

# MINUTES OF THE GENERAL MEETING OF THE HINCHINBROOK SHIRE COUNCIL

### HELD IN THE COUNCIL CHAMBERS INGHAM ON TUESDAY 29 MAY 2018 AT 9.00 AM

<u>ATTENDANCE</u> - Present were Councillors ME Brown, AJ Lancini, WG Skinner, KS Milton and MG

Tack

- Also present was the Acting Chief Executive Officer (RP Ferguson), Executive Manager Infrastructure Services Delivery (J Stewart), Executive Manager Development, Planning and Environmental Services (R Pennisi), Chief Financial

Officer (M Cox) and Executive Assistant (BK Edwards)

<u>APOLOGY</u> - Apologies for non-attendance were received from Mayor R Jayo and Councillor

DM Bosworth

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

PRAYER - Councillor Milton opened the meeting with prayer

1. MINUTES - Moved Councillor Lancini

Seconded Councillor Tack

Resolved that the Minutes of the General Meeting held on 24 April 2018 be approved as a correct record of proceedings and the Minutes be signed by the Mayor.

\*\*Carried\*\*

### 2. <u>BUSINESS</u>

### 2.1 CORPORATE SERVICES

### 2.1.1 CORPORATE SERVICES ACTIVITY REPORT

Consideration of monthly Corporate Services Activity Report as at 30 April 2018.

Moved Councillor Tack Seconded Councillor Lancini

Council Resolution - That the Report be received and noted. Carried – 290518-01

### 2.1.2 MONTHLY STATUS REPORT

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

Moved Councillor Tack Seconded Councillor Lancini Council Resolution - That the Report be received and noted and that Council refer Item 260917-01 to the RADF Committee for an expression of interest for local artists to provide artwork at the Aquatic Centre on the filter shed.

Carried – 290518-02

### 2.1.3 FINANCIALS

Consideration was given to a report of financial activities as at 30 April 2018.

Moved Councillor Tack Seconded Councillor Skinner

Council Resolution - That the Report be received and noted. Carried – 290518-03

#### 2.2 INFRASTRUCTURE SERVICES DELIVERY

### 2.2.1 INFRASTRUCTURE SERVICES DELIVERY ACTIVITY REPORT

Consideration of monthly Infrastructure Services Delivery Activity Report as at 30 April 2018.

Moved Councillor Skinner Seconded Councillor Milton

Council Resolution - That the Report be received and noted. Carried – 290518-04

### 2.2.2 MONTHLY STATUS REPORT

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

Moved Councillor Milton Seconded Councillor Skinner

Council Resolution - That the Report be received and noted. Carried – 290518-05

### 2.2.3 WATER AND SEWERAGE WORKS PROGRAM REPORT

Consideration was given to a report of water and sewerage operations for the month of April 2018.

Moved Councillor Skinner Seconded Councillor Milton

Council Resolution - That the Report be received and noted. Carried – 290518-06

### 2.2.4 INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT

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

Moved Councillor Milton Seconded Councillor Skinner

Council Resolution - That the Report be received and noted.

Carried

Carried – 290518-07

Deputy Mayor Brown declared a perceived Conflict of Interest in Item 2.2.5 (as defined in section 175E of the Local Government Act 2009) as she is related to the applicant and excluded herself from the meeting while the matter was debated and the vote taken.

Councillor Lancini assumed the Chair

### 2.2.5 <u>APPLICATION FOR PERMANENT ROAD CLOSURE OF CAREY ROAD DALRYMPLE CREEK, PARISH OF LEECH</u>

Consideration of Report to Council from Executive Manager Infrastructure Services dated 14 May 2018 regarding request from Carey Investments for permanent road closure of Carey Road, Dalrymple Creek.

Moved Councillor Tack Seconded Councillor Milton Council Resolution - That Council issue a letter of no objection to the permanent road closure of Carey Road, conditional on the following:

- That the area subject to the permanent road closure is amalgamated with the adjacent property Lot 18 SP248050.
- Legal access is provided to property Lot 1 SP248050 from Hawkins Creek Road reserve.
- An access easement is created to provide Council and Herbert River Improvement Trust access rights to the Herbert River.

Carried - 290518-08

Deputy Mayor Brown returned to the meeting and resumed the Chair

The meeting adjourned at 10.22 am for morning tea and resumed at 10.50 am

Planning and Development Manager, G Visser was in attendance when the meeting resumed

### 2.3 DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES

### 2.3.1 DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES ACTIVITY REPORT

Consideration of monthly Development, Planning and Environmental Services Activity Report as at 30 April 2018.

Moved Councillor Lancini Seconded Councillor Skinner

Council Resolution - That the Report be received and noted.

Carried - 290518-09

### 2.3.2 MONTHLY STATUS REPORT

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

Moved Councillor Milton Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried - 290518-10

### 2.3.3 <u>HINCHINBROOK SHIRE PLANNING SCHEME 2017 – ADOPTION OF THE NEW PLANNING SCHEME AND DATE OF IMPLEMENTATION</u>

Consideration of Report to Council from Planning and Development Manager dated 30 April 2018 seeking Council's approval to adopt and implement the Hinchinbrook Shire Planning Scheme 2017 following approval received on 15 March 2018 from Minister for State Development, Manufacturing, Infrastructure and Planning, The Hon. Cameron Dick.

Moved Councillor Lancini Seconded Councillor Milton

Council Resolution - That Council resolve:

- 1. to adopt the new planning scheme (Hinchinbrook Shire Planning Scheme 2017);
- 2. the implementation date for Hinchinbrook Shire Planning Scheme 2017 as from 2 July 2018;
- 3. in accordance with statutory guideline 01/16 Making and amending local planning instruments, to:
  - a) note how the State Planning Policy is appropriately integrated in the approved planning scheme; and
  - b) place notices in the gazette, a newspaper circulating generally in the Local Government's area and on Council's website.

### Reason(s)

• The Hinchinbrook Shire Planning Scheme 2017 has been prepared consistent with statutory requirements.

Carried - 290518-11

### 2.3.4 TRUSTEE PERMIT TO MARB CONSTRUCTION AND PLANT HIRE OVER LOT 312 ON CWL1973 — MOUNT CORDELIA

Consideration of Report to Council from Planning and Development Manager dated 4 April 2018 regarding application received from Marb Construction and Plant Hire Pty Ltd for Trustee Permit over existing Quarry (access to site only) located within Lot 312 on CWL1973 at Mount Cordelia.

Moved Councillor Milton Seconded Councillor Skinner

Council Resolution - That Council approve a Trustee Permit between Council and Marb Construction and Plant Hire Pty Ltd over Lot 312 on CWL1973, Mount Cordelia for a period of three (3) years and with conditions below:

- 1. Annual fee of \$350.00 excluding GST;
- 2. It is the responsibility of the permittee to undertake weed and pest control on the site.

Reason(s) for Decision

- Council supports local business; and
- Having local business obtaining State Land to keep up with the environmental status of property.

Carried - 290518-12

### 2.3.5 <u>CANCELLATION OF TRUSTEE LEASE BETWEEN COUNCIL AND LONG POCKET SPORT AND COMMUNITY GROUP</u>

Consideration of Report to Council from Planning and Development Manager dated 9 May 2018 regarding advice from the Long Pocket Sport and Community Group indicating their desire to relinquish their current Trustee Lease with Council over part of Lot 41 on SP141472, Parish of Lannercost.

Moved Councillor Lancini Seconded Councillor Tack

Council Resolution - That Council resolve:

- 1. To acknowledge the relinquishment of Lot 41 on SP141472 by Long Pocket Sport and Community Group.
- 2. That Council consult with the community to gauge any further interest in Lot 41 on SP141472.

Carried - 290518-13

Planning and Development Manager, G Visser left the meeting

### 2.4 GOVERNANCE

### 2.4.1 OFFICE OF THE MAYOR AND CEO ACTIVITY REPORT

Consideration of monthly Corporate Governance Activity Report as at 30 April 2018.

Moved Councillor Skinner Seconded Councillor Milton

Council Resolution - That the Report be received and noted. Carried – 290518-14

### 2.4.2 MONTHLY STATUS REPORT

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

Moved Councillor Lancini Seconded Councillor Milton

Council Resolution - That the Report be received and noted.

Carried - 290518-15

### 2.4.3 QUARTERLY OPERATIONAL PLAN

Consideration was given to the Quarterly Operational Plan Report for the quarter ending March 2018.

Moved Councillor Lancini Seconded Councillor Skinner

Council Resolution - That the Report be received and noted.

Carried - 290518-16

### 2.4.4 PROJECT DEVELOPMENT GROUP MEETING MINUTES

Consideration of Report to Council from Executive Assistant dated 9 May 2018 requesting Council to receive and note the Project Development Group Meeting Minutes held on 19 April 2018.

Moved Councillor Tack Seconded Councillor Milton

Council Resolution - That Council receive and note the Project Development Group Meeting Minutes held on 19 April 2018. Carried – 290518-17

### 2.4.5 <u>COUNCILLOR OPPORTUNITIES – ATTENDANCE AT NORTHERN ALLIANCE OF COUNCILS INC</u> 2018 CONFERENCE

Consideration of Report to Council from Executive Assistant dated 9 May 2018 seeking Councillor attendance at the Northern Alliance of Councils Inc (NAOC) 2018 Conference being held at TYTO, Ingham from Tuesday 21 to Thursday 23 August 2018. Consideration to be given also of whether Council has any agenda items / motions to put forward at the Annual General Meeting to be held on Tuesday 21 August.

Moved Councillor Lancini Seconded Councillor Milton

Council Resolution - That the Mayor, Chief Executive Officer and all Councillors attend the NAOC Conference at TYTO from Tuesday 21 to Thursday 23 August 2018.

Carried - 290518-18

### 2.4.6 COUNCILLOR ACTIVITY REPORT

Consideration of Councillor Activity Reports as at 30 April 2018 to ensure transparency and public scrutiny of Councillor workload.

Moved Councillor Skinner Seconded Councillor Milton

Council Resolution - That the Report be received and noted.

Carried - 290518-19

### CONFIDENTIAL ITEMS

Moved Deputy Mayor Brown Seconded Councillor Lancini

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

Items 2.5.1, 2.6.1, 2.6.2 and 2.7.9 as contracts are proposed to be made by them.

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

Items 2.7.1, 2.7.2, 2.7.3, 2.7.5, 2.7.6, 2.7.7 and 2.7.8 as they are actions to be taken by Council under the Planning Act, including deciding applications made to it under that Act.

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

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

Carried

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

Councillor KS Milton declared a perceived Conflict of Interest in Item 2.7.6 as she has a development application currently with Council and excluded herself from the meeting while the matter was discussed in Closed Session

Moved Deputy Mayor Brown Seconded Councillor Lancini

That Council return to Open Meeting.

Carried

### 2.5 CORPORATE SERVICES

### 2.5.1 LEASE OF THE HINCHINBROOK AQUATIC CENTRE

Consideration of a Report to Council from Chief Financial Officer dated 14 May 2018 regarding Expressions of Interest for the lease of the Hinchinbrook Aquatic Centre, effective 1 July 2018 for an initial five (5) year term with a five (5) year option period.

Moved Councillor Tack Seconded Councillor Milton

Council Resolution - That Council approve the requested conditions submitted by the tenderer and offer the lease to H.F.T Investments Pty Ltd with the intention to enter in to a lease agreement for an initial five (5) year term with a five (5) year option for the Hinchinbrook Aquatic Centre located on Lot 18 SP 169627 commencing 1 July 2018 subject to:

- 1. Council will be responsible for the cost of all water consumed on the site as stated in clause 2.8 of the Special Conditions of the Tender;
- 2. Council will be responsible for the cost of servicing, maintaining and repairing the 50m pool, 25m pool, pumps, structures and play area;
- 3. H.F.T. Investment Pty Ltd is permitted to employ a Pool Manager to manage the complex on its behalf and reside in the dwelling house which is not permitted under clause 35.2 of the lease;
- 4. H.F.T. Investments Pty Ltd with approval from the Lessor will consider capital improvements after one year of trading with consideration to the public's needs.

Carried - 290518-20

### 2.6 INFRASTRUCTURE SERVICES DELIVERY

### 2.6.1 TENDER HSC 18/02 PLANT HIRE

Consideration of a Report to Council from Works Engineer dated 11 May 2018 regarding tenders received for HSC 18/01 Plant Hire.

Moved Councillor Milton Seconded Councillor Lancini

Council Resolution - That Council accept all tendered offers for contract HSC 18/02 Plant Hire, and add all offerers to the panel of suppliers (Council's List of Suppliers) for a period of twenty-four (24) months commencing on 1 July 2018.

Carried – 290518-21

### 2.6.2 <u>TENDER HSC 18/06 SUPPLY OF TRUCKS FOR HIRE AND CARTAGE OF ROADMAKING MATERIALS</u>

Consideration of a Report to Council from Works Engineer dated 11 May 2018 regarding tenders received for HSC 18/06 Supply of Trucks for Hire and Cartage of Roadmaking Materials.

Moved Councillor Skinner Seconded Councillor Milton

Council Resolution - That Council accept all tendered offers for contract HSC 18/06 Supply of Trucks for Hire and Cartage of Roadmaking Materials, and add all offered trucks and trailers to the panel of suppliers for a period up to 30 June 2019.

Carried – 290518-22

### 2.7 DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES

Planning and Development Manager, G Visser re-entered the meeting

### 2.7.1 <u>SITING RELAXATION APPLICATION – KT AND RJ PHILLIPS – 10 HARDY STREET, INGHAM – LOT 2 ON RP713795, PARISH OF CORDELIA</u>

Consideration of Report to Council from Planning and Development Manager dated 14 May 2018 in relation to a Siting Relaxation Application by KT and RJ Phillips for a proposed single detached dwelling to be sited 5.72m from the street / front boundary at 10 Hardy Street, Ingham.

