart Assembly hotels (except Crowne Plaza) at approximately 6:45 pm with return shuttles commencing from 10:15 pm.

### General Assembly Dinner

TUESDAY 20 JUNE 2017

*The Great Hall, Parliament House*

7:00-11:00 pm

\$130 per person.

**DRESS CODE** lounge suit/collar and tie for men and cocktail style for women.

Tickets to the prestigious General Assembly Annual Dinner at Parliament House are always highly sought after. Due to the size of the Great Hall, places are limited and therefore booking early is highly recommended to ensure your place. Coaches will depart all Assembly hotels at approximately 6:45 pm with return shuttles commencing from 10:15 pm.

Note: Bookings are accepted in order of receipt.

### Canberra weather in June

Winter days in Canberra are characterised by clear sunny skies but the days are cool at around 12-15°C and temperatures do drop to 1°C on average in the evenings, so be sure to bring a warm jacket. Mornings can be foggy so keep this in mind when booking flights.

It is best to avoid early arrivals or departures in case of flight delays due to fog.





## VENUE AND DRESS CODE

### Exhibition Opening and Welcome Reception

**VENUE** National Convention Centre,  
Constitution Ave, Canberra City.

**DRESS CODE** Smart casual.

### General Assembly Business Sessions

**VENUE** National Convention Centre,  
Constitution Ave, Canberra City.

All plenary sessions will be held in  
the Royal Theatre at the National  
Convention Centre.

**DRESS CODE** Smart casual.

### Exhibition

**VENUE** National Convention Centre,  
Constitution Ave, Canberra City.

The exhibition is being held in the  
Exhibition Hall of the National  
Convention Centre.

**DRESS CODE** Smart casual.

### Buffet Dinner

**VENUE** The dinner is being held  
in the Ballroom at the National  
Convention Centre.

**DRESS CODE** Smart casual.

### General Assembly Dinner

**VENUE** Parliament House.

The General Assembly Dinner is  
being held in the Great Hall.

**DRESS CODE** Lounge suit/collar  
and tie for men and cocktail style  
for women.

## PARTNER TOURS



DAY 1

MONDAY 19 JUNE

### Canberra Sightseeing Cruise

Enjoy the tranquillity of Lake Burley  
Griffin while we cruise around some  
of Canberra's best sights including  
the National Museum of Australia,  
the Carillon, the National Library  
and the High Court of Australia.  
After lunch you will have time to  
stroll around the Manuka shopping  
precinct or head back to your hotel  
(shuttle returns will be provided).



DAY 2

TUESDAY 20 JUNE

### Canberra Homesteads

Today we visit two of Canberra's  
Homesteads, Tuggeranong  
Homestead and Lanyon Homestead.  
Both homesteads have been  
owned by the Cunningham family  
for over 50 years. Lunch will be at  
Lanyon Homestead surrounded by  
beautifully landscaped gardens.

After lunch we travel to the National  
Gallery of Australia to see the  
Cartier Exhibition, which showcases  
the world's most exquisite jewels  
as well as Defying Empire, National  
Indigenous Art Triennial Exhibition,  
with 30 Aboriginal and Torres Strait  
Islander artists from across the  
country showcasing their work.





## ACCOMMODATION

To book your accommodation at the rates listed below, complete the appropriate section of the registration form. Bookings are subject to availability and should be made prior to Friday 5 May 2017. All cancellations or amendments must be made in writing to Conference Co-ordinators and will be acknowledged by facsimile. Please note your credit card details are required to guarantee your room. Neither Conference Co-ordinators nor the hotel will make any charges against your credit card unless you fail to give 21 days notice in writing of your cancellation. Full payment of your account will be required at the time of your departure.

Note: All Canberra hotels have a complete non-smoking policy.

### Crowne Plaza

1 Binara Street, Canberra

The Crowne Plaza is adjacent to the Convention Centre and only a short walk from restaurants, bars and the main shopping district. Featuring a contemporary design, the Crowne Plaza provides guests with an outdoor pool, sauna, health/fitness centre, 24-hour reception, concierge, undercover parking and onsite dining at the RedSalt Restaurant. All rooms are non-smoking and include iron/ironing board, tea/coffee making facilities, hairdryer and room service is available.

Superior Room: **\$305** per night  
single/twin/double

Deluxe Room: **\$355** per night  
single/twin/double

### Avenue Hotel

80 Northbourne Avenue, Canberra

Opened in November 2014, the Avenue Hotel is Canberra's newest and only 5-star hotel in the CBD. The hotel has an onsite restaurant and bar, 24-hour reception and room service, gymnasium, undercover parking (charges apply per night) and guest lounge with free wifi. Offering hotel rooms, 1 and 2 bedroom apartments, all rooms have king size beds, rainfall showers, balconies and mini bar. The apartments also have full kitchen facilities, the Avenue is a 15-20 minute walk from the Convention Centre.

Superior King Room: **\$240** per night  
single/twin/double

1 Bedroom Apartment: **\$280** per night  
single/double

### Mantra

84 Northbourne Avenue, Canberra

Mantra on Northbourne is centrally located and approximately a 15-20 minute walk from the National Convention Centre. The hotel features a heated indoor pool, sauna, fully-equipped gymnasium and the Zipp restaurant bar onsite. All rooms offer voice mail, individually controlled air-conditioning, pay per view movies, mini bar, tea/coffee making facilities, hairdryer and complimentary toiletries. One and two bedroom apartments also offer a separate lounge and dining area, fully-equipped kitchen and a laundry with washing machine, dryer, iron and ironing board.