Moved Councillor Milton Seconded Councillor Tack

Council Resolution - That Council resolve to approve street / front boundary siting relaxation from the permissible 6m to 5.72m for the construction of a proposed dwelling on Lot 2 on RP713795, Parish of Cordelia and located at 10 Hardy Street, Ingham, subject to the following conditions:

	SITING RELAXATION CONDITIONS OF APPROVAL – LOT 2 ON RP713795, PARISH OF CORDELIA							
	Conditions	Compliance timing						
Admii	nistration							
(1)	The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with:	At all times						
	a. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within the technical reports;							
	b. The development must unless otherwise stated, be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards							
	c. The conditions of approval, the requirements of Council's Planning Scheme and best practice engineering.							
Curre	ency Period							
(2)	The currency period applicable to this approval.	As per condition						
	• Siting Relaxation – Two (2) years until 5 June 2020							
Appro	oved plans							
(3)	The development of the site is to be generally in accordance with the following plans that are to be the approved Plans of Development, except as altered by any other condition of this approval:	At all times						

### SITING RELAXATION CONDITIONS OF APPROVAL - LOT 2 ON RP713795, PARISH OF CORDELIA Conditions Compliance timing Plan / Document Name Number Date Site Plan – K. Phillips Rev: 2016 A01 Ε Phillips Residence - 10 Hardy St, Ingham (Amended) Where there is any conflict between the conditions of this At all times (4)approval and the details shown on the approved plans and documents, the conditions of approval must prevail. (5)Where conditions require the above plans or documents to be As per condition amended, the revised document(s) must be submitted for endorsement by Council prior to the submission of a Development Application for Operational Works. Lawful Point of Discharge All stormwater from the property must be directed to a lawful At all times 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 Where retaining walls, fences, buildings or other barriers, At all times (7)which would cause a "damming effect" and produce a concentrated flow at an outfall are constructed, a drainage system is installed to discharge the surface water such that it does not adversely affect surrounding properties or properties downstream from the development. Building The class 1a (dwelling) structure requires a development (8)At all times permit for building works. The Applicant is to seek and comply with all relevant building (9) At all times approvals to be issued by a qualified Building Certifier The class 1a (dwelling) structure requires compliance to At all times relevant Fire Safety regulations as reflected in s.3.7.1.6 of the Building Code of Australia (Volume Two). Construction and Operations Any construction work associated with this development shall At all times be carried out in accordance with sound engineering practice. In particular, no nuisance is to be caused to adjoining residents by way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours. Where material is to be carted to or from the site, loads are to be covered to prevent dust or spillage. Where material is spilled or carried on to existing roads, it is to be removed forthwith so as to restrict dust nuisance and ensure traffic safety. Damage to Infrastructure In the event that any part of Council's existing sewer, water, At all times channel and kerbing, or road infrastructure is damaged as a result of construction activities occurring on the site, including but not limited to, mobilisation of heavy earthmoving equipment, stripping and grubbing, the applicant/ owner must notify Council immediately of the affected infrastructure and have it repaired or replaced by Council, at the developer's cost.

### Reason(s) for Approval

- The proposed structure (dwelling), will not obstruct daylight and ventilation to habitable rooms on the adjoining properties and will not impede on the privacy of neighbouring residences:
- The proposed structure (dwelling) is to be sited of a sufficient distance from the road frontage as not to impede on traffic safety and visibility;
- The proposed structure (dwelling), will not have an overshadowing effect on neighbouring residences; and
- The proposed structure (dwelling) will not negatively impact the amenity of the adjoining land or the residential character of the locality.

Carried - 290518-23

### 2.7.2 <u>SITING RELAXATION APPLICATION – E AND E THOMAS – 10 FERRERO STREET, LUCINDA – LOT</u> 19 ON L46925, PARISH OF CORDELIA

Consideration of Report to Council from Planning and Development Manager dated 14 May 2018 in relation to a Siting Relaxation Application by E and E Thomas for a proposed 13m x 12m shed (including attached open awning) to be sited 1.0m from the side and rear boundaries at 10 Ferrero Street, Lucinda.

Moved Councillor Skinner Seconded Councillor Milton

Council Resolution - That Council resolve to approve side boundary and rear boundary siting relaxations from the permissible 1.5m to 1.0m for the construction of a proposed shed on Lot 19 on L46925, Parish of Cordelia and located at 10 Ferrero Street, Lucinda, subject to the following conditions:

	SITING RELAXATION CONDITIONS OF APPROVAL — LOT 19 ON L46925, PARISH OF CORDELIA								
	Conditions Compliance timin								
	Administration								
(1)	devel	developer is responsible to carry out the approved opment and comply with relevant requirements in dance with:	At all times						
	a.	The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within the technical reports;							
	b.	The development must unless otherwise stated, be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards;							
	C.	The conditions of approval, the requirements of Council's Planning Scheme and best practice engineering.							
Curre	ncy Per	riod	1						
(2)	The c	urrency period applicable to this approval:	As per condition						
	•	Siting Relaxation – Two (2) years until 05 June 2020.							
Appro	oved pla	ans							
(3)	with t	development of the site is to be generally in accordance the following plans that are to be the approved Plans of lopment, except as altered by any other condition of this oval:	At all times						

#### SITING RELAXATION CONDITIONS OF APPROVAL - LOT 19 ON L46925, PARISH OF CORDELIA Compliance timing Conditions Plan / Document Name Number Date Site Plan – Siting Relaxation 16-022 29 July 2016 Ferrero Lot 19 Street. Lucinda Building for Ewan & Erica 13461 Thomas Ferrero Street, Lucinda At all times (4)Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail. Where conditions require the above plans or documents to be As per condition (5)amended, the revised document(s) must be submitted for endorsement by Council prior to the submission of a Development Application for Operational Works. Lawful Point of Discharge All stormwater from the property must be directed to a lawful At all times 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. Where retaining walls, fences, buildings or other barriers, (7) At all times which would cause a "damming effect" and produce a concentrated flow at an outfall are constructed, a drainage system is installed to discharge the surface water such that it does not adversely affect surrounding properties or properties downstream from the development. Building (8) The class 10a (shed) structure requires a development permit At all times for building works. (9) The Applicant is to seek and comply with all relevant building At all times approvals to be issued by a qualified Building Certifier The class 10a (shed) structure requires compliance to (10)At all times relevant Fire Safety regulations as reflected in s.3.7.1.6 of the Building Code of Australia (Volume Two). The class 10a (shed) structure may not be used for At all times habitation. Construction and Operations Any construction work associated with this development shall At all times be carried out in accordance with sound engineering practice. In particular, no nuisance is to be caused to adjoining residents by way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours. Where material is to be carted to or from the site, loads are to be covered to prevent dust or spillage. Where material is spilled or carried on to existing roads, it is to be removed forthwith so as to restrict dust nuisance and ensure traffic safety.

Damage	e to Infrastructure	
c r ii e a	In the event that any part of Council's existing sewer, water, channel and kerbing, or road infrastructure is damaged as a result of construction activities occurring on the site, including but not limited to, mobilisation of heavy earthmoving equipment, stripping and grubbing, the applicant/ owner must notify Council immediately of the affected infrastructure and have it repaired or replaced by Council, at the developer's cost.	At all times

### Reason(s) for Approval

- The proposed structure (shed), is to be used ancillary to the proposed residence, will not obstruct daylight and ventilation to habitable rooms on the adjoining properties and will not impede on the privacy of neighbouring residences;
- The proposed structure (shed), is not for habitable purposes and is located adjacent to an adjoining shed structure with similar setback distances;
- The proposed structure (shed), will not have an overshadowing effect on neighbouring residences; and
- The respective neighbours have consented to the proposed encroachment.

Carried - 290518-24

# 2.7.3 RECONFIGURATION OF LAND — REARRANGEMENT OF BOUNDARIES BETWEEN LOTS 5 AND 6 ON RP883040, PARISH OF CORDELIA — 203 FOUR MILE ROAD, VICTORIA ESTATE Consideration of Report to Council from Planning and Development Manager dated 14 May 2018 in relation to an application made by Hansen Surveys Pty Ltd for GC II. IR and MK

2018 in relation to an application made by Hansen Surveys Pty Ltd for GC, IL, JR and MK Girgenti seeking a Development Permit for Reconfiguration of Land at 203 Four Mile Road, Victoria Estate. (RC18\0003).

Moved Councillor Lancini Seconded Councillor Tack

Council Resolution - That Council approve a Development Permit for Reconfiguration of a Lot – Rearrangement of Boundaries over Lot 10 on SP241467, Parish of Cordelia, subject to the following conditions:

	RECONFIGURATION OF A LOT CONDITIONS OF APPROVAL — LOT 10 ON SP241467, PARISH OF CORDELIA									
		Conditions	Compliance timing							
Ad	ministratio	on								
(1)	devel	developer is responsible to carry out the approved opment and comply with relevant requirements in dance with:	At all times							
	a.	The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within the technical reports;								
	b.	The development must unless otherwise stated, be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards;								
	C.	The conditions of approval, the requirements of Council's Planning Scheme and best practice engineering;								
	d.	The conditions of the Infrastructure Charges Notice;								

		IEICHDATION O	E A LOT	
	RECON — CONDITIONS OF APPROVAL	IFIGURATION O LOT 10 ON SP2		OF CORDELIA
	Condition	าร		Compliance timing
	e. The conditions of the Re	ferral Authority	Advices:	
	(i) 1711-2801 SRA c	lated 09 March	า 2018.	
Curre	ency Period			
(2)	The currency period applicable	to this approva	al:	At all times
	<ul> <li>MCU/ROL – 6 years until</li> </ul>	l 05 June 2024	1.	
	oved plans			
(3)	The development of the site is with the following plans that an Development, except as altered approval:	re to be the ap	proved Plans of	At all times
	Plan / Document Name	Number	Date	
	Proposed Boundary Realignment	Ref: 18036 SH1	00 April 2018	
	Lots 5 & 6 on RP883040			
	203 Four Mile Road, Victoria Plantation			
	Proposed Boundary Realignment Lots 5 & 6 on RP883040	Ref: 18036 SH2	0 April 2018	
	203 Four Mile Road, Victoria Plantation			
(4)	Where there is any conflict b approval and the details show documents, the conditions of a	n on the appr	oved plans and	At all times
(5)	Where conditions require the a amended, the revised docum endorsement by Council pri Development Application for Op	ent(s) must be or to the su	e submitted for ubmission of a	At all times
Interr	nal works			
Wate (6)	r Provide each individual tenancy system for the metering of water			Prior to final building / plumbing certification
(7)	Water supply sub-metering must accordance with The Plumbing the Water Act 2000 (applies t reconfigured by Building Forma	g and Drainage o developmen	e Act 2002 and	Prior to final building / plumbing certification
(8)	Written confirmation of the lowater consumption must be pror a licensed surveyor. In services are contained within a reciprocal services easement	ovided by either any instance near another lot the respective	er the applicant where existing t, relocate the	Prior to the Approval of Survey Plan
Plum (9)	bing All plumbing and sanitary of accordance with regulated wo Drainage Act and Council Plumlemust be completely separate for	ork under the bing and Drain	e Plumbing and age Policies and	Prior to final building / plumbing certification

	DECONIFICIEDATION OF A LOT	
	RECONFIGURATION OF A LOT CONDITIONS OF APPROVAL — LOT 10 ON SP241467, PARISH ( Conditions	OF CORDELIA  Compliance timing
Draina (10)	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.	At all times
(11)	That any works as a result of the reconfiguration must not interfere with stormwater flow over or through the land.	At all times
Exterr	nal Works	
Lawfu (12)	All stormwater from the property must be directed to a lawful point of discharge such that it does not adversely affect surrounding properties or properties downstream from the development, all to the requirements and satisfaction of the Chief Executive Officer.	Prior to the Approval of Survey Plan
	That any works as a result of the reconfiguration must not interfere with stormwater flow over or through the land.	
Acces (13)	The existing access between Lot 3 on SP125761 and proposed Lot 6 must be relocated to provide a defined dual property access and constructed to be perpendicular to Four Mile Road, Victoria Plantation.	Prior to the Approval of Survey Plan
(14)	Access provision to all proposed allotments must be constructed in accordance with Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer or demonstrate that such is already in existence. Future maintenance of all accesses is the responsibility of the landowner.	Prior to the Approval of Survey Plan
Other		
Existir (15)	Written confirmation of the location of existing electrical 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 the respective lot or to within a reciprocal services easements.	Prior to the Approval of Survey Plan
Const (16)	Any construction work associated with this development shall be carried out in accordance with sound engineering practice. In particular, no nuisance is to be caused to adjoining residents by way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours. Where material is to be carted to or from the site, loads are to be covered to prevent dust or spillage. Where material is spilled or carried on to existing roads, it is to be removed forthwith so as to restrict dust nuisance and ensure traffic safety.	At all times
Dama (17)	ge to Infrastructure 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.	At all times

RECONFIGURATION OF A LOT CONDITIONS OF APPROVAL – LOT 10 ON SP241467, PARISH OF CORDELIA							
	Conditions Compliance tin						
renewabl	evidence that adequate electricity supply state energy will be supplied and is supported/ant authority.	approved A	rior to pproval of t lan	the Survey			

### Reason(s) for Approval

The proposed development is considered to be consistent with the relevant overall outcomes of the planning scheme, in particular:

- the development does not compromise the long term sustainability of agricultural use, given the proposal will result in a further buffer between incompatible land uses;
- the development will not result in a material change in the way the land is used;
- the development is not considered to result in an incompatible land use intruding on (or compromising) the development and continuation of the primary use of the lots;
- the development will not compromise riparian vegetation and stream bank stability, remnant areas of native vegetation;
- the development provides allotments that facilitate the existing uses at an intensity appropriate to the existing use of the land and local area; and
- the proposal does not change the existing access arrangements to the allotments.

Carried - 290518-25

# 2.7.4 KEIR STEELE FOR GLOBAL AG PROPERTIES II AUSTRALIA PTY LTD – PURCHASE OF STATE LAND – LOTS 292 AND 69 ON CWL3088, PARISH OF CORDELIA – FUDRIGA ROAD, HALIFAX Consideration of Report to Council from Planning and Development Manager dated 4 May 2018 in relation to request from the Department of Natural Resources and Mines seeking Council's position in relation to the potential sale of Lots 292 and 69 on CWL3088 to Global Ag Properties II Pty Ltd for cane production purposes.

Moved Councillor Lancini Seconded Councillor Skinner

Council Resolution - That Council offer no objection to the application for the sale of Lots 292 and 69 on CWL3088 to Global Ag Properties II Pty Ltd to be used for cane production purposes.

Reason(s) for Decision

- The properties are not needed for Council or Community purposes.
- The land will be retained and used for cane production purposes which is beneficial to the district.

Carried - 290518-26

### 2.7.5 LOCAL GOVERNMENT INFRASTRUCTURE PLAN – 2018 – ENDORSEMENT OF DRAFT LGIP AFTER CONSULTATION TO PROCEED TO SECOND STATE INTEREST CHECK

Consideration of Report to Council from Planning and Development Manager dated 25 April 2018 seeking Council's endorsement of the draft Local Government Infrastructure Plan (LGIP) following the public consultation period held between 12 March 2018 and 24 April 2018 to enable submission of the draft LGIP for the second state interest check.

Moved Councillor Lancini Seconded Councillor Tack

Council Resolution - That Council endorse the draft Hinchinbrook Shire Local Government Infrastructure Plan (LGIP) 2018 to proceed to the second state interest check. Reason(s)

• The draft LGIP has been prepared consistent with statutory requirements.

- The draft LGIP is reflective of Council's current trunk infrastructure planning.
- Council is required to adopt the LGIP by 30 June 2018 to allow Council to continue to levy infrastructure charges or impose conditions for trunk infrastructure on applicable development approvals.

Carried - 290518-27

Councillor KS Milton declared a perceived Conflict of Interest in Item 2.7.6 as she has a development application currently with Council and excluded herself from the meeting while the matter was debated and the vote taken

### 2.7.6 <u>HINCHINBROOK SHIRE LOCAL GOVERNMENT INFRASTRUCTURE PLAN – 2018 – ADOPTION OF CHARGES RESOLUTION NO 1-2018</u>

Consideration of Report to Council from Planning and Development Manager dated 25 April 2018 seeking adoption of Charges Resolution document as part of the LGIP 2018 project.

Moved Councillor Skinner Seconded Councillor Lancini

Council Resolution - That Council adopt the Charges Resolution (CR1-2018) with an effective date of 2 July 2018.

Reason(s)

- The Charges Resolution has been prepared consistent with statutory requirements.
- The Charges Resolution does not propose significant changes to the charges imposed through the Adopted Infrastructure Charges Resolution 2013.

Carried - 290518-28

Councillor KS Milton returned to the meeting

### 2.7.7 <u>HINCHINBROOK SHIRE LOCAL GOVERNMENT INFRASTRUCTURE PLAN – 2018 – ADOPTION</u> OF INFRASTRUCTURE CHARGES WAIVER GUIDELINE

Consideration of Report to Council from Planning and Development Manager dated 25 April 2018 seeking adoption of Charges Waiver Guideline document as part of the LGIP 2018 project which will permit Council to waive infrastructure charges at its discretion where it believes that the development will contribute to a sustainable and growing local economy.

Moved Councillor Tack Seconded Councillor Lancini

Council Resolution - That Council adopt the Waiver Guideline with an effective date of 2 July 2018.

Reason(s)

• The Infrastructure Charges Waiver Guideline provides Council with an instrument that it can use to promote development in the Shire.

Carried - 290518-29

### 2.7.8 QUEENSLAND SOLAR FARM GUIDELINES - REQUEST FOR FEEDBACK ON THE GUIDELINES

Consideration of Report to Council from Planning and Development Manager dated 14 April 2018 seeking Council's feedback on the Department of Natural Resources, Mines and Energy's recently released "Queensland Solar Farm Guidelines - Practical guidance for communities, landowners and project proponents" which recognises that the solar industry will undergo significant expansion over the next few years.

Moved Councillor Tack Seconded Councillor Skinner

Council Resolution - That Council support the draft Queensland Solar Farm Guidelines.

Reason(s):

The Queensland Solar Farm Guidelines provide:

- easy to understand step by step guide in the development assessment process.
- a practical guide for community engagement throughout the process.

- a checklist of actions and responses.
- a clear understanding of the whole of life of a solar project in six easy to understand.
   Carried 290518-30

### 2.7.9 LONG TERM MANAGEMENT OF COUNCIL LANDFILL

Consideration of Report to Council from Operations Manager dated 14 April 2018 seeking Council's direction regarding engagement of GHD to undertake necessary works at the Warren's Hill landfill site to ensure the safe, efficient and effective operation of the landfill.

Moved Councillor Lancini Seconded Councillor Milton

Council Resolution - That Council resolve to engage GHD Pty Ltd (ABN 39 008 488 373) to design work required, develop the scope specifications and performance criteria for any contracts developed, identified in the Site Development Plan in relation to the work required at Council's Warrens Hill landfill site as per Section 235 (b) of the Local Government Regulation 2012 and GHD's Report of February 2018.

3.	<u>CONCLUSION</u> – This concluded the business of the meeting which closed at 1.43 pm
	APPROVED and adopted on 26 June 2018
	DEPUTY MAYOR



### **REPORT TO COUNCIL**

### **CORPORATE SERVICES ACTIVITY REPORT FOR PERIOD ENDED 30 APRIL 2018**

### **Executive Summary**

This Report is presented for the information of Council and includes an activity update for the ten months ended 30 April 2018.

#### For Council Decision - Recommendation

That the Report be received and noted.

### **Officers Comment**

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

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

#### 2. **Financial Direction**

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

#### 3. **Facilities**

Several Projects being managed - see Section 5

Author: Merrilyn Cox Position: Chief Financial Officer

### 4. Community Assets – Uses

	Month	Halifax Hall	Ingham Showground	Shire Hall	Hinchinbrook Meeting Place	Park use	Ingham Picture Theatre
'	April	2	6	3	1	1	2765
18	March	2	3	0	1	0	1238
2018	February	2	3	1	0	2	1434
	January	1	2	1	0	0	2930
	December	3	2	2	0	3	2954
	November	2	2	2	0	2	1319
	01 - 27 Nov	2	2				1515
	October	6	6	0	0	3	963
	September	12	10	2	1	0	2240
_	August	15	7	3	0	0	1120
2017	July	13	6	2	0	7	2519
N	June	13	6	2	0	7	2519
	May	13	10	3	0	3	1160
	April	7	4	2	11	2	2893
	March	13	21	0	2	2	N/A
	February	12	17	1	0	1	N/A
	January	3	3	2	2	0	N/A

### Halifax Hall

Operation Fit – Twice a week Hebert River Quilters – Once a week

### Ingham Showground

Gold Card Gym – Daily, Mon – Fri Operation Fit – Twice a week Ingham Football Club – Weekly Training / Games Ingham Kennel & Obedience Club Hitch N Ride Horse Sports Ingham State Primary School

#### Shire Hall

Private Function – Wedding Health Expo Catholic Debutante Ball

### Hinchinbrook Meeting Place

Ingham Theatre Group x 12 rehearsals

#### Park Use

Progress Park, Taylors Beach - Taylors Beach Progress Association Function

### **AQUATIC CENTRE**

	Month	Junior Squad	Senior Squad	Adult Squad	Learn to Swim	School Swimming	Physio Rehab	Public Swimmers		
	April	10 regulars x 4 sessions per week	8 regulars x 7 sessions per week	8 regulars twice a week	N/A	N/A	6-8 clients once a week	696		
	March	30 regulars x 4 times per week	18 regulars x 7 sessions per week	10 regulars twice a week	Good numbers attending. Lessons are still \$12.00 and are one of the cheapest in the region	Quiet term as per school requirements with other sports. Only 3 Primary schools take part this term.	6-8 clients once a week	490*		
		*Low numbers	*Low numbers due to storms and associated rains, then a 3 day closure due to flooding.							
2018	still \$12.00 schools using and are one pool this					brings 6x classes per week. Only 3 schools using pool this term, which is normal. 3 Secondary school carnivals have been	8-10 clients once a week	684*		
		*Reduced numbers due to severe storms and associated rain. 2 day time and 1 night time school carnivals may have also contributed to this								
	January	20 regulars x 4 times a week	10 regulars x 7 sessions per	8 regulars twice a week	Nil	Nil	8-10 clients once a week	1146		

	Month	Junior Squad	Senior Squad	Adult Squad	Learn to Swim	School Swimming	Physio Rehab	Public Swimmers
	December	20 regulars x 4 times a week for the first week	10 regulars x 7 sessions per week for the first week uced for Junior ar	8 regulars twice a week	Nil	Nil	8-10 clients once a week	1575
	November	20 regulars x 4 sessions per week	10 regulars x 7 sessions per week	10-14 regulars twice a week	Approx. 350 children	11 schools undertake swimming programs	8-10 clients once a week	1155
2017	October	10-20 regulars x 4 sessions per week	10 regulars x 5 sessions per week	8-10 regulars x 3 sessions per week	Approx. 350 children	11 schools undertake swimming programs	8-10 clients once a week	895
	September	8-10 regulars x 3 sessions per week	10 regulars x 5 sessions per week	8-10 regulars x 2 sessions per week	Nil	Nil	6-8 clients once a week	1050
	August	8-10 regulars x 3 sessions per week	10-12 regulars across 5 sessions per week	8-10 regulars across 3 sessions a week	Nil	Nil	6-8 clients once a week	382
	July	8-10 regulars x 3 sessions per week	10 regulars across 5 sessions per week	8-10 regulars across 3 sessions a week	Nil	Nil	4-6 clients once a week	370
	June	8-10 regulars x 3 sessions per week	10-12 regulars across 5 sessions per week	8-10 regulars across 3 sessions a week	Nil	Nil	4-6 clients once a week	355

Month	Junior Squad	Senior Squad	Adult Squad	Learn to Swim	School Swimming	Physio Rehab	Public Swimmers
May	12-15 regulars x 3 sessions a week	8-10 regulars up to 8 times per week	10-12 regulars	Nil	14 Ingham State High using 25m pool	6-10 clients once a week	548
April		10-15 regulars x 2-3 times a week	10-12 regulars x 2-3 times per week	Morning and afternoon sessions progressing well finishing prior to Easter	5 schools attended across the school term	6-8 clients once a week	985
March	No information provided						
February	Approximately 30	12-15 regulars	10-12 regulars x 3 sessions per week	Morning and afternoon sessions progressing well	4 primary & 2 secondary school carnivals	6-8 regular clients once a week	1105
January	22 at regular sessions	N/A	10-12 regulars x 3 sessions a week	Lower than expected, numbers not provided	Nil	6 regular clients once a week	1087

### 5. Works Currently in Progress

Corporate Services Capital Progress Report:

Project         Budget         Expenditure YTD         Expenditure Future         Total Forecast Expenditure           Showgrounds Horse Arena         \$1,234,000         \$23,000         \$1,211,000         \$1,234,000           Contract awarded to Blueprint Engineered Sheds for \$940,170 (excl GST)         W4Q Netball Courts Amenities Upgrade         \$50,000         \$32,000         \$0         \$32,000           Project complete         W4Q Aquatic Centre Wading Pool Upgrade         \$498,000         \$502,000         \$0         \$502,000           Project Complete         Kelly Theatre Lighting         \$10,000         \$1,000         \$0         \$1,000	WHOLE OF PROJECT FIGURES (may include more than one financial years)												
Arena \$1,234,000 \$23,000 \$1,211,000 \$1,234,000  Contract awarded to Blueprint Engineered Sheds for \$940,170 (excl GST)  W4Q Netball Courts Amenities Upgrade \$50,000 \$32,000 \$0 \$32,000  Project complete  W4Q Aquatic Centre Wading Pool Upgrade \$498,000 \$502,000  Project Complete	Project	Budget	Expenditure YTD	Expenditure Future		Expected Completion							
W4Q Netball Courts Amenities Upgrade \$50,000 \$32,000  Project complete  W4Q Aquatic Centre Wading Pool Upgrade \$498,000 \$502,000  Project Complete	_	\$1,234,000	\$23,000	\$1,211,000	\$1,234,000	June 2018							
Amenities Upgrade  Project complete  W4Q Aquatic Centre Wading Pool Upgrade  Project Complete  Project Complete	Contract awarded to Bluep	orint Engineered Sheds fo	r \$940,170 (excl GST)										
W4Q Aquatic Centre Wading Pool Upgrade  \$498,000 \$502,000  Project Complete	-	\$50,000	\$32,000	\$0	\$32,000	Project Complete							
Wading Pool Upgrade  Project Complete	Project complete												
		\$498,000	\$502,000	\$0	\$502,000	Project Complete							
Kelly Theatre Lighting \$10,000 \$1,000 \$0 \$1,000	Project Complete												
	Kelly Theatre Lighting	\$10,000	\$1,000	\$0	\$1,000	Project Complete							
Project complete: 2016/17 Budget was \$40k and Expenditure was \$50k	Project complete: 2016/1	7 Budget was \$40k and I	Expenditure was \$50k										
W4Q2 Toilet Block \$300,000 \$0 \$300,000 \$300,000	W4Q2 Toilet Block	\$300,000	\$0	\$300,000	\$300,000	2018/19							
Purchase order released for concept design. Designer requested extension for delivery to 30 <sup>th</sup> May.	Purchase order released for	or concept design. Desigr	ner requested extension for o	delivery to 30 <sup>th</sup> May.									

WHOLE OF PROJECT FIGURES (may include more than one financial years)												
Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion							
W4Q2 Shade Mercer Lane/Johnstone St	\$85,000	\$1	\$84,000	\$85,000	Nov 2018							
Certified drawings for louvre design	have been received. RFC	) to be issued week commen	nding 14 <sup>th</sup> May.									
Xmas decorations	\$15,000	\$17,000	\$0	\$17,000	Complete							
No longer a capital project. Included	with operational expend	liture										
Solar on office building	\$100,000	\$0	\$100,000	\$100,000	June 2018							
Solar scoping report in progress.												
Replace photocopiers	\$15,000	\$0	\$15,000	\$15,000	Deferred							
Both photocopiers to be deferred un	til next financial year.											
Replace Servers	\$30,000	\$22,000	\$0	\$22,000	Nov 2017							
Server replacement complete with \$	8k remaining at this sta	ge to be used for Backup Tap	pe Drive Back up tapes purch	ased invoice to be post	ed.							
Upgrade IT storage	\$30,000	\$17,200	\$12,800	\$30,000	Complete							
NB \$17,200 reallocated from CSI pr completed in 2018/19.	oject for Citrix Upgrade.	Following Citrix upgrade bala	ance not sufficient for storage	upgrade. Further stora	ge upgrade to be							

	CORPORATE SERVICES ACTIVITY REPORT FOR PERIOD ENDING 30 APRIL 2018
WICEO Council Council Departs 2019 Mostings 1005 Council Mosting CO Approved O. Marrilla Cov. Cornerate Consider	stirity Deport deep

	WHOLE	OF PROJECT FIGURES (may	include more than one finan	cial years)	
Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion
BDR site equipment	\$20,000	\$18,000	\$0.00	\$18,000	Complete
Work planned for this round of bud	get is complete.				
Stores equipment and facilities (seal floor)	\$20,000	\$0	\$20,000	\$20,000	June 2018
Awaiting time availability from HSC	staff currently focussed	on NDRRA work.			
Lucinda Multipurpose Court	\$100,000	\$82,000	\$18,000	\$100,000	Complete
Project complete. Official opening to be arranged.					
Chambers Air Con	\$16,500	\$16,500	<b>\$</b> 0	\$16,500	Complete
Project Complete. Original budget \$	25,000, budget revised	at March review \$8,500 repu	urposed towards TYTO VIC ai	r conditioning.	
Aquatic Centre: Shade Over Waterpark	\$40,000	\$0	\$40,000	\$40,000	May 2018
Work to commence week commend	cing 14 <sup>th</sup> May.				
Depot Shed	\$82,000	\$83,000	\$0	\$83,000	Project Complete
Project Complete					

WHOLE OF PROJECT FIGURES (may include more than one financial years)												
Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion							
Aquatic Centre: Disability Pool Lift	\$59,000	\$58,000	\$0	\$58,000	Project Complete							
Project Complete												
Halifax Transfer Station – New Green Waste Slab	\$60,000	\$60,000	\$0	\$60,000	Project Complete							
Project Complete												
Shire Hall renovations	\$33,000	\$26,000	\$7,000	\$33,000	June 2018							
Councillor and community room work	to finalise, work has c	ommenced.										
Shire Hall Lift Replacement	\$136,500	\$102,000	\$0	\$102,000	Project Complete							
Project Complete. Original budget \$15	58,000. \$21,500 repu	rposed at March review towa	rds TYTO VIC air conditioning	and TYTO gallery & libra	ry air conditioning.							
Dungeness Carpark CCTV	\$35,000	\$35,000	\$0	\$35,000	Project Complete							
Project complete.												
TYTO VIC air conditioning	\$15,000	\$8,000	\$7,000	\$15,000	May 2018							

Budget repurposed at March review, partly from Chambers air conditioning replacement and partly from Shire Hall Lift replacement. Work is in progress.