Hotel Room: **\$227** per night  
single/twin/double

1 Bedroom Apartment: **\$269** per night  
single/twin/double

### Medina Apartment Hotel James Court

74 Northbourne Avenue, Canberra

The Medina Apartments Hotel James Court is approximately a 15-20 minute walk from the National Convention Centre and is close to cafes, restaurants, gyms and shopping. The hotel offers reception, undercover parking, outdoor heated swimming pool, sauna, gymnasium and a restaurant delivery service. All rooms feature private balconies, climate controlled air conditioning, separate lounge/dining areas, broadband access (for a fee), spa bath, mini bar, fully equipped kitchen facilities and an in-room safe.

Note: Reception operates between the hours of 6.30am and 11.30pm.

1 Bedroom Apartment: **\$210** per night  
single/twin/double

2 Bedroom Apartment: **\$260** per night  
single/twin/double

### Novotel

65 Northbourne Avenue, Canberra

Located on Northbourne Avenue, one of Canberra's main thoroughfares, the Novotel is a 15 minute walk from the National Convention Centre. The hotel offers 24-hour reception and room service, an onsite restaurant and bar, gymnasium and undercover parking (charges apply per night). In-room facilities include mini bar, tea/coffee making facilities, broadband (for a fee), Fox Sports and News, pay per view movies, climate control air conditioning, hairdryer, iron and ironing board. Executive rooms have a king size bed.

Standard Room: **\$270** per night  
single/twin/double

Executive Room: **\$300** per night  
single/twin/double





## COACH TRANSFERS

### Qt Hotel

1 London Circuit, Canberra

Qt Hotel Canberra has recently been renovated throughout the foyer and restaurants. The rooms have been updated and offer balconies and high speed internet (for a fee), pay per view movies, mini bar, hairdryer, iron and ironing board. The hotel is a 15 minute walk to the National Convention Centre and has 24-hour reception, room service, onsite restaurant and bar.

Standard Room: **\$249** per night  
single/twin/double

### Waldorf

2 Akuna Street, Canberra

Located in the heart of Canberra's CBD, the Waldorf is only a couple minutes walk from the National Convention Centre. This hotel has 24-hour reception and provides guests with a gymnasium, indoor heated lap pool and onsite dining at the Waldorf London Restaurant.

All rooms have kitchen and laundry facilities, in room safe, dining table and chairs, complimentary cable TV, pay per view movies, high speed internet service (for a fee) and room service is available. One bedroom apartments also offer a separate lounge/dining area.

Studio Apartment: **\$200** per night  
single/twin/double

1 Bedroom Apartment: **\$220** per night  
single twin/double

### Welcome Reception and Exhibition Opening

#### SUNDAY 18 JUNE 2017

Coaches will collect delegates from all General Assembly hotels (except Crowne Plaza Canberra) at approximately 4:45 pm. The return coaches will depart at 7:00 pm.

#### **Daily Shuttles to and from the National Convention Centre**

A shuttle service between all General Assembly hotels (except Crowne Plaza Canberra) and the National Convention Centre will operate between 8:00 am and 8:30 am. Return shuttles will depart the National Convention Centre at 5:00 pm.

### Buffet Dinner National Convention Centre

#### MONDAY 19 JUNE 2017

Coaches will collect delegates from all General Assembly hotels (except Crowne Plaza Canberra) at approximately 6:45 pm. A return shuttle service will commence at 10:15 pm.

### General Assembly Annual Dinner Parliament House

#### TUESDAY 20 JUNE 2017

Coaches will collect delegates from all General Assembly hotels (including Crowne Plaza Canberra) at approximately 6:45 pm. A return shuttle service will operate between 10:15 pm and 11:15 pm.

## CAR PARKING

Parking for delegates is available underneath the National Convention Centre for a cost of approximately \$19.00 per day. Alternatively, voucher public parking is available 300m from the Centre at a cost of approximately \$15.70 per day. The voucher machines accept either coins or credit cards (Visa or MasterCard).



# REGISTRATION FORM

REGISTER ONLINE  
WWW.ALGA.ASN.AU

Multiple delegates > photocopy form

Register online, download PDF or return  
this form to:

Conference Co-ordinators  
PO Box 4994 Chisholm ACT 2905  
Phone (02) 6292 9000 Fax (02) 6292 9002  
Email nga@confco.com.au

By submitting your registration you agree to the  
terms and conditions of the cancellation policy

**NGA17** NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT 18-21 JUNE 2017  
Australian Local Government Association ABN 31 008 613 876

## PERSONAL DETAILS

TITLE <small>(Cr/Ald/Mayor/Other)</small>	NAME	SURNAME
POSITION		
COUNCIL/ORGANISATION		
ADDRESS		
SUBURB	STATE	POSTCODE
PHONE	MOBILE	
EMAIL		
NAME FOR BADGE		

How did you find out about the General Assembly? ☐ ALGA ☐ State/Territory Association ☐ Council Other: \_\_\_\_\_

**PRIVACY DISCLOSURE** ☐ I DO consent to my name appearing in the 2017 General Assembly List of Participants booklet (name, organisation and state only disclosed) as outlined in the privacy disclosure on page 11.  
☐ I DO consent to ALGA disclosing my personal contact information as outlined in the privacy disclosure on page 11.