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

TYTO Gallery air conditioning \$15,000 \$0 \$15,000 \$15,000 May 2018

Budget repurposed at March review, from Shire Hall Lift replacement. Purchase order issued.





### CHIEF FINANCIAL OFFICER MONTHLY STATUS REPORT - MAY 2018

### For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number - 240418-04 - 2017 / 2018 Budget Review to 31 March 2018

That the amendments to the 2017/2018 Budget, and the resulting amended 2017/2018 Budget be approved.

Status:

May 2018 - Budget adjusted accordingly.

Resolution Number – 270318-21 – Council's Corporate Card Arrangements

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

Status:

May 2018 Update – CBA are setting up our banking facilities and progressing with implementation.

April 2018 Update – Liaising with CBA and TechOne regarding implementation.

Resolution Number – 270318-05 – Recruitment of Vacant Position # 10031 – ICT Systems Administrator – Corporate Services

That Council approve to replace the ICT Systems Administrator position.

Status:

May 2018 Update – Position filled

Matter Closed

April 2018 Update - Applications closed Friday 30 March 2018. Shortlisting in progress.

### Resolution Number - 270218-04 - CBD Toilets

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

Status:

May 2018 Update – Expect to have concept designs by 30 May 2018.

April 2018 Update - Request for Quote issued for the design only. Closes Monday 9 April 2018.

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

Author: Merrilyn Cox Position: Chief Financial Officer Date: 14 May 2018 Resolution Number – 260917-01 – Corporate Services Activity Report

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

#### Status:

May 2018 Update — NAIDOC Committee advised they do not have anyone interested in completing the works. As this initial request was made by the outgoing Lessees, Officers request this matter be closed.

April 2018 Update – Awaiting further information from NAIDOC Committee. NAIDOC Committee is waiting for feedback from local artists.

March 2018 Update - Awaiting further information from NAIDOC Committee.

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

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

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

November 2017 Update – Waiting for response from NAIDOC.

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

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

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

#### Status:

May 2018 Update - Position filled

Matter Closed

April 2018 Update - Applications closed Friday 30 March 2018. Shortlisting in progress.

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

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

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

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

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

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

September 2017 Update – Position advertised during September.

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

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

June 2017 Update – Interviews conducted; recommendation being finalised.

May 2017 Update – Position has been advertised.

April 2017 Update - No progress due to staff leave.



### **REPORT TO COUNCIL**

### **CORPORATE SERVICES FINANCE SUMMARY FOR PERIOD ENDING 30 APRIL 2018**

### **Executive Summary**

This Report is presented for the information of Council and includes the Finance Summary for the ten months ended 30 April 2018, 83.33% of the financial year.

### For Council Decision - Recommendation

That the Report be received and noted.

### **Officers Comment**

#### Overview

- Financial Performance Statement continues to show that Council's operating revenues and expenditures are, generally, consistent with the budget and the prior year.
- Total operating income is now at 95% of full year budget as it includes full year issue of general rates, sewerage and water base charges. Second half year water consumption charges will be accrued at year end.
- An allowance has been made in the 2017/18 Full Year Forecast for receipt of approximately \$900k FAG in advance which was not included in original 2017/18 budget as not expected. The payment in advance was announced in the recent Federal Budget and is likely to be received in June.
- Private works revenue continues behind budget but is still expected to increase significantly in the following months.

#### **Capital Expenditure Summary** 2.

At 30 April 2018	FY Budget	YTD Spend
	Revised at 31 March	
	<u>\$000</u>	<u>\$000</u>
Infrastructure	17,821	7,622
Development, Planning & Env Serv	1.067	109
CEO	749	67
Corporate Services	3,007	1,091
TOTAL	22,783	8,889

Author: Merrilyn Cox Position: Chief Finance Officer

Date: 14 May 2018

# HSC Financial Performance : Apr 2018 Operational Activities

Operations	Excluding NDRR	4						Core Act	tivities		
							Actual			Development,	
							percentage of			Planning and	Infrastructure
Actual	Budget	2017/18 Full	Forecast as % of				Full Year	Office of Mayor	Corporate	Environmental	Services
2016/17	2017/18	Year Forecast	budget		Last Year YTD	TOTAL	Budget	and CEO	Services	Services	Delivery
				Operating Income							
24,30	6 24,639	24,661	100%	Rates	23,650	24,183	98%	-	16,304	2,338	5,541
1,34	4 1,059	1,092	103%	Fees and charges	1,107	1,002	95%	-	83	819	99
95	1 940	935	99%	Private Works	619	394	42%	-	(0)	11	383
3,25	1,199	2,189	183%	Grants	1,652	953	79%	22	784	67	80
99	5 891	981	110%	Other	1,278	867	97%	0	731	139	(3)
30,854	1 28,728	29,858	104%	OPERATING INCOME	28,305	27,399	95%	22	17,902	3,374	6,100
4444	- 44.450	44.460	1000/	Operating expenses	40.000	44.057	760/	4 222	2.000	2.770	5.050
14,11				Employee Related costs	10,880	11,057	76%		2,000		
7,80	3 9,053	8,998	99%	Non Employee Related costs	6,235	6,179	68%	266	1,269	2,551	2,093
				Comprising: Materials	500	F03		2	45	106	420
				Contracts	500 454	592 681		3	45 89	106	439 566
				Contractors	1,355	1,321		4	147	21 880	
				Fleet	613	618		2	147	3	612
				Property (electricity etc)	896	917		2	175		
				Insurance	399	410		10	293		103
				Contributions/sponsorship	324	289		10	15	220	
				Consultants	327	377		32	(2)	108	240
				Internal loan interest	(0)	-		-	(2)	213	(213)
				Internal recharges	(672)	(1,025)		23	(253)		
				Other	2,017	1,979		188	739		
				Finance Costs	23	20		-	19		-
21,91	3 23,522	23,468	100%	OPERATING COSTS	17,115	17,236	73%	1,495	3,268	5,329	7,143
22,31	23,322	23, 700	25070	2.2	2.,213	27,200	.3/0	2, .33	5,200	5,525	7,245
8,93	5,205			SURPLUS / (DEFICIT)	11,191	10,163	195%	(1,473)	14,634	(1,955)	(1,043)
3,52	1 5,272			Capital Income	2,639	4,605	87%	-	613	394	3,598

## Office of Mayor and CEO Financial Performance : Apr 2018 Operational Activities

	xcluding NDRR	Α							Core Act	ivities			
							Actual						
Actual	Budget	2017/10 5!!	Forecast as % of				percentage of Full Year		I I company	Council	Elected		Disaster
Actual 2016/17	виадет 2017/18	Year Forecast	budget		Last Year YTD	TOTAL	Budget	CEO Office	Human Resources	General	Members	SES	Management (
2010/17	2017/16	rear rorecust	_	Operating Income	Lust Teur TID	IOIAL	Бийдег	CEO OJJICE	Resources	General	Weilibers	3E3	wunugement
27	28	3 28		Grants	27	22	80%					1	2 10
				Other		0	80%	•	-	-	0		
(1)	•		na	Other	(1)	0		-	-	-	· ·		-
26	28	3 28	100%	OPERATING INCOME	25	22	81%	-	-	-	0	1	2 10
				One weating assessment									
4.500	4.600	4.500		Operating expenses	4 227	4 220	770/	426	245	•	445		26
<b>1,562</b> 359	<b>1,600</b> 440			Employee Related costs	<b>1,227</b> 318	<b>1,230</b> 266	<b>77%</b> 60%	<b>426</b> 150	<b>345</b> 26	<b>0</b> 7		1	<b>36</b> 4 44
359	440	440	100%	Non Employee Related costs	318	266	60%	150	26	/	24	1.	4 44
				Comprising: Materials		2		2		4			2
				Contracts	6	3		0	0	1	- 0		0 2 n 2
				Contracts	3	4		-	2	-	U		0 2 0 1
				Fleet	3	2		•	-	-	-		2 -
				Property (electricity etc)	2	2		•	0	•	-		- 1
				Insurance	3	10		1	-		-		- 9 -
				Contributions/sponsorship	0	1					0		0 0
				Consultants	71	32		27	_	5	-		
				Internal recharges	23	23		_,	9		14		
				Other	197	188		123	14	2			1 39
1 021	2.041	2.041	100%	OPERATING COSTS	1.544	1.405	729/	F77	270		420	2	2 00
1,921	2,041	2,041	100%	OPERATING COSTS	1,544	1,495	73%	577	370	8	439	2	2 80
(1,895)	(2,013)			SURPLUS / (DEFICIT)	(1,519)	(1,473)	73%	(577)	(370)	(8)	(439)	(10	) (69)

## Corporate Services Financial Performance : Apr 2018 Operational Activities

E. E.	xcluding NDRR	4								Core Activities				
	g						Actual							
						r	ercentage of							
Actual	Budget	2017/18 Full	Forecast as % of			,	Full Year			Management		Records and		
2016/17	2017/18	Year Forecast	budget		Last Year YTD	TOTAL	Budget	Stores	Finance	Accounts	IT services	Front Counter	Director	Facilities
2010/17	2017/10	rear rorcease	-	Operating Income	Lust rear TTD	TOTAL	Dauget	Stores	rmanec	Accounts	TT SCIVICES	Tronc counter	Director	rucinics
16,405	16,296	16,300		Rates	16,361	16,304	100%		16,304					
153	93			Fees and charges	141	83	90%	-	56	•		. 1	-	26
11	-		na	Private Works	3		30%	-	-	-			-	26 (0)
	981			Grants		(0) 784	900/			-		. 13	726	
3,011	714				1,506		80%	13	13 134	-			726 571	21
873	/14	800	112%	Other	1,186	731	102%	-	134	25		-	5/1	1
20,453	18,083	19,164	106%	OPERATING INCOME	19,198	17,902	99%	13	16,506	25		. 14	1,297	48
20,455	10,003	19,104	100%	OPERATING INCOME	19,196	17,902	33%	15	10,500	25		14	1,297	40
				Operating expenses										
2,263	2,750	2,750		Employee Related costs	1,739	2,000	73%	146	382	322	277	318	206	349
1,563	2,730			Non Employee Related costs	1,374	1,269	58%	(99)	147	1	416		50	655
1,505	2,103	2,103	100%	Comprising:	1,374	1,203	3070	(55)	147	1	410	, 36	30	033
				Materials	54	45		8	0		(	0	(25)	62
				Contracts	62	89		8	· ·	-	`	. 3	(23)	86
				Contractors	175	147		3						134
				Fleet	1/3	1		0	-	-	•			134
				Property (electricity etc)	178	175		Ū	-	-			-	175
				Insurance	284	293		-	-	-	10	· -	172	111
				Contributions/sponsorship	13	15		-	-	-	10	-	1/2	15
				Consultants	28	(2)							(2)	-
				Internal loan interest	0	(2)		-	-	-			(2)	_
				Internal recharges	(207)	(253)		(115)					(175)	38
				Other	764	739		6	128	1	397	95	80	33
				Finance Costs	22	19		-	19	0	337		-	-
				Tillance costs	22	19		-	19	· ·		-	_	
3,825	4,919	4,919	100%	OPERATING COSTS	3,113	3,268	66%	47	530	322	693	416	256	1,004
16,628	13,164			SURPLUS / (DEFICIT)	16,085	14,634	111%	(35)	15,977	(297)	(693	(403)	1,041	(956)
387	1,280			Capital Income	330	613	48%	-	-	-		-	-	613

### Development, Planning and Environmental Services Financial Performance : Apr 2018

**Operational Activities** 

Operational A	Activities																			
Exc	cluding NDRR	4											Core Activities							
							Actual													
							percentage of							Local Laws,						
Actual	Budget	2017/18 Full	Forecast as % of				Full Year	Economic	Festival and	Town	TYTO	Building	Building	Cemeteries,	Community	Director	Waste	Pest	Environment	
2016/17	2017/18	Year Forecast	budget		Last Year YTD	TOTAL	Budget	Development	Events	Planning	Precinct	Services Reg	Certification	Animals	Services	Office	Management	Management	Health	Land Dealings
ŕ	·			Operating Income				•				•	•							,
1,991	2,320	2,338	101%	Rates	1,990	2,338	101%	_									- 2,338	<b>:</b> .		
1,034	897			Fees and charges	844	819	91%			18	124	42	96	157	0		- 288		28	54
11	23			Private Works	7	11	49%			-	1			7			- 3			
125	72			Grants	46	67	93%			17	34							- 12	_	
126	136			Other	93	139	102%			2	1			(3)		10	) 34			
120	150	140	10370	- Ctrici	33	133	102/0	(-)		-	-			(3)		,,	, 3.	100		
3,287	3,448	3,458	100%	OPERATING INCOME	2,979	3,374	98%	15		37	159	42	96	161	0	(0	2,663	3 120	28	54
3,207	3,440	3,430	10070	OF ERATING INCOME	2,313	3,374	3676	15		37	133		50	101		(0	2,003	, 120	20	
				Operating expenses																
3,937	3,617	3,617	100%	Employee Related costs	3,008	2,778	77%	315	_	169	757	102	78	190	0	33	1 322	2 379	86	49
3,310	3,705			Non Employee Related costs	2,754	2,551	69%			111	520									
3,310	3,703	3,030	3370	Comprising:	2,734	2,331	03/0	144	170	111	320	30		00	7	1.	+ 1,172	. 210	34	10
				Materials	103	106		0			17				_		0 10	) 22	51	
				Contracts	25					-	- 17				-		- 3		. 31	
				Contractors	919			1		20	49	20		17	-		- <b>75</b> 4		. 3	
				Fleet	2	3		-		20	49	20		. 17	-		- 734 1 2		, ,	
				Property (electricity etc)	93	96		-	-	-	74	-	-	(1)	-		1 2		. 6	
				Insurance	93	4		1	-	-	74	-	-	(1)	U		- 3	. 14		-
				Contributions/sponsorship	249			36	176	-	3	-	-	-	-				-	-
				Consultants	80			19		80	0	-	-	· U	3		- (	, ,	-	-
				Internal loan interest				19	-	80	1	-	-	-	-		-	. ,	-	U
					226	213 403		- 0	-		213			-	-				-	-
				Internal recharges	456			U	-	-	22 135			31	-		8 202			
				Other Finance Costs	594	496		82	-	11	135			7	0		5 196			
				Finance Costs	1	1		-	-	-	1	-		-	-		- c		-	-
7,248	7 222	7,267	000/	OPERATING COSTS	5,762	F 220	700/	450		700	4.000	400	70	240					404	
7,248	7,322	7,267	99%	OPERATING COSTS	5,762	5,329	73%	459	176	280	1,277	138	78	249	4	34	5 1,494	588	181	60
(3,961)	(3,874)		-	CURRILIC / (DEFICIE)	(2,784)	(1,955)	50%	(444)	(176)	(243)	(1,118)	(96)	18	(89)	(4)	(346	) 1,169	(468)	(153)	(6)
(3,361)	(3,874)			SURPLUS / (DEFICIT)	(2,784)	(1,335)	50%	(444)	(1/6)	(243)	(1,118)	(96)	18	(89)	(4)	(346	1,169	(468)	(153)	(6)
				l .																
78	358			Capital Income	78	394	110%	160	-	22	14	-	-	-	-		- 48	3 -	150	-
				1																

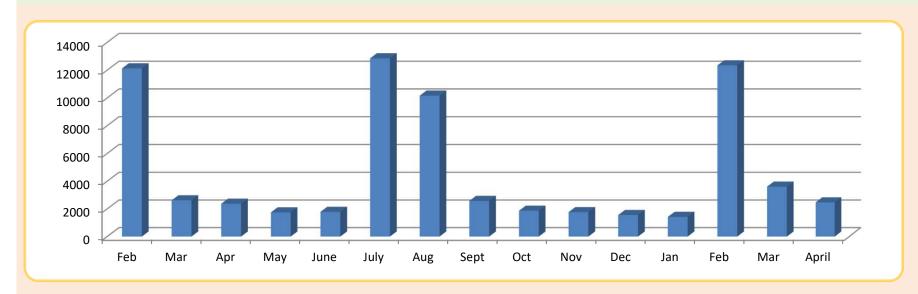
### Infrastructure Services Delivery Financial Performance : Apr 2018

**Operational Activities** 

Ex	cluding NDRRA	4									Core	Activities					
Actual 2016/17	Budget 2017/18	2017/18 Full Year Forecast	Forecast as % of budget	Operating Income	Last Year YTD		Actual percentage of Full Year Budget	Workshop & Fleet	Roads & Stormwater	Water	Sewerage	Asset Management	Survey	Design	Engineering Management	RMPC	Open Spaces
5,910	6,023	6,023	100%	Rates	5,299	5,541	92%	_		3,076	2,466						
157	69			Fees and charges	122	99	144%	1	1	82	2,400	4		2	1		
929	917			Private Works	609	383	42%			-				_	13	370	
95	119			Grants	73	80	67%	49	(8)	_					39	-	
(4)	41			Other	0	(3)	(9%)	-	0	3	7	(0)	-	-	(2)	(0)	
7,088	7,169	7,209	101%	OPERATING INCOME	6,103	6,100	85%	49	(7)	3,160	2,482	4	-	2	51	370	) (11)
<b>6,353</b> 2,570	<b>6,502</b> 2,739	2,739	100%	Operating expenses  Employee Related costs  Non Employee Related costs  Comprising:  Materials  Contracts  Contractors  Fleet  Property (electricity etc)  Insurance  Contributions/sponsorship  Consultants  Internal loan interest  Internal recharges  Other	4,906 1,789 337 364 257 608 623 100 62 148 (227) (944)	5,050 2,093 439 566 292 612 645 103 53 240 (213) (1,198) 555	<b>78%</b> 76%	550 (1,396) 18 52 8 598 2 33 - - (2,142) 36	1,363  195 250 107 9 214 - 5 16 - 560	532 436 67 27 45 1 241 26 2 20 (213) 176 43	485 460 61 28 19 1 1 91 11 42 -	9 8 46 0 1 32 0 19	166 26 4 - - 0 - - 17 4	155 12 - - - - - - - - 12	837 239 13 8 15 0 45 - 41 139 - (331) 310	212 258 36 36 - 0 28 - - - - 140 18	5 519 5 34 5 156 5 53 6 22 7 1 7 4 7 3 7 238
8,924	9,240	9,241	100%	OPERATING COSTS	6,694	7,143	77%	(845)	2,252	968	944	725	192	167	1,076	470	1,194
(1,835)	(2,072)			CURRILIC / (DESIGIT)	(591)	(1,043)	50%	895	(2,259)	2,193	1,537	(721)	(192)	(165)	(1,025)	(100)	(1,205)
3,056	3,634			SURPLUS / (DEFICIT)  Capital Income	2,230	3,598	99%	-	2,425	1,012	2		-	- (103)	-	-	

		Hinchinbrook Shire Council Historic Bank Summary												
\$m	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Non Staff costs	NDRRA	Closing Bal							
Jul-17	29.1	0.8	0.0	(0.8)	(2.6)	0.0	26.5							
Aug	26.5	4.4	0.0	(1.2)	(1.9)	0.0	27.8							
Sept	27.8	8.8	0.0	(1.0)	(1.9)	0.0	33.7							
Oct	33.7	1.8	0.0	(1.1)	(2.8)	0.0	31.6							
Nov	31.6	2.0	0.0	(1.4)	(2.5)	0.0	29.7							
Dec	29.7	2.2	0.0	(1.1)	(2.0)	0.0	28.8							
Jan	28.8	1.0	0.0	(1.0)	(0.9)	0.0	27.9							
Feb	27.9	2.0	0.0	(1.1)	(1.8)	0.0	27.0							
Mar	27.0	9.2	0.0	(1.0)	(2.0)	0.0	33.2							
Apr	33.2	2.3	0.0	(1.1)	(1.4)	0.0	33.0							
		н		ook Shire Co Bank Balar										
\$m				Dank Balar										
	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Non Staff costs	NDRRA	Closing Bal							
May	33.0	0.5	0.0	(2.0)	(3.0)	0.0	28.5							
June	28.5	0.9	0.0	(1.5)	(3.0)	0.0	24.9							

# **HSC Rates and Levies Debtors as at 30 April 2018**



figures in \$000s

Please note the interest free period on second half year rate payments was extended to 06 April due to floods.

all figures in \$'000	YTD actual at 30/4/2018	17/18 revised budget	16/17 audited	15/16 audited	14/15 audited	13/14 audited
Income						
Recurrent revenue						
Rates, levies & charges	24,183	24,639	24,390	24,140	22,929	22,377
NDRRA	10	10	50	7,212	17,008	20,636
Other	3,206	4,066	6,480	5,384	5,369	4,676
	27,399	28,715	30,920	36,736	45,306	47,689
Capital revenue	4,605	4,875	3,497	7,580	3,113	5,385
Total Income	32,004	33,590	34,417	44,316	48,419	53,074
Expenses						
Recurrent expenses						
Employee benefits	(11,057)	(14,461)	(14,111)	(13,342)	(13,424)	(13,036)
Materials and Services	(6,159)	(8,907)	(7,864)	(9,321)	(21,535)	(29,339)
Finance costs	(20)	(40)	(28)	(54)	(536)	(46)
Depreciation and Amortisation						
(apportioned full year budget)	(7,042)	(8,450)	(8,374)	(9,284)	(8,644)	(9,382)
, , , , , , , , , , , , , , , , , , ,	(24,278)	(31,858)	(30,377)	(32,001)	(44,139)	(51,803)
Capital income/(expenses)	52	(100)	(230)	(2,746)	(3,247)	(11,033)
Total expenses	(24,226)	(31,958)	(30,607)	(34,747)	(47,386)	(62,836)
Net result	7,778	1,632	3,810	9,569	1,033	(9,762)
Operating Surplus ratio	11%	-11%	2%	13%	3%	-9%

#### Notes:

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



## REPORT TO COUNCIL

## INFRASTRUCTURE SERVICES DELIVERY ACTIVITY REPORT FOR MONTH ENDING 30 APRIL 2018

## **Executive Summary**

This report is presented for the information of Council and includes an activity update for the month ending 30 April 2018.

## For Council Decision – Recommendation

That the report be received and noted.

### Officers Comment

Nil

#### WORKSHOP AND FLEET MANAGEMENT

- Prestart safety talks each morning
- Installing of new radios to fleet commenced
- New hand held radios now in service

#### Main Activities of the month

- Work Orders: 48 complete
- 16 Services 3 Light vehicles, 3 Truck, 5 Heavy Plant, 5 Light Plant
- Tyres and Alignments:
  - o Light vehicle 6
  - o Truck 6
  - o Heavy Fleet 6
  - o Light Fleet 0
  - o Alignments 1
  - o Puncture Repairs 1
  - o Windscreen 1
  - o Window repairs 0

#### Plant Incident Reports

- PA00396 Reversing damage to Water Cart Mt Fox range.
- PA00081 Reversing back into bay and hit gate
   Depot.
- PA00146 Member of public backed into parked council ute.

## Accident Damage

- PA00146 Repairs approved, no cost to council.
- PA00128 Repairs completed, returned to service.
- PA00377 Repairs completed, returned to service.

#### 17/18 Fleet Replacement

Please refer to Works Program Report.

## RFQ's Posted, Closing 9 May 2018

- RF002007 Supply & Delivery of One Crew Cab Truck-1- Localbuy
- RF002008 Supply & Delivery of One Crew Cab Truck-2- Localbuy
- RF002011 Supply & Delivery of One Loader-1-Localbuy

## Document Ready

 RF002012 - Supply & Delivery of One Loader-2 – On hold for review from Operations Manager – Environment, Waste & Local Laws

> File: 005/0007 Author: James Stewart

#### WORKS

Capital Projects underway this month – Refer Works Program Report.

Other activities this month:

- 18T2 Mount Fox TIDS This project is progressing well. The base gravel has been imported and compacted and final trimming completed on 24 April 2018. Bitumen was sprayed on Thursday, 26 April 2018. This project is scheduled for completion 4 May 2018.
- 18RS Annual Reseal Program All identified roads have been marked out and preparation works commenced 23 April 2018.
- 18T1 Wallaman Falls Road Upgrade An on-site meeting with Fulton Hogan was held to discuss the reseal works of the identified sections. They will be providing a spray design and a price for the works.
- 18T7 Abergowrie Road TIDS Drainage Improvements RFQ has been completed, awaiting prices for the kerb and channel installation works. A contractor has been pre-booked for dig out works.
- 18LG Lucinda Groynes This project is being scheduled in conjunction with the Kerb Crossing Improvements in the Lower Herbert area. While the crew is unable to work on the Lucinda groynes because of the tide heights they will be engaged on the kerb crossing improvements.
- 18T5 Menzies Street TIDS Fulton Hogan conducted a site inspection on Thursday, 26 April 2018 and asphalt works are scheduled for Thursday, 17 May 2018.
- 18R6 Jourama Road Upgrade Draft plans have been received and communication will commence 1 May 2018.
- 18T8 Elphinstone Pocket Road Roadwork and Signage Upgrade Pre-start meeting is scheduled for 1 May 2018.

#### **DESIGN**

- Plans finalised for the Jourama Road and Jourama Falls Road Upgrade Project.
- Plans finalised for the Nebbias Road Upgrade Project.
- Undertaking design of proposed Aerodrome development.

#### PARKS AND OPEN SPACES

- Preparations for ANZAC Day including finalising the botanical gardens vegetation clearing project have been completed thanks to great work by some of the Parks and Gardens staff.
- Two dying trees in Ann Street behind Woolworths are being removed. Also two large rain trees have been pruned above the road way for clearance.

#### **SURVEY**

Projects underway this month include:

- Helens Hill Road Survey of unmaintained road section completed. Next stage is to be completed by the Design Department to design and estimate upgrading the road and drainage to Council standard.
- Building Our Regions Preservation of Survey Marks Atkinson Street.
- Hawkins Creek Road Preservation of Survey Marks at Elphinstone Creek Bridge.
- Horse Sports Arena Draft site plan for building certification. Draft plan of underground infrastructure. As—constructed survey of new water mains.
- Townsville Road As-constructed raw water main Como Road to Larsens Road.
- Dangercamp Road Survey for design completed and passed onto Design area.
- Herbert River Located water gallery manhole for Water and Sewerage.
- Warrens Hill Road Water monitoring bore levels for GHD.
- New Ingham Cemetery Marked Anglican grave section.