## REGISTRATION FEES

### GENERAL ASSEMBLY REGISTRATION FEES

Please note registration does NOT include attendance at the Regional Cooperation and Development Forum

EARLY BIRD REGISTRATION FEES (payment received on or before 5 May 2017) . . . . . ☐ \$929.00  
STANDARD REGISTRATION FEES (payment received on or before 2 June 2017) . . . . . ☐ \$1,029.00  
LATE REGISTRATION FEES (payment received after 2 June 2017). . . . . ☐ \$1,250.00  
DAY REGISTRATION FEES ☐ Monday 19 June \$489.00 ☐ Tuesday 20 June \$489.00 ☐ Wednesday 21 June \$280.00

### REGIONAL CO-OPERATION AND DEVELOPMENT FORUM REGISTRATION FEES

REGIONAL DEVELOPMENT FORUM ONLY Registration fee . . . . . ☐ \$425.00  
GENERAL ASSEMBLY DELEGATE Registration fee . . . . . ☐ \$225.00  
STATE OF THE REGIONS REPORT 2017-18 (Single licence) . . . . . ☐ \$240.00  
STATE OF THE REGIONS REPORT 2017-18 (Organisational licence) . . . . . ☐ \$700.00

### ACCOMPANYING PARTNERS REGISTRATION FEES

REGISTERED ACCOMPANYING PARTNER Name for lapel badge: \_\_\_\_\_ . . ☐ \$260.00

## SOCIAL FUNCTIONS INCLUDED IN FEES

One ticket to each of the following functions is included in the full General Assembly registration and/or accompanying partners registration fee. Please confirm if you will be attending by placing a tick in the appropriate boxes. To purchase additional tickets to any of the following functions please indicate the number required and complete the total amount payable.

## REGISTERED DELEGATES AND PARTNERS

### WELCOME RECEPTION AND EXHIBITION OPENING (SUNDAY 18 JUNE 2017)

I/we will attend: ☐ Delegate ☐ Partner Number of additional tickets  @ \$50.00 each . . . . Total \$

### REGISTERED PARTNERS

Day 1 • Canberra Sightseeing Cruise (Monday 19 June 2017)

☐ I will attend: ☐ Partner Number of additional tickets  @ \$110.00 each . . . . Total \$

Day 2 • Canberra Homesteads (Tuesday 20 June 2017)

☐ I will attend: ☐ Partner Number of additional tickets  @ \$110.00 each . . . . Total \$

Registration form continues over the page



## OPTIONAL SOCIAL FUNCTIONS

*Tickets to these functions are not included in the General Assembly registration fee or accompanying partners registration fee. To purchase tickets to any of the following functions please indicate the number required and the total amount payable.*

BUFFET DINNER (Monday 19 June 2017)    Number of tickets  @ \$100.00 each . . . . . Total \$

GENERAL ASSEMBLY DINNER, Great Hall, Parliament House (Tuesday 20 June 2017) **\*\*NUMBERS STRICTLY LIMITED\*\***

Number of tickets  @ \$130.00 each . . . . . Total \$

### SPECIAL REQUIREMENTS

(E.G. DIETARY)

## REGISTRATION AND SOCIAL FUNCTION PAYMENT DETAILS

- ☐ Enclosed is my cheque made payable to ALGA Conference Account
- ☐ Please issue an invoice. (Invoices are automatically issued on receipt of registrations)
- ☐ I have paid via an Electronic Funds Transfer to the 'ALGA Conference Account'. Transaction reference number \_\_\_\_\_
- ALGA ACCOUNT:** Bank: Commonwealth **BRANCH:** Curtin **BSB NO:** 062905 **ACCOUNT NO:** 10097760

[illegible]

CARD HOLDER'S NAME

SIGNATURE

EXPIRY DATE

IS THIS A CORPORATE CARD? ☐ YES ☐ NO

## ACCOMMODATION DETAILS

PLEASE indicate your preference from 1 to 5

**CROWNE PLAZA**

SUPERIOR ROOM	\$305	<input type="checkbox"/> SINGLE	<input type="checkbox"/> TWIN	<input type="checkbox"/> DOUBLE
DELUXE ROOM	\$355	<input type="checkbox"/> SINGLE	<input type="checkbox"/> TWIN	<input type="checkbox"/> DOUBLE

## AVENUE HOTEL

SUPERIOR KING ROOM	\$240	<input type="checkbox"/> SINGLE	<input type="checkbox"/> TWIN	<input type="checkbox"/> DOUBLE
1 BEDROOM APARTMENT	\$280	<input type="checkbox"/> SINGLE		<input type="checkbox"/> DOUBLE

## MANTRA

HOTEL ROOM	\$227	<input type="checkbox"/> SINGLE	<input type="checkbox"/> TWIN	<input type="checkbox"/> DOUBLE
1 BEDROOM APARTMENT	\$269	<input type="checkbox"/> SINGLE	<input type="checkbox"/> TWIN	<input type="checkbox"/> DOUBLE

## MEDINA APARTMENT HOTEL JAMES COURT

1 BEDROOM APARTMENT	\$210	<input type="checkbox"/> SINGLE	<input type="checkbox"/> TWIN	<input type="checkbox"/> DOUBLE
2 BEDROOM APARTMENT	\$260	<input type="checkbox"/> SINGLE	<input type="checkbox"/> TWIN	<input type="checkbox"/> DOUBLE

## NOVOTEL

STANDARD ROOM	\$270	<input type="checkbox"/> SINGLE	<input type="checkbox"/> TWIN	<input type="checkbox"/> DOUBLE
EXECUTIVE ROOM	\$300	<input type="checkbox"/> SINGLE	<input type="checkbox"/> TWIN	<input type="checkbox"/> DOUBLE

## QT HOTEL

STANDARD ROOM      \$249      ☐ SINGLE      ☐ TWIN      ☐ DOUBLE

## WALDORF

STUDIO APARTMENT	\$200	<input type="checkbox"/> SINGLE	<input type="checkbox"/> TWIN	<input type="checkbox"/> DOUBLE
1 BEDROOM APARTMENT	\$220	<input type="checkbox"/> SINGLE	<input type="checkbox"/> TWIN	<input type="checkbox"/> DOUBLE

## ACCOMMODATION GUARANTEE

*Please note your credit card details are required to guarantee your room. Neither Conference Co-ordinators nor the hotel will make any charges against your credit card unless you fail to give a minimum of twenty one (21) days notice in writing of your cancellation. All cancellations will be acknowledged in writing by Conference Co-ordinators. Full payment of your account will be required at the time of your departure. The rates quoted are per room per night.*

DATE OF ARRIVAL

DATE OF DEPARTURE

SHARING WITH

ESTIMATED TIME OF ARRIVAL

- ☐ I understand my credit card details are given as a guarantee of my arrival and to ensure my room will be held until my nominated arrival time. No charge for accommodation will be made against this card unless I fail to give a minimum of twenty one (21) days notice of cancellation in writing to Conference Co-ordinators.