#### ASSETS AND INFRASTRUCTURE

Projects underway this month include:

- Baillies Bridge Detailed Design:
  - Cardno are finalising the detailed design.
  - Tender for construction of the replacement bridge to be released mid May.
- Dungeness Floating Walkway:
  - o Australian Marine & Civil Pty Ltd are finalising the design and fabrication of the new floating walkway.
  - o Works on site to commence in May.
- Dungeness Channel Dredging:
  - o Jacobs Group completed the geotechnical investigation for the Dungeness Channel Dredging Project as well as for the proposed new floating walkway at Dungeness, and have issued their final report.
  - A briefing session with Council was undertaken, summarising the findings of the investigation and identifying the preferred way forward.
- LGGSP Flood Monitoring Instruments Remote Cameras and Rain Gauges:
  - o 5 new rain gauge stations have arrived and are ready for installation, which is proposed to be undertaken in September 2018 (dependant on access and availability of BOM/internal crew).
  - o Procurement for the supply and installation of remote cameras has commenced.
- QDRRA Program Manager March 2018 Flood Events:
  - o 12 April QDRRA Program Manager commenced, Keith Metcalfe.
  - o Benchmarking workshop meeting undertaken with QRA, along with numerous site inspections.
  - o QDRRA Program Manager undertook a review of the status of the Emergent Works Program.
  - Meeting with the Depot Works Supervisors was undertaken regarding the status of damage pickup.
    - § Defined that there are 2 separate events Flooding Event 6-10 March and TC Nora 24-29 March
    - § Defined emergent works as a priority immediate post-disaster repairs (up to 60 days) including clean-up of guide costs, removal of silt/debris, earthmoving works, rock placing, erection of barriers/warning signage, pothole patching and other minor works e.g. temporary works such as side-tracks/detours.
    - § Nev Louk brought on as the primary Works Supervisor for the delivery of emergent works.
  - o Review of Asset Edge Recover data was undertaken for the damage pickup from both events.
  - o Barbagallos Road was identified as a priority reconstruction job as the road was required as access for the reconstruction of cane rail tracks in the vicinity. Timrith transport was engaged to complete the reconstruction of Barbagallos Rd in conjunction with the railway repairs.
  - Emergent Works typical works program.
    - Rivers and tributaries replace/repair flood markers, bridge width markers, guide posts and signs. Lannercost creek x3 crossings, Venables crossing, Liborio's bridge, Newton's crossing, Foot creek, Wallaman Falls.
    - § Old Wharf Road 1x truck and dog load of gravel and 1x tandem truck.
    - Mt Fox Area emergent grading (side roads).
    - § Orient Road clean out table drains, pipes and pits.
    - § Ingham Line (Bambaroo) signs, hazard markers, guide posts.
    - § Temporary Repair Pipe Blows Nebbias Road, Marshalls Road, Pomona Rd, Girgentis Road.
    - § Flowcon Cardwell Range side roads, Hawkins Creek.

#### Other activities this month:

- Number of Flood Certificates = 1
- Number of Storm Surge Certificates = 1
- Number of GIS Map Requests = 2
- Number of Works in Road Corridor Permits = 6

## WATER AND SEWERAGE

Please see the Water and Sewerage Works Program Report.

## INFRASTRUCTURE SERVICES DELIVERY ACTIVITY REPORT FOR MONTH ENDING 30 APRIL 2018

## **EXTERNAL MEETINGS**

- EMISD Leave Tuesday 3 to Friday 6 April 2018
- Long Pocket Road, Road Widening Tender Feedback Meeting Wednesday, 11 April 2018
- Arup Consultants Lucinda Marina Meeting Wednesday, 11 April 2018
- Infrastructure Recovery Sub Group Meeting Wednesday, 11 April 2018
- Master Recovery Group Meeting Friday, 13 April 2018
- Old Reconstruction Authority Benchmarking Workshop Friday, 13 April 2018
- SMEC MIPP Forrest Beach Sewerage Scheme and Herbert River Intake Weir Monday, 16 April 2018
- Native Title Consent Determination, Mungalla Friday, 20 April 2018





# EXECUTIVE MANAGER INFRASTRUCTURE SERVICES DELIVERY MONTHLY STATUS REPORT - MAY 2018

#### For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number - 240418-26 - RF002014 - Supply and Delivery of Two Heavy Duty Galvanized Tandem Trailers

That Council accept the offer from Ingham Rural Supplies for the supply and delivery of two heavy duty galvanized tandem trailers for \$5,663.64 each for a total of \$11,327.28 excl GST.

#### Status:

May 2018 Update – Purchase order has been issued.

Matter Closed

Resolution Number - 240418-25 - RF002013 - Supply and Delivery of One Zero Turn Mower

That Council accept the offer from Brescianini Motors for the supply and delivery of one zero turn mower, without trade of plant PA00034 for a net changeover of \$12,275.00 excl GST.

#### Status:

May 2018 Update – Purchase order has been issued.

Matter Closed

Resolution Number – 240418-24 – RF002010 – Supply and Delivery of One Vibrating Smooth Drum Roller

That Council accept the offer from Conplant for the supply and delivery of one vibrating smooth drum roller including the optional extras of diagnostic tool and compaction control systems, with trade of plant PA00067 for a net changeover of \$137,700.00 excl GST.

#### Status:

May 2018 Update - Purchase order has been issued.

Matter Closed

Resolution Number – 240418-23 – RF002009 – Supply and Delivery of One Motor Grader

That Council accept the offer from Hastings Deering for the supply and delivery of one motor grader including the grader roll duo attachment, with trade of plant PA00008 for a net changeover of \$390,714.00 excl GST.

#### Status:

May 2018 Update – Purchase order has been issued.

Matter Closed

Resolution Number - 240418-09 - Recruitment of Vacant Permanent Position - Leading Hand Ganger

That Council approve to replace the Leading Hand Ganger position.

#### Status:

May 2018 Update – Recruitment process has commenced.

Matter Closed

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

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

Author: James Stewart

Position: Executive Manager Infrastructure Services Delivery

#### Status

May 2018 Update – Forrest Beach Lions Club yet to submit the final Ergon account to HSC for payment. Transfer of Vince Corbett Park electricity to Council's billing is complete.

April 2018 Update – Waiting for Forrest Beach Lions Club to provide the final account to HSC for payment, several requests have been made to date.

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

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

Matter Closed

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

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

#### Status:

May 2018 Update – EMISD to progress this by developing minimum requirements for Park Hierarchies classifications – Local, District and Regional Parks.

April 2018 Update – Due to multiple requests of a similar nature, a position or policy needs to be developed.

March 2018 Update - On hold.

February 2018 Update -On hold.

January 2018 Update - On hold.

December 2017 Update - On hold.

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

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

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

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

#### Status.

May 2018 Update – Currently with the Design Department to complete plans and cost estimates for the road and drainage upgrades required.

April 2018 Update – Completion of survey field work anticipated by 20 April 2018, then design stage can commence.

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

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

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

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

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

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

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

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

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

#### Status:

May 2018 Update – EMISD to progress this by developing minimum requirements for Park Hierarchies classifications – Local, District and Regional Parks.

April 2018 Update – Awaiting review of LGIP to provide direction on how to proceed with this item.

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

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

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

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

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

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

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

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

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

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

## That Council:

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

#### Status:

May 2018 Update –The only outstanding works on this project is the reconstruction of cross drainage structures.

April 2018 Update – Assets to be created following completion of capital works. Site conditions currently unfavourable due to recent weather events.

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

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

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

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

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

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

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

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

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

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

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

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

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



## REPORT TO COUNCIL

#### WATER AND SEWERAGE WORKS PROGRAM REPORT

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

## Officers Comment

This Water and Sewerage Program Report is to be presented at Council's Ordinary Meeting scheduled to be held on 29 May 2018.

## Works Currently in Progress

## Major Works Performed During April 2018

- Trickling Filter Refurbishment Complete
- · Hinchinbrook Water Security Project Pilot Bore Drilling

## Works Scheduled to be Completed During May 2018, Weather Permitting

- Victoria Mill Road Water Main Replacement Procurement
- Sewerage Pump Station 12 & 15 Upgrades
- Hinchinbrook Water Security Project Final Designs and Tender Documentation

## Works Scheduled to Commence During May 2018

- Smoke Testing Procurement
- Sewerage Pump Station Lid Replacement Procurement

Author: Peter Martin

Position: Manager Water and Sewerage

Date: 14/05/18



Construction

Project Description	Program	me Estimate 2	2017/18	2017/2018				<u> </u>									
(Project Code)	HSC Budget	Other Source	Total	Actual Expenditure				C	omme	nts &	Projec <sup>1</sup>	t lime	line				
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					<ul> <li>Project of</li> </ul>	comple	ete.										
					Lifetime Ex	pendit	ure =	\$2	40,90	2		Lifeti	me Bu	dget =	\$300	,000	
						Pr	oject C	omple <sup>-</sup>	ted <b>ü</b>			Asset	s Creat	ted/Pro	oject C	apitalis	sed
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(WATER TIETRATION 13-10)					2016/17 Forecast	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Actual		С	<i></i>	П								
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	С									1		
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						Pr	oject C	omple <sup>-</sup>	ted <b>ü</b>			Assets	s Creat	ted/Pro	oject C	apitalis	ed
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W. L. C					Forecast											С	
Water Security Fencing and CCTV (DEPOT WTP UPGRADES 15-16)	\$13,000	\$0	\$13,000	\$12,776	Actual	بلبا						Щ	Ц.	С	Щ		0
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Construction

Project Description	Program	me Estimate 2	2017/18	2017/2018	
(Project Code)	HSC Budget	Other Source	Total	Actual Expenditure	Comments & Project Timeline
					Project complete.
					Lifetime Expenditure = \$35,703 Lifetime Budget = \$35,000
					Project Completed <b>ü</b> Assets Created/Project Capitalised
New Water Connections 16-17	¢7,000	Φ0	¢/ 000	<b>ቀ</b> ር ንን/	2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jur
(NEWWATCONN 16-17)	\$6,000	\$0	\$6,000	\$5,336	Forecast C
					Actual C
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jur Forecast
					Actual
					Project complete.
					Lifetime Expenditure = \$534,390 Lifetime Budget = \$500,000
ucinda Low Level Reservoir					Project Completed ü Assets Created/Project Capitalised
Refurbishment					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jur
(LUCINDA L/LEVEL RES REFURB 15-	\$45,000	\$0	\$45,000	\$0	Forecast C C
16)					Actual C
,					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jur
					Forecast
					Actual
					Project completed.
					Lifetime Expenditure = \$26,133 Lifetime Budget = \$150,000
Ingham WPS Creek Crossing Bridge					Project Completed <b>ü</b> Assets Created/Project Capitalised
ngham WPS Creek Crossing Bridge enewal I 7W-BLDG-R1)	\$50,000	\$0	\$50,000	\$19,783	2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jur
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					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jur
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Project Description	Program	me Estimate 2	2017/18	2017/2018					0								
(Project Code)	HSC Budget	Other Source	Total	Actual Expenditure					Comme	ents &	Projec	t iime	line				
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					Lifetime Exp	penditu	ure =	\$	577,183	3		Lifeti	ime Bı	udget =	\$200	0,000	
						Pro	ject C	ompl	eted <b>ü</b>			Asset	s Crea	ited/Pr	oject (	Capitalis	sed
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(17W-PUMP-R2)					Actual										Р	T	
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Project Description	Program	me Estimate 2	2017/18	2017/2018					^								
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Construction

Project Description	Program	me Estimate 2	2017/18	2017/2018					^			. T'					
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(SEWER PUMPS UPGRADE 15-16)					Forecast											С	
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18S-SPSU-R1)					Forecast Actual		-		++	++		$\vdash$	++		$\vdash$	++	
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					NQ Excav	/ations	awar	ded th	ne conti	act to	supply	and ir	ıstall u	Itrasor	ic flow	mete	rs.
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						Pro	ject C	omple	eted			Asset	s Crea	ited/Pr	oject (	apita	lised
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stall Flowmeter SPS4 7S-FLOW-N2)	\$28,000	\$0	\$28,000	\$13,367	Forecast	I	riag	J	1	1101		Jan	P	Wildi	C	177	34.7
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Project Description	Program	me Estimate :	2017/18	2017/2018							<b>.</b> .						
(Project Code)	HSC Budget	Other Source	Total	Actual Expenditure					Comm	ents &	Projec	t lime	line				
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Install Flowmeter SPS5	\$30,000	\$0	¢20,000	¢12.247	2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
(17S-FLOW-N3)	\$30,000	\$0	\$30,000	\$13,367	Forecast		$\vdash$		$\perp$				Р		С	4	
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Wetlands Inlet - pH, DO and					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Conductivity Sensors	\$6,000	\$0	\$6,000	\$6,269	Forecast								С				
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Dolino 150mm Cravity Cowar 14 17					2016/17	Jul	Aug			Nov	Dec	Jan	Feb			Мау	
eline 150mm Gravity Sewer 16-17 7S-MAIN-R1)	\$5,000	\$0	\$5,000	\$5,861	Forecast		I	1		11					1	1110	С
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Construction

Project Description	Program	me Estimate 2	2017/18														
(Project Code)	HSC Budget	Other Source	Total	Actual Expenditure				•	Comme	ents &	Projec	t lime	line				
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					Lifetime Ex	pendit	ure =	\$2	24,950			Lifeti	me Bu	ıdget =	\$150	,000	
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Manhole Refurbishment 16-17	¢4.000	Φ0	¢ 4 000	¢2.200	2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
(17S-MANH-R1)	\$4,000	\$0	\$4,000	\$2,288	Forecast											С	
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eplace Sewerage Pump Station Lids									eted <b>ü</b>					0			sed <b>ü</b>
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16-17	\$5,000	\$0	\$5,000	\$5,017	Forecast					С							C
(17S-SPSU-R1)					Actual										P		С
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast Actual	C			++	$\vdash$	$\vdash$					$+\!+$	+
					To be pro		l ac na	rt of S	DS 12	<i>ջ.</i> 15 ւ	ınaradı	20					
					Lifetime Ex		•	\$(		Q IJ C	ipgraut		mo Ru	ıdget =	\$25.0	200	
General Sewerage Pump					LITE LITTLE LX		oject C							ted/Pro			boa
Replacement 16-17					2016/17	Jul	Aug			Nov	Dec		Feb		Apr		
(17S-SPSU-R2)	<del>\$30,000</del>	\$0	<del>\$30,000</del>	\$0	Forecast	341	7 lag	Jep		C	<i>D</i> 000	Jan	1 1	IVIGI	7.101	Way	13011
udget added to this year's project 3S-SPSU-R1)					Actual												
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
,					Forecast	Р			С							$\coprod$	
					Actual			Р					С				