- ☐ Please use the credit card details provided below to guarantee my accommodation booking.

☐ Mastercard    ☐ Visa    ☐ Amex

CREDIT CARD NUMBER

CARD HOLDER'S NAME

SIGNATURE

EXPIRY DATE      /      IS THIS A CORPORATE CARD? ☐ YES ☐ NO





# COUNCILLOR ACTIVITY REPORT

AS AT 31 MARCH 2017



**MAYOR RAMON JAYO**  
**COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR**

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01/03/2017					On site inspections	10.00am - 12.00pm
01/03/2017					Meeting with Director of Nursing - Ingham Hospital	2.00pm - 2.30pm
02/03/2017					Meet with Resident	9.00am - 9.30am
02/03/2017					Discussions with AECOM	10.00am - 10.30am
02/03/2017					Meet with Resident and EMECS	11.30am - 12.00pm
02/03/2017					Meet with Terrain representative	12.15pm - 12.45pm
02/03/2017					Meet with Canegrower representatives	1.30pm - 2.00pm
03/03/2017					Meet with Resident	10.00am - 10.30am
03/03/2017					On site inspections - Abergowrie	1.00pm - 3.00pm
06/03/2017					Rotational Cropping trial - on site	7.00am - 8.00am
06/03/2017	Councillor Connect Session					9.00am - 5.00pm
07/03/2017		NQ Regional Planning Committee Meeting				9.00am - 1.00pm
07/03/2017					Meet with Grants Officer and National Parks	1.00pm - 2.00pm
07/03/2017				Ingham Cycling Club Meeting		7.00pm - 8.00pm
08/03/2017					Discussions with Herbert River Express	11.30am - 12.00pm
08/03/2017					On site inspections - Abergowrie	1.00pm - 5.00pm
09/03/2017					Discussions with CEO, Cr Brown, EMDP	8.00am - 9.00am
09/03/2017				Ingham Seniors		9.30am - 10.00am
09/03/2017					Meeting with resident	10.30am - 11.00am
09/03/2017					Meeting with resident	11.30am - 12.00pm
09/03/2017					Meeting with resident	3.30pm - 4.30pm
09/03/2017				NQBE Information Session		5.00pm - 6.00pm
11/03/2017		Lucinda Progress Association AGM				2.00pm - 3.00pm
13/03/2017			FNQROC Workshop			9.00am - 4.30pm
14/03/2017	Councillor Briefing Session					9.00am - 5.00pm
15/03/2017					Mayoral Meeting	10.00am - 11.00am
15/03/2017					Meet with CEO, EMECS and EHO	11.00am - 12.00pm
15/03/2017					Meet with residents	1.00pm - 1.45pm
15/03/2017					Meet with resident	2.00pm - 2.30pm
15/03/2017					Meet with Herbert River Express	4.00pm - 4.30pm
15/03/2017		ANZAC Day Meeting				5.30pm - 6.30pm
16/03/2017			Recreational Fishing Summit, Mackay			2.00pm - 5.00pm
17/03/2017				Herbert River Museum Gallery AGM		10.00am - 11.00am
20/03/2017					Discussions with CEO, EMDP & EMECS	9.00am - 10.00am
20/03/2017					Meet with Port of Townsville Board Members	12.30pm - 1.30pm
20/03/2017					Meet with Herbert River Express	3.30pm - 3.00pm
20/03/2017					On site meeting with resident	4.00pm - 4.30pm
20/03/2017		Local Crimestoppers Group Meeting				5.30pm - 6.30pm
21/03/2017	Portfolio and Councillor Only Sessions					9.00am - 5.00pm
22/03/2017					Mayor and Deputy Mayor meet with TYTO Staff	9.00am - 10.00am
22/03/2017					Mayor and CEO - discussions with Department of State Development Representatives	11.00am - 12.00pm
23/03/2017					Discussion with DILGP	9.00am - 9.30am
23/03/2017					Meet with Ingham Police and RSL representative - ANZAC Day	9.30am - 10.00am
23/03/2017					Discussions with BMD representative	10.00am - 11.00am
23/03/2017					Meeting with resident	11.00am - 11.30am
23/03/2017				Ingham State School Student Leader Inductions		12.30pm - 1.30pm
23/03/2017	Monthly Ingham CBD Project Control Group Meeting					3.00pm - 5.00pm
24/03/2017		LDMG Meeting				8.30am - 10.00am
24/03/2017		SDCC Teleconference				12.00pm - 1.00pm
24/03/2017					Discussions with CEO, EMDP, EMECS & EMES	1.30pm - 2.00pm
24/03/2017		DDMG teleconference				3.00pm - 4.30pm
25/03/2017					Discussions with CEO - weather event	12.00pm - 1.00pm
25/03/2017		DDMG teleconference				1.00pm - 2.00pm
25/03/2017		LDMG Meeting				8.30am - 9.30am
25/03/2017		LDMG Meeting				2.00pm - 3.00pm
26/03/2017		LDMG Meeting				8.00am - 9.00am
26/03/2017		LDMG Meeting				3.30pm - 4.30pm
27/03/2017		LDMG Meeting				8.30am - 9.30am