Project Description	Program	me Estimate :	2017/18	2017/2018															
(Project Code)	HSC Budget	Other Source	Total	Actual Expenditure					Cor	mme	nts &	Projec	t Time	line					
					Project contact of the project	•													
					Lifetime Ex				\$118						udget :				
							oject (					1 -			ated/P				
Replace Switchboard ISTP	\$131,000	\$0	\$131,000	\$99,805	2016/17	Jul	Aug	Se	eр	Oct	Nov	Dec	Jan	Feb	Mai	- Ap	or M	lay	Jun
(17S-SWBD-R1)	\$131,000	ΨΟ	\$131,000	Ψ77,003	Forecast Actual		_							С	P		C		-
					2017/18	Jul	Aug	Se	ep a	Oct	Nov	Dec	Jan	Feb		- Ap			Jun
					Forecast		)		-	T	T		1	11		1			
					Actual		)							tt			+		
					<ul> <li>Project c</li> </ul>	comple	te.												
					Lifetime Ex	pendit	ure =		\$15,	457			Lifet	ime Bı	udget	= \$30	0,000	,	$\neg$
						Pro	ject (	Comp	olete	dü			Asset	s Crea	ated/P	roject	Capi	talise	ed
Replace RMF Server					2016/17	Jul	Aug	Se	ep	Oct	Nov	Dec	Jan	Feb	Mai	Ap	or M	1ay	Jun
(17S-TELM-R1)	\$3,000	\$0	\$3,000	\$2,100	Forecast									Р				(	С
					Actual						Δ.			P	1 1 1				
					2017/18	Jul	Aug	Se	ep	Oct	Nov	Dec	Jan	Feb	Mai	Ap	or M	iay	Jun
					Forecast Actual		_							++		+++	+	++	+
					Actual												<u> </u>		
					Lifetime Ex	nondit	ıro –		\$2,5	17			Lifot	imo Ri	udget	_ ¢1F	5.000		
Upgrade Sewer TLC-02-01 to TLX 16-					LITERITIE LX		oject (								ated/P				74
17	\$ <del>10,000</del>				2016/17	Jul	Aug			Oct	Nov	Dec	Jan	Feb			or M		Jun
		\$0	<del>\$10,000</del>	\$0	Forecast	1	Tiag		7	<u> </u>	C	B 00	Jan	1 1	111	1	<del></del>		
(Budget added to this year's project					Actual		1				П					1 1	_		
18S-TELM-R1)					2017/18	Jul	Aug	Se	ep .	Oct	Nov	Dec	Jan	Feb	Mai	- Ap	r M	1ay	Jun
					Forecast							С							
					Actual														

Project Description	Program	me Estimate 2	2017/18	2017/2018					2									
(Project Code)	HSC Budget	Other Source	Total	Actual Expenditure				(	Comme	ents &	Projec	t lime	line					
					Project Co	omple	te											
					Lifetime Ex	pendit	ture =	\$	76,915	)		Lifeti	me B	udget =	= \$11	10,00	0	
						Pr	oject C	omple	eted			Asset	s Crea	ated/Pr	oject	t Capi	talise	ed
Refurbishment Trickling Filter Ingham	<b>#100 000</b>	Φ.Ο.	<b>#100.000</b>	Φ <b>7</b> 4 ΕΩ4	2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Αp	or M	1ay	Jun
STP (17S-TPTU-R1)	\$108,000	\$0	\$108,000	\$74,534	Forecast										Щ		Ц	С
(173-1110-1(1)					<i>Actual</i> 2017/18	Jul	Λιια	Son	Oct	Nov	Doc	lan	Feb	Mar	Ar	or M	10V	lun
							Aug	Sep		C	Dec	Jan	rec	iviai	Ap	)I IV	1ay	Jun
					Forecast Actual		P	A	А				Ċ				H	
					Project of	comple	ete.											
					Lifetime Ex	pendit	ure =	\$3	37,043	}		Lifeti	me B	udget =	= \$30	0,000		
						Pr	oject C	omple	eted <b>ü</b>			Asset	s Crea	ated/Pr	oject	t Capi	talise	ed
Replace Handrails/Walkways	40.000	4.0	40.000	***	2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Αp	or M	lay	Jun
Digesters	\$3,000	\$0	\$3,000	\$10,461	Forecast			С										
7S-TPTU-R2)					Actual	11	A =	Cara	0-4	C		C	F - 1-	A 4 =	1	A	1	
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Αp	or IV	lay	Jun
					Forecast Actual	C			++		$\vdash$			++	+		H	-
Capital Works Carry Overs	\$621,000	\$0	\$621,000	\$422,936	ricidar													





Project Description	Program	me Estimate :	2017/18	2017/2018	
(Project Code)	HSC Budget	Other Source	Total	Actual Expenditure	Comments & Project Timeline
2017-2018 Capital Projects					
Installation of New Water Connections 17-18 (18W-CONN-N1)	\$50,000	\$0	\$50,000	\$11,434	Delivered by Council staff.     New connections installed as required.  Project Completed
Renewal of Existing Water Connections 17-18 (18W-CONN-R2)	\$15,000	\$0	\$15,000	\$16,647	To be delivered by Council staff.     Replacements as required.  Project Completed
Fire Hydrant Replacements 17-18 (18W-HYDT-R1)	\$25,000	\$0	\$25,000	\$19,153	To be delivered by Council staff. Hydrant replacements selected.      Project Completed
Pressure Monitoring Replacements 17-18 (18W-INST-R1)	\$150,000	\$0	\$150,000	\$31,530	Hinco Instruments awarded the contract for supply and delivery of replacement pressure monitors. \$45K committed.      Project Completed



Project Description	Program	me Estimate 2	2017/18	2017/2018	
(Project Code)	HSC Budget	Other Source	Total	Actual Expenditure	Comments & Project Timeline
Water Main Replacements 17-18 (18W-MAIN-R1)	\$200,000	\$0	\$200,000	\$7,313	Works to be undertaken by contractors.     Design being finalised.     RFQ to be released early May.      Project Completed
Replace Macknade Booster Pump Sets (18W-PUMP-R1)	\$60,000	\$0	\$60,000	\$35,769	<ul> <li>Pump set installed and fully operational.</li> <li>Project Completed ü Assets Created/Project Capitalised</li> <li>2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jule</li> <li>Forecast P C C C C C C C C C C C C C C C C C C</li></ul>
Replace Forrest Beach WTP Transfer Pumps (18W-PUMP-R2)	\$50,000	\$0	\$50,000	\$16,984	Pumps installed and fully operational.      Project Completed
Replace Floating Cover - Ingham Depot WTP (18W-RESR-R1)	\$100,000	\$0	\$100,000	\$16,125	Initial inspection completed by Australian Lining Company in July.     Will be incorporated into the new WTP upgrade.      Project Completed     Assets Created/Project Capitalised     2017/18    Jul    Aug    Sep    Oct    Nov    Dec    Jan    Feb    Mar    Apr    May    July     Forecast    A    P
Bitumen Seal Base Lucinda Low Level Res (18W-RESR-R2)	\$50,000	\$0	\$50,000	\$0	Council Works Department looking at this work. Expected to start mid June.      Project Completed     Assets Created/Project Capitalised     2017/18    Jul    Aug    Sep    Oct    Nov    Dec    Jan    Feb    Mar    Apr    May    Ju    Forecast

Project Description	Program	me Estimate 2	2017/18	2017/2018	
(Project Code)	HSC Budget	Other Source	Total	Actual Expenditure	Comments & Project Timeline
Un manda Watan Cuitabha anda uith					Works to be undertaken by contractors with consultation from I.T. Expected to start mid June.
Upgrade Water Switchboards with PLC Control 17-18	\$30,000	\$0	\$30,000	\$0	Project Completed Assets Created/Project Capitalised
(18W-SWBD-N1)	\$30,000	Φ0	\$30,000	ΦΟ	2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
(1000 30000 101)					Forecast P C C
					Actual Actual
					Pilot Bore Drilling to completed in early April.
Depot Treatment Plant Upgrade 17-					Designs and tender documentation to be finalised by end of May.
18	\$480,000	\$400,000	\$880,000	\$66,939	Project Completed Assets Created/Project Capitalised
(18W-TPTU-N1)	\$400,000	\$400,000	\$000,000	ΨΟΟ, 737	2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
(1011 11 10 111)					Forecast P A P C
					Actual P A P C A
					To be delivered by Council staff.
Valve Replacements		\$0	\$25,000		Project Completed Assets Created/Project Capitalised
(18W-VALV-R1)	\$25,000				2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
(TOW WILL KT)					Forecast C
					Actual C
					Works to be carried out by contractors. Possible Collaboration Project with Burdekin.
					Work in May & June when sewers are empty.
Smoke Testing 17-18	\$100,000	\$0	\$100,000	\$0	Project Completed Assets Created/Project Capitalised
(18S-FLOW-N3)	\$100,000	ΨΟ	Ψ100,000	ΨΟ	2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast P C
					Actual Actual Actual Actual Actual Actual
					PDM has be awarded the contract to commence LiDAR scanning of selected
					manholes.
Manhole Refurbishment 17-18	\$100,000	\$0	\$100,000	\$46,265	Project Completed Assets Created/Project Capitalised
(18S-MANH-R1)					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast C
					Actual C P P

Project Description	Program	me Estimate 2	2017/18	2017/2018							_								
(Project Code)	HSC Budget	Other Source	Total	Actual Expenditure	Comments & Project Timeline														
Replace Confined Space Trailer &					<ul> <li>Alliance</li> <li>Trailer and</li> </ul>	_				tract f	or Su	ipply	and [	Deliver	y of O	ne Co	nfine	ed Sp	oace
Equipment	\$50,000	\$0	\$50,000	\$50		Pr	oject	Comp	leted				Asset	s Crea	ated/P	roject	Сар	italis	sed
(18S-PTEQ-R1)	Ψ30,000	ΨΟ	\$30,000	Ψ30	2017/18	Jul	Aug	Se	00	t No	ov [	Dec	Jan	Feb	Mai	^ Ap	r I	Иау	Jun
(1001.12411)					Forecast Actual					P					P				
General Sewerage Pump					<ul><li>To be de</li><li>Replace</li></ul>		_			•	•							•	
3 1	\$30.000	\$0	\$30,000			Pr	oject	Comp	leted				Asset	s Crea	ated/P	roject	Сар	italis	sed
	+00/000				2017/18	Jul	Aug	Se	00	t No	ov [	Dec	Jan	Feb	Mai	^ Ap	r 1	Иау	Jun
					Forecast		г г	<del></del>			1	(					T	1	
					Actual			00.45			ш,			Щ.					Щ
		\$0	\$531.000	\$174,625	<ul> <li>Refurbis of May.</li> </ul>	nmen	01.5	PS 15	nas c	omme	ncea	. Proj	ject e	кресте	ea to b	e com	piet	ea by	y ena
Structural Refurb SPS 12 & SPS 15	\$531.000					Pr	oject	Comp	leted				Asset	s Crea	ated/P	roject	Сар	italis	sed
(18S-SPSU-R1)	Ψ331,000	ΨΟ	Ψ331,000	Ψ174,020	2017/18	Jul	Aug	Se	00	t No	ov [	Dec	Jan	Feb	Mai	Αp	r I	Иау	Jun
					Forecast Actual	Р		P		С	Ŧ			(					
					• RFQ to be	e relea	ised I	ate M	ay.										
Replace Sewerage Pump Station Lids		\$0	\$25,000	\$0	• Manufac				-	nence	in Ju	ine.							
	\$25,000					Pr	oject	Comp	leted				Asset	s Crea	ated/P	roject	Сар	italis	sed
(18S-SPSU-R2)	\$25,000				2017/18	Jul	Aug			t No	ov [	Эес	Jan	Feb				Мау	Jun
(103-31-30-112)					Forecast		Ī	Ī		Р						T		(	С
					Actual	Р													



Project Description	Program	me Estimate :	2017/18	2017/2018							
(Project Code)	HSC Budget	Other Source	Total	Actual Expenditure	Comments & Project Timeline						
Replace Switchboard SPS (18S-SWBD-R1)	\$100,000	\$0	\$100,000	\$54,081	<ul> <li>Jeff &amp; Pitsi Lahtinen Electrical have been awarded the contract for supply and delivery of Sewerage Pump Station Switchboards.</li> <li>Switchboards haved arrived and are awaiting installation</li> <li>Design for Switchboard Stand are being finalised.</li> <li>Project Completed Assets Created/Project Capitalised</li> <li>2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast P</li> <li>Actual P</li> </ul>						
Upgrade Sewer TLC-02-01 to TLX 17-					Eaton/Elpro pricing replacement radios. Changeover in May with routine service.      Project Completed						
18 (18S-TELM-R1)	\$25,000	\$0	\$25,000	\$0	2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast C P P P P P P P P P P P P P P P P P P						
2017/2018 Capital Works	\$2,196,000	\$400,000	\$2,596,000	\$502,459							

Water and Sewerage Operational Costs Progress Report

	Fir	Financial Year 17/18 YTD Costs			April 17/18	Fi	inancial Year 16/17 YTD Co	ests	Financial Year 16/17 YTD	Financial Year 16/17	April 16/17
	Reactive	Scheduled	Operational	Total Costs		Reactive	Scheduled	Operational	Total Costs	Total Costs	
Water Connection Operations & Maintenance	\$80,557.64	\$45,163.37	\$4,928.55	\$130,649.56	\$11,963.86	\$89,565.71	\$94,501.78	\$5,701.73	\$189,769.22	\$228,867.00	\$37,169.81
Water Fire Hydrant Operations & Maintenance	\$37,783.60	\$793.76	\$4,433.96	\$43,011.32	\$527.32	\$13,583.10	\$0.00	\$3,730.68	\$17,313.78	\$19,365.32	\$794.78
Water Mains Operations & Maintenance	\$4,211.19	\$0.00	\$6,263.22	\$10,474.41	\$980.35	\$21,623.49	\$0.00	\$4,791.18	\$26,414.67	\$26,680.51	\$1,058.02
Water Valve Operations & Maintenance	\$6,002.47	\$0.00	\$9,712.29	\$15,714.76	\$591.23	\$4,537.09	\$0.00	\$2,736.73	\$7,273.82	\$9,117.80	\$1,275.64
Vater Pump Station Operations & Maintenance	\$10,565.56	\$5,785.06	\$190,544.30	\$206,894.92	\$6,810.28	\$1,882.09	\$5,103.82	\$220,043.19	\$227,029.10	\$293,966.06	\$13,955.32
Vater Pumps Operations & Maintenance	\$36,055.37	\$0.00	\$0.00	\$36,055.37	\$5,579.09	\$24,957.43	\$0.00	\$0.00	\$24,957.43	\$47,328.51	\$3,815.85
Water Switchboard Operations & Maintenance	\$19,743.89	\$5,748.72	\$0.00	\$25,492.61	\$184.08	\$6,262.89	\$1,979.43	\$0.00	\$8,242.32	\$15,874.74	\$201.46
Water Treatment Plant Operations & Maintenance	\$3,022.47	\$16,437.23	\$216,548.34	\$236,008.04	\$9,421.34	\$0.00	\$4,990.14	\$211,280.42	\$216,270.56	\$302,920.56	\$24,180.06
Vater Tower Operations & Maintenance	\$7.50	\$0.00	\$8,290.90	\$8,298.40	\$138.92	\$0.00	\$0.00	\$7,200.92	\$7,200.92	\$8,659.76	\$824.75
Vater General Operations	\$60.00	\$0.00	\$87,015.98	\$87,075.98	\$9,992.56	\$2,393.46	\$18,079.81	\$31,577.90	\$52,051.17	\$79,306.21	\$9,437.21
Sewer Connection Operations & Maintenance	\$2,089.08	\$124.03	\$385.39	\$2,598.50	\$178.60	\$2,642.29	\$0.00	\$134.54	\$2,776.83	\$14,434.28	\$0.00
Sewer Mains Operations & Maintenance	\$4,108.87	\$1,047.36	\$1,872.14	\$7,028.37	\$649.25	\$5,017.12	\$1,636.00	\$1,436.05	\$8,089.17	\$8,914.12	\$0.00
Sewer MHoles Operations & Maintenance	\$1,000.27	\$0.00	\$7,393.40	\$8,393.67	\$0.00	\$0.00	\$0.00	\$1,501.13	\$1,501.13	\$1,501.13	\$0.00
Sewer Pump Station Operations & Maintenance	\$0.00	\$0.00	\$170,631.91	\$170,631.91	\$10,447.28	\$0.00	\$0.00	\$180,341.46	\$180,341.46	\$280,979.73	\$11,448.34
Sewer Switchboard Operations & Maintenance	\$25,757.30	\$4,976.02	\$0.00	\$30,733.32	\$4,878.96	\$22,680.47	\$1,024.02	\$0.00	\$23,704.49	\$36,274.11	\$1,307.08
Sewer Treatment Plant Operations & Maint	\$5,738.04	\$3,849.48	\$183,700.20	\$193,287.72	\$15,280.32	\$10,734.53	\$2,709.49	\$166,843.36	\$180,287.38	\$253,688.22	\$16,166.20
iewer Pumps Operations & Maintenance	\$50,894.12	\$2,862.92	\$0.00	\$53,757.04	\$3,742.66	\$39,666.95	\$0.00	\$0.00	\$39,666.95	\$56,362.30	\$6,260.96
ewer General Operations	\$0.00	\$0.00	\$76,608.52	\$76,608.52	\$9,722.96	\$0.00	\$0.00	\$74,017.26	\$74,017.26	\$91,176.99	\$12,039.71
iewer Wetlands Operations & Maintenance	\$0.00	\$1,047.78	\$28,296.42	\$29,344.20	\$833.61	\$0.00	\$653.77	\$21,887.53	\$22,541.30	\$31,604.00	\$1,088.19
	\$287,597.37	\$87,835.73	\$996,625.52	\$1,372,058.62	\$91,922.67	\$245,546.62	\$130,678.26	\$933,224.08	\$1,309,448.96	\$1,807,021.35	\$141,023.38