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
27/03/2017		QDMC Meeting				9.00am - 10.00am
27/03/2017					Meet with Hon Tim Nicolls MP and Hon Andrew Cripps MP	11.00am - 11.30am
27/03/2017		DDMG teleconference				12.00pm - 12.30pm
27/03/2017		LDMG Meeting				2.30pm - 3.30pm
28/03/2017	General Meeting					9.00am - 12.00pm
29/03/2017		LDMG Meeting				3.00pm - 3.30pm
30/03/2017					On site inspections with CEO - parks	8.00am - 8.30am
30/03/2017					Teleconference - TEL - Fishing opportunity	9.00am - 9.30am
30/03/2017					On site inspection with CEO - Ingham Kindy	9.30am - 10.00am
31/03/2017			LGAQ Sustainable Asset Management Training, Cairns			8.00am - 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
02/03/2017					4KZ - Hinchinbrook Segment	07.00am-07.15am
03/03/2017		Marketing Strategy - Mark Olsen				09.00am-12.00pm
03/03/2017		EMDP & Tyto Manager				12.00pm-01.00pm
03/03/2017				Tyto Gallery - Art Opening		06.30pm-08.00pm
06/03/2017				L. DiBella - Rotational Crop		07.00am-08.00am
06/03/2017		EMDP & SEDTO - Billboards				08.00am-09.00am
06/03/2017	Councillor Connect					09.00am-05.00pm
07/03/2017			LGAQ Nuturing Economy Workshop			08.00am-04.00pm
09/03/2017					4KZ - Hinchinbrook Segment	07.00am-07.15am
09/03/2017		CEO/Mayor/EMDP/Tyto Manager				08.00am-09.30am
13/03/2017		FNQROC Strategic Planning				09.00am-07.00pm
14/03/2017	Councillor Briefing					09.00am-04.30pm
15/03/2017		EDPM / TPM				09.30am-10.30am
15/03/2017		EDPM & SEDTO - HW Launch				04.00pm-05.00pm
16/03/2017					4KZ - Hinchinbrook Segment	05.30pm-07.30pm
16/03/2017				LNP Local Visit Tim Nichols/Deb Frecklington		12.30pm-02.00pm
20/03/2017					Townsville Port Authority Lunch	12.30pm-01.30pm
21/03/2017	Portfolio Meetings					08.30am-05.00pm
21/03/2017		Hinchinbrook Chamber Monthly meeting				05.30pm-07.30pm
22/03/2017		Meeting with Tyto staff				09.00am-10.00am
22/03/2017		Hinchinbrook Way/HRE 2017 Launch				11.00am-12.00pm
23/03/2017					4KZ - Hinchinbrook Segment	07.00am-07.15am
23/03/2017		CBD PCG meeting				03.00pm-05.00pm
23/03/2017		HCCIT - Rotary Park with Service Groups				05.30pm-07.00pm
23/03/2017		CBD PCG Meeting				03.00pm-04.30pm
24/03/2017		LDMG Cyclone Debbie Meeting				08.30am-10.00am
25/03/2017		LDMG Cyclone Debbie Meeting				08.30am-09.30am
25/03/2017		LDMG Cyclone Debbie Meeting				02.00pm-03.00pm
26/03/2017		LDMG Cyclone Debbie Meeting				08.00am-09.00am
26/03/2017		LDMG Cyclone Debbie Meeting				03.30pm-04.30pm
27/03/2017		LDMG Cyclone Debbie Meeting				08.30am-09.30am
27/03/2017		LDMG Cyclone Debbie Meeting				02.30pm-02.45pm



28/03/2017	General Meeting					09.00am-01.00pm
28/03/2017		Frosty Mango - HSC Marketing Discussion				03.00pm-03.15pm
29/03/2017		EMDP - TPM Tyto Planning				08.30am-11.30am
29/03/2017		LDMG Cyclone Debbie Meeting				03.00pm-03.15pm
30/03/2017		Business Representatives regarding new Ingham business proposal				12.30pm-02.00pm
31/03/2017		EMDP SEDTO - Update				09.00am-10.30am



**COUNCILLOR MARIA BOSWORTH**  
**COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR**

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
<b>March</b>						
6.3.17	HSC - Connect					9am-5pm
7.3.17		Kelly Theatre & Pool Meeting - Tudor				8.45am-12.30pm
9.3.17				RSL Complex Care Meet		1.30-3pm
9.3.17				NQBE Meeting		5-7pm
10.3.17		NQ Sports Foundation - Teleconference				8.30-4pm
14.3.17	HSC - Briefing					8.30-3.30pm
15.3.17		LHWMA Meeting				9-11.30am
16.3.17				Meet Tim Nicholls		12.30-2pm
16.3.17		Show Meeting				7.15-9pm
20 - 31.3.17	LEAVE					



**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
06/03/2017	Council Connect					9am-5pm
07/03/2017		Catchment and Landcare				12.30pm-2.15pm
07/03/2017		EMECS meeting				2.15pm-3pm
09/03/2017				Library Storytime		10am-11.30pm
09/03/2017				Primary Health Network		1.30pm-3pm
14/03/2017	Council Briefing					9am-5pm
16/03/2017					Ingham Farm Centre Navua Sedge information meeting	11am-3.30pm
20/03/2017		SQW				10.30am-11.30pm
23/03/2017		CBD PCG Redevelopment Meeting				3pm-5pm
27/03/2017				Meet with Tim Nicholls and Andrew Cripps. Forrest Beach Progress Assoc		11am-1pm
28/03/2017	General Meeting					9am-1pm
29/03/2017		Terrain Meeting				3pm-5pm



**CR. MARC TACK**  
**COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR**

<b>DATE</b>	<b>COUNCIL MEETING / DEPUTATION DAY / WORKSHOP</b>	<b>MEMBER MEETING e.g. List of Crs Portfolio</b>	<b>CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING</b>	<b>COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS</b>	<b>OTHER (Council related only)</b>	<b>TIMES ATTENDED</b>
06 03 2017	Councillor Connect Session					9.00am - 5.00pm
07 03 2017		Portfilio Discussions				9.45am - 1.00pm
14 03 2017	Councillor Breifing Session					9.00am - 5.00pm
15 03 2017				School Reef Guardian		5.00pm - 7.00pm
15 03 2017		LMAC Meeting				7.00pm - 9.00pm
16 03 2017		HRPA Assoc Meeting				7.00pm - 9.00pm
17 03 2017		Portfolio Discussions				3.30pm - 5.00pm
20 03 2017				NQ Sport foundation meeting		10.30am - 1.00pm
20 03 2017				Lunch Ports Authority		10.00pm - 2.30pm
23 03 2017		CBD PCG Meeting				3.30pm - 5.00pm
27 03 2017				Meeting with LNP		12.00pm - 1.00pm
28 03 2017	General Meeting					9.00pm - 2.00pm
29 03 2017		Consumer Health Group				9.00am - 10.30am



**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
03.03.2017		HRIT Meeting				9.00am - 1.00pm
06.03.2017					Rotational Cropping Visit (HCPSL)	7.00am - 8.00am
06.03.2017	Councillor Connect Session					9.00am - 5.00pm
06.03.2017		Alf Meeting				6.00pm - 8.00pm
07.03.2017		Herbert River Catchment and Land Care Group (HRCLCG)				12.30pm - 2.00pm
07.03.2017		Works for Queensland Funding Discussions - Halifax Transfer Station				2.30pm -3.20pm
14.03.2017	Councillor Briefing Session					9.00am - 5.00pm
15.03.2017		Hinchinbrook Way Meeting				4.00pm to 5.00pm
15.03.2017		Reef Guardian Network Meeting				5.15pm - 7.00pm
21.03.2017	Councillor Portfolio and Councillor Only Session					8.30am - 5.00pm
22.03.2017		Hinchinbrook Way Meeting				11.00am - 11.30am
23.03.2017		CBD PCG				3.00pm - 5.00pm
24.03.2017					LDMG	9.00am - 9.25am
27.03.2017				Meeting Hon Tim Nichols & Hon Andrew Cripps		11.00am - 11.45am
28.03.2017	General Meeting					9.00am - 12.00pm
29.03.2017		Discussions with EMDP & others				8.30am - 11.25pm
31.03.2017		Discussions with EMDP & others				9.00am - 10.00am



**CR. WALLY SKINNER**  
**COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR**

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
02-Mar					Greening Australia Palm Ck project discussion with landholders	2
02-Mar					Various projects discussion with Mayor	1
03-Mar		HRIT Meeting				6
06-Mar					Rotational Cropping visit DiBella farm	1
06-Mar	Councillor Connect					8
14-Mar	Councillor Briefing					8
15-Mar				FBRBTC meeting		2
21-Mar	Councillor Portfolio meetings					8
22-Mar		HRIT inspection Russo property				2
23-Mar					ISS Student Leader inductions	2
23-Mar		CBD PCG meeting				
27-Mar				Councillor meeting with Tim Nicolls Opposition Leader		1
27-Mar					FBRBTC committee meeting with Tim Nicolls Opposition Leader	1
28-Mar	Council General Meeting					8
29-Mar					Grazing Extension Workshop HCPSL	2
31-Mar			Sustainable Asset Management Workshop Cairns			10





**HINCHINBROOK**  
**SHIRE COUNCIL**

HINCHINBROOK SHIRE PLANNING SCHEME

PLANNING ASSESSMENT REPORT

CLOSURE OF PART OF PUBLIC ROAD (PATHWAY):  
BETWEEN FORREST DRIVE AND BILL JOHNSON DRIVE

056/0001



## 1.0 EXECUTIVE SUMMARY

The applicants DP & JM MacGregor and D & K Jones are requesting Councils support in their applications to the Department of Natural Resources and Mines for the closure of the Public Road (Pathway) adjacent to 73 Forrest Beach Drive and 42 Bill Johnson Drive, Allingham. The pathway connects Forrest Drive with Bill Johnson Drive, Allingham.

A petition with 24 signatures was received on 7 December 2016 to re-open the public laneway as at Attachment E.

Summary of Application & Site Details	
Applicant(s):	DP & JM MacGregor D & K Jones
Street Address:	Adjacent to 73 Forrest Drive, Allingham Adjacent to 42 Bill Johnson Drive, Allingham
Real Property Description:	Lot 13 on RP738894, Parish of Cordelia Lot 4 on RP749288, Parish of Cordelia
Property Owner:	Hinchinbrook Shire Council
Site Area:	±590m <sup>2</sup> ±460m <sup>2</sup>
Street Frontage:	Forrest Drive, Allingham Bill Johnson Drive, Allingham
Plan Zoning:	Road
Current Use of the Site:	Public walkway
Local Heritage Register:	The site is not known to be listed on the Local Heritage Register.
Contaminated Land:	The land is not known to be included on the Queensland Government's Environmental Management Register or Contaminated Land Register.
Easement:	The land is not burdened by any easements.
Existing Infrastructure:	The site is not subject to infrastructure services.
SARA Mapping (and Referral)	Nil

## 2.0 LOCATION AND SURROUNDING LAND USES

The ±590m<sup>2</sup> part of the site is located at between 73 and 77 Forrest Drive and the ±460m<sup>2</sup> part of the site is located at between 36 and 42 Bill Johnson Drive, Allingham. An aerial photograph of the site and zoning map are contained in Attachment 1.

The site:

- Is a Road.
- Is designated a walkway/pathway.
- Is used as a gardening/landscaping area for adjacent properties.
- Is part of a pathway linking Forrest Drive with Bill Jonson Drive.

The Pathway does not have any infrastructure located within it.



### 3.0 DEVELOPMENT PROPOSAL

Two applications has been made to request Council support in the application to the Department of Natural Resources and Mines to close the Road (Pathway) and sell it to the owners at 73 Forrest Drive (application received 11 December 2016) and a second portion to the owner at 42 Bill Johnson Drive (application received 20 January 2017) with the following motivation:

- 1 There is no overriding public demand to use the pathway – it will only be very infrequently used.
- 2 It will create more harm than good for residents unless motorcycle use can be controlled.

A petition with 24 signatures was received on 7 December 2016 to re-open the public laneway as at Attachment E.

### 4.0 CONSIDERATION UNDER THE CURRENT HINCHINBROOK SHIRE PLANNING SCHEME

An assessment against the 'applicable' provisions of the *Hinchinbrook Shire Planning Scheme 2005* has been undertaken below and includes consideration of:

- The zoning and level of assessment;
- Desired Environmental Outcomes of the Planning Scheme; and
- The Rural Zone Code.

#### 4.1 ZONE AND LEVEL OF ASSESSMENT

Proposed Use and Development Type	Zoning	Overlays	Level of Assessment
Material Change of Use : The start of a new use of the premises.  Defined Use: Public access as pathway	Road (Pathway)		Exempt

#### 4.2 DESIRED ENVIRONMENTAL OUTCOMES

The Desired Environmental Outcomes (DEOs) are the foundation of the Planning Scheme and the DEOs:

- a. Represent the policy intent to be achieved through the Planning Scheme
- b. Cover matters and conditions relating to the natural, built and human environments
- c. Are expressions of the end states rather than means to ends.

The DEOs relate to the whole of the Shire and each DEO is sought to be achieved to the extent practicable having regard to each of the other DEOs. The desired environmental outcomes for Hinchinbrook Shire are as follows:

- a. Agriculture, Diversification and Economic Development
- b. *Efficient, Flexible Urban Development and Infrastructure*
- c. Range of Living and Housing Opportunities
- d. Biodiversity and Conservation.

Not all DEOs are relevant to the proposal. The DEO provisions that are relevant to this application are provided below, along with comments relating to how the application does or does not contribute to achieving the policy intent set by the planning scheme.



Desired Environmental Outcomes	Discussion
<p>Efficient, Flexible Urban Development and Infrastructure</p> <p>A Shire where development is:</p> <p>(iv) sustainable in terms of infrastructure capital costs, recurring costs and demand for services;</p> <p>(vi) responsive to the community's needs and interests in terms of the range of services, facilities and amenities, including sport and recreational facilities;</p>	<p>The closure of the pathway will not affect the provision of infrastructure services, it will reduce recurring maintenance and management costs.</p> <p>The closure will not reduce the accessibility to or from the surrounding area. Access connector roads are within 600m to the northeast and southwest of the pathway.</p>



Figure 1: air photo of site and surrounding uses

## 6.0 PUBLIC NOTIFICATION AND SUBMISSIONS

The neighbours at Lot 12 on SP211114, Parish of Cordelia (77 Forrest Drive, Allingham) indicated that they have no objection to the applicants applying for the closure and incorporation of the pathway into Lot 13 on RP738894, Parish of Cordelia (77 Forrest Drive, Allingham). (Attachment D)

The neighbours at Lot 3 on RP749288, Parish of Cordelia (36 Bill Johnson Drive, Allingham) indicated that they have no objection to the applicants applying for the closure and incorporation of the pathway into Lot 4 on RP749288, Parish of Cordelia (42 Bill Johnson Drive, Allingham). (Attachment D)

A petition with 24 signatures was received on 07 December 2016 to re-open the public laneway as at Attachment E. Notification was sent to the petitioners to inform them of the applications that was lodged. The written comments received from the notification process are as at Attachment G.



Subsequently, Council also sent written correspondence to those listed within the petition advising of the proposal to close and purchase part of the public pathway. After twenty (business) days Council have received no response from any concerned parties in relation to the matter.

## 7.0 PLANNER COMMENTS

### Land Uses

The pathway form part of the Roads system of Allingham and is zoned as Road. If closed as a Road the closed land parcel will need to be rezoned to Village Zone and amalgamated with the applicant property.

### Amenity

The proposal will not impact on the amenity of the area.

### Access

A petition was received on 07 December 2016 indicating that 24 petitioners would prefer the pathway to remain open and available (maintained) to allow access through the pathway. The signatories property locations were mapped and are shown in the plan below as well as at Attachment E. The signatories properties are all located to the southeast of the pathway. The normal pedestrian/cycle movement would be expected to be in the direction of the main shopping area and beaches which is to the south and thus away from the pathway.



The plans below indicate walking/cycling distances with and without the pathway.

- For persons from Bill Johnson Drive to access Forrest Drive, Allingham
  - With the pathway 220m
  - Without 1500m



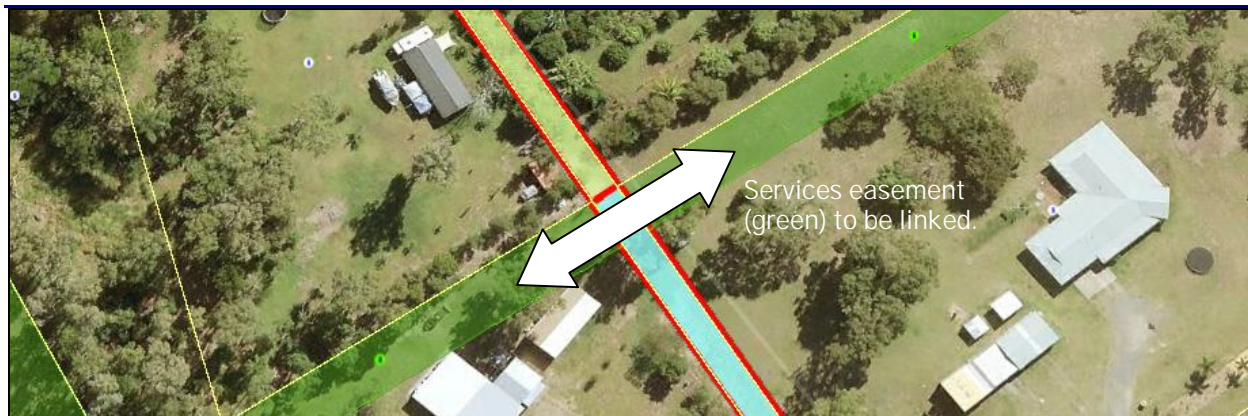
- For persons from Forrest Drive, Allingham, to gain access to the shopping precinct and beach
  - With the pathway 630m + 2700m along Beatts Road to the beach
  - Without the pathway 1000m + 2700m along Beatts Road to the beach



### Easement

Services easements C/RP749288 on Lot 4 and B/RP749288 on Lot 3 currently protect councils assets and will need to be linked with an easement to be registered over a portion of the closed Road Reserve (Pathway) adjacent to Lot 4 on RP749288. The registration of the easement will be for the cost of the applicant to the requirements of the Hinchinbrook Shire Council.





### Maintenance / Construction

The opening of the pathway will have a financial impact in clearing, maintenance and/or construction if needed. It is expected that the standard of the pathway will be low and this will involve initial clearing of the area for mowing maintenance and yearly general maintenance cost.

Action	Occurrence	Cost	Resources
Clearing	Once Off	\$1,500	3to4 staff + vehicles + equipment
Maintenance	Monthly	\$2,000	1 operator + truck + mower

If a request is placed by the community for the pathway to be formally developed the cost of such development is reflected in the table hereunder.

Total Pathway Length = 220m    1.5m is the minimum width for a standard footpath	
Gravel Walkway 1.5m wide (\$38/m <sup>2</sup> )	\$12,500
Asphalt Walkway 1.5m wide (\$144/m <sup>2</sup> )	\$47,500
Concrete Footpath 1.5m wide (\$176/m <sup>2</sup> )	\$58,000

Please refer to the assessment inputs from the relevant internal Departments as reflected at Attachment B for further information.

## 8.0 CONCLUSION

It is considered that the proposal complies with the *Hinchinbrook Shire Planning Scheme 2005*, and the application meets the requirements of the *Sustainable Planning Act 2009*.

### 8.1 BUDGET PROVISION

There is no impact on the Hinchinbrook Shire Council Budget unless a Council decision is contested.

### 8.2 LEGISLATION LINK - ACT, CORPORATE PLAN, OPERATIONAL PLAN

Council is required to deal with and assess planning concerns with reference to the following Legislation, planning instruments and documents:-

Legislation	Local Planning instrument	Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
<i>Sustainable Planning Act 2009; and</i>	<i>Hinchinbrook Shire Planning Scheme 2005</i>	Strategic Goal of Economic Development (Item 2.4 – An integrated approach to town and regional planning that strengthens local identity and lifestyle);	Strategic Goal of Economic Development (Item 2.4 – An integrated approach to town and regional planning that strengthens local identity and lifestyle).

### 8.3 CONSULTATION WITH INTERNAL DEPARTMENTS

The closure application was referred for comment to the following Internal Departments.

- Engineering Services
- Environment and Community services

(Attachment B)



## 8.4 INFRASTRUCTURE CHARGES

The application does not trigger infrastructure charges under Council's *Adopted Infrastructure Charges Resolution 2013*.

## 9.0 RECOMMENDATION

Council issue a letter of no objection as requested by the applicants, for the proposed closure of part of the public road (pathway) adjacent to Lot 12 on SP211114 and Lot 13 on RP738894 and adjacent to Lot 3 on RP749288 and Lot 4 on RP749288, Parish of Cordelia, subject to the following conditions:

### Closure

1. the applicants must submit a Closure application to the Department of Natural Resources and Mines within four (4) months of the date of Councils decision;
2. the applicants must provide Council with a copy of the closure application.

### Easement

1. Services easements C/RP749288 on Lot 4 and B/RP749288 on Lot 3 will need to be linked with an easement to be registered over a portion of the closed Road Reserve (Pathway) adjacent to Lot 4 on RP749288.
2. The registration of the easement will be for the cost of the applicant to the requirements and satisfaction of the Chief Executive Officer of the Hinchinbrook Shire Council.

### On Closure Approval

1. the applicants must consolidate the closed Road (Pathway) with Lot 13 on RP738894, Parish of Cordelia, 73 Forrest Drive, Allingham within six (6) months of the decision of the Department of Natural Resources and Mines.

Attachments	
Attachment A:	Location & Zoning Plan
Attachment B:	Internal Departments Assessment
Attachment C:	Applications
Attachment D:	Consultation Neighbours
Attachment E:	Petition
Attachment F:	Site photos
Attachment G:	Petitioner correspondence

Reporting Officer

Gerhard Visser  
Planning & Development Manager  
08 February 2017