 • Total Water Budget
 \$1,000,609.00

 • Total Seweage Budget
 \$1,195,625.00

# Trickling Filter Refurbishment















# Trickling Filter Refurbishment













## **Water & Sewerage Works Request Report**



For the Month of April 2018

				the Month of April 2010
	Request	Action	Percentage	
Category	Lodged	Completed	Completed	
Installed New Connection	0	0		
Repaired Broken Service	16	16	100.0%	
Low Pressure	0	0		
Sewerage Odour	0	0		
Sewerage Odour	U	U		
Replaced Jumper Valve	1	1	100.0%	
Repair Broken Main	1	1	100.0%	
Dirty Water	0	0		
Sewerage Blockage	0	0		
Other Requests	32	20	62.5%	
•				
TOTALS:	50	38	76.0%	

## **Water & Sewerage Works Request Report**

## For the Financial Year to April 2018

Category	Request	Action	Percentage	Comments
	Lodged	Completed	Completed	
Installed New Connection	12	12	100.0%	
Repaired Broken Service	118	118	100.0%	
Low Pressure	0	0		
Sewerage Odour	0	0		
Replaced Jumper Valve	29	28	96.6%	
Repair Broken Main	3	3	100.0%	
Dirty Water	9	9	100.0%	
Sewerage Blockage	1	1	100.0%	
Other Requests	359	341	95.0%	
TOTALS:	531	512	96.4%	

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

APRIL

2018



## 1. WATER

Quarterly

Tests Taken Tests Failures

Tests Passed % Passed

11 0

11 100%

12 0

12 100%

	Ingham River PS	Martin St. Depot WTP	Halifax WTP	Macknade WTP	Forrest Beach WTP
Total KI Pumped	3366	100194	0	18541	18368
Previous Month	0	106176	0	17537	12203
	Halifax Depot	ing to F/Bch Flow			
Total KI Pumped	6340	4751			
Previous Month	4786	3298			

## 2. WATER CONSUMPTION

	Total KI	Mean Day	Max Day	Min Day	l/c/d	Prev. Month
SCHEME 1 - Ingham/Toobanna/Trebonne	92469	3082	4343	0	454	481
SCHEME 2 - Halifax/Lucinda/Cordelia/Macknade/Taylors Beach	24881	829	1301	0	252	226
SCHEME 3 - Forrest Beach	18368	733	558	422	437	291

3. SEWERAGE Prev Month

TOTALS

40 100%

	Total KI	Mean Day	Max Day	Min Day	Total KI	Mean Day
Ingham Sewerage Treatment Plant - Inlet Flow	98881	3296	7761	1276	334446	10789
Ingham Sewerage Treatment Plant - Pumped to Community Wetlands	Meter U/S	0	0	0	Meter U/S	#DIV/0!
Ingham Sewerage Treatment Plant - Outlet Flow to Herbert River - W3	19896	663	4761	0	241446	7789
Hinchinbrook Community Wetlands - Inlet Flow	56327	1817	2106	0	54160	2006
Hinchinbrook Community Wetlands -Outlet Flow - W1	53479	1725	2354	0	72103	2670
Lucinda Sewerage Treatment Plant - Outflow to Irrigation	905	30	51	15	1642	53
Lucinda Sewerage Treatment Plant - Outflow _ W2 - Ocean	0	0	0	0	0	0
Trebonne Sewerage	8009	267	386	183	20726	669

	ingr	nam Water Suppl	y - Raw Water Te	sts			Lower
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter			1st Quarter
uarterly					TOTALS	Quarterly	
ests Taken	4	0	2	2	8	Tests Taken	2
ests Failures	2	0	1	1	4	Tests Failures	C
ests Passed	2	0	1	1	4	Tests Passed	2
Passed	50.00%	#DIV/0!	50%	50%	50%	% Passed	100%
	Inghar	n Water Supply -	TREATED Water	Tests			Lower He
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter			1st Quarter
uarterly					TOTALS	Quarterly	
ests Taken	4	0	3	3	10	Tests Taken	3
ests Failures	0	0	0	0	0	Tests Failures	C
ests Passed	4	0	3	3	10	Tests Passed	3
Passed	100%	#DIV/0!	100%	100%	100%	% Passed	100%
	Ingham	Water Supply - R	eticulation Water	r Tests			Lower Her
-	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter			
uarterly				_	TOTALS	Quarterly	
ests Taken	18	20	22	6	66	Tests Taken	15
ests Failures	0	0	0	0	0	Tests Failures	0
ests Passed	18 100%	20 100%	22 100%	6 100%	66	Tests Passed	15
Passed	100%	100%	100%	100%	100%	% Passed	100%
L	Forres	st Bch Water Sup	ply - Raw Water 1	l'ests			
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter			
uarterly					TOTALS		
ests Taken	2	0	1	1	4	INGHAM	Reticulation
ests Failures	2	0	1	1	4	TREBONNE	Reticulation
ests Passed	0	0	0	0	0	TOOBANNA	Reticulation
Passed	0%	#DIV/0!	0%	0%	0%	BLACKROCK FORREST BCH	Reticulation Reticulation
1	Forrest E	Sch Water Supply	- TREATED Wate	er Tests	_	TAYLORS BCH	Reticulation
L	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		MKD/BEM	Reticulation
uarterly					TOTALS	HALIFAX	Reticulation
ests Taken	2	0	2	1	5	LUCINDA	Reticulation
ests Failures	0	0	0	0	0	CORDELIA	Reticulation
ests Passed	2	0	2	1	5		TOTAL
Passed	100%	#DIV/0!	100%	100%	100%		

	Lower He	erbert Water Sup	ply - Raw Water T	ests	HINCHINBROOK SHIRE COUNCIL
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
Quarterly					TOTALS
Tests Taken	2	0	2	1	5
Tests Failures	0	0	2	1	3
Tests Passed	2	0	0	0	2
% Passed	100%	#DIV/0!	0%	0%	40%

	Lower Herb				
Overdenty	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALO
Quarterly					TOTALS
Tests Taken	3	C	) 3	2	8
Tests Failures	0	C	0	0	0
Tests Passed	3	C	3	2	8
% Passed	100%	#DIV/0!	100%	100%	100%

Lower Herbert Water Supply- Reticulation Water Tests									
Quarterly					TOTALS				
Tests Taken	15	17	19	4	55				
Tests Failures	0	0	0	0	0				
Tests Passed	15	17	19	4	55				
% Passed	100%	100%	100%	100%	100%				

		NO. of TESTS	NO. of Passes	FAILURES	Compliance
INGHAM	Reticulation	35	35	0	100%
TREBONNE	Reticulation	12	12	0	100%
TOOBANNA	Reticulation	7	7	0	100%
BLACKROCK	Reticulation	12	12	0	100%
FORREST BCH	Reticulation	40	40	0	100%
TAYLORS BCH	Reticulation	8	8	0	100%
MKD/BEM	Reticulation	16	16	0	100%
HALIFAX	Reticulation	16	16	0	100%
LUCINDA	Reticulation	10	10	0	100%
CORDELIA	Reticulation	5	5	0	100%
	TOTAL	161	161	0	100%
SCHEME 1 - INGHAM SUI	PPLY	66	66	0	100%
CHEME 2- L/ HERBERT	SUPPLY	55	55	0	100%
SCHEME 3 FORREST BC	SUPPLY	40	40	0	100%

161 161 0

	Escherichia Coli Health Compliance Report									<u> </u>		
Drinking water scheme:	Hinchinbrook Water Supply  HINCHINBROOK SHIRE COUNCIL											
Year	2017/2018											
Month	JUL	JUL AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUN										JUN
No. of samples collected	19	17	19	17	21	10	25	21	15	18	2	0
No. of samples collected in which E. coli is detected (i.e. a failure)	0	0	0	0	0	0	0	0	0	0	0	0
No. of samples collected in previous 12 month period	203	203	207	211	210	211	216	223	220	221	200	184
No. of failures for previous 12 month period	0	0	0	0	0	0	0	0	0	0	0	0
% of samples that comply	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Compliance with 98% annual value	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Drinking water scheme:	Scheme:	1 Ingham	Water Su	ıpply								
Year						2017/	2018					
Month	JUL	AUG	SEPT	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
No. of samples collected	8	7	7	6	10	4	10	8	7	8	1	0
No. of samples collected in which E. coli is detected (i.e. a failure)	0	0	0	0	0	0	0	0	0	0	0	0
No. of samples collected in previous 12 month period	83	83	84	85	87	87	89	90	90	90	82	76
No. of failures for previous 12 month period	0	0	0	0	0	0	0	0	0	0	0	0
% of samples that comply	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Compliance with 98% annual value	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Drinking water scheme:	Scheme	2 Lower I	Herbert W	/ater Sup	ply							
Year						2017/	2018					
Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
No. of samples collected	7	6	5	7	7	3	9	8	5	5	1	0
No. of samples collected in which E. coli is detected (i.e. a failure)	0	0	0	0	0	0	0	0	0	0	0	0
No. of samples collected in previous 12 month period	65	67	66	69	69	69	71	75	75	75	68	63
No. of failures for previous 12 month period	0	0	0	0	0	0	0	0	0	0	0	0
% of samples that comply	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Compliance with 98% annual value	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Drinking water scheme:	Scheme	3 Forrest	Beach W	ater Sup	ply							
Year						2017/	2018					
Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
No. of samples collected								-	3	5	0	0
	4	4	7	4	4	3	6	5	<u> </u>	J	-	
No. of samples collected in which E. coli is detected (i.e. a failure)	4	0	7	0	0	0	6	0	0	0	0	0
No. of samples collected in which E.												<mark>0</mark> 45
No. of samples collected in which E. coli is detected (i.e. a fallure)  No. of samples collected in previous	0	0	0	0	0	0	0	0	0	0	0	
No. of samples collected in which E. coli is detected (i.e. a failure)  No. of samples collected in previous 12 month period  No. of failures for previous 12 month	0 55	53	0 57	0 57	0	0 55	0 56	0 58	0 55	0 56	50	45



## REPORT TO COUNCIL

#### INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT

For Council Decision - Recommendation

That the Report be received and noted.

#### Officers Comment

This Works Capital Program Report is to be presented at Council's Ordinary Meeting scheduled to be held on 29 May 2018.

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

Works Currently in Progress

## Major Works Performed During April 2018

- · Emergent works for recent flood events
- 18T5 Menzies Street Intersection Upgrade TIDS
- 17F2 Ingham Building Our Regions Footpath
- 18T2 Mount Fox Road Road Upgrade TIDS
- · 17R9 Long Pocket Road

#### Works Scheduled to Commence During May 2018

- 18T1 Wallaman Falls Road TIDS
- 18T4 Hawkins Creek Road TIDS
- 18T7 Abergowrie Road TIDS
- 18T8 Elphinstone Pocket Road TIDS
- 18KR 2017/2018 Kerb & Channel Rehabilitation McIlwraith Street
- 18LG Lucinda Groynes
- 18R6 Jourama Road
- 18K1 Kerb Crossing Improvement to Non Compliant Crossings
- 18RS Annual Reseal Program

## Works Scheduled to be Completed During May 2018, Weather Permitting

- 18T2 Mount Fox Road TIDS
- 18T4 Hawkins Creek Road TIDS
- 18T5 Menzies Street TIDS

Author: Jenna Devietti / Steve Hall

Position: Works Engineer / Works Manager - Construction

Date: 14/05/18



Works Capital Works Progress Report

	Programi	me Estimate 20°	17/2018		0047/0040					
Project Description (Project Code)	HSC Budget	Other Source	Total	2016/2017 Budget Carry Forward	2017/2018 Expenditure includes commitments	Comments & Project Timeline				
2017-2018 Capital Projects				'						
Safety & Amenity Improvement	\$55,000 \$55		.55,000 \$55,000	\$36,000	<ul> <li>Cruickshanks Road culvert extension is complete.</li> <li>Balance funding to be directed in regrade existing table drain on Catastis Road which has been identified for improvement.</li> <li>A site inspection was undertaken at Catastis Road on 27 April 2018 and found site to still be extremely wet.</li> </ul>					
Program (18R1)	, ,		, ,			Project Completed Assets Created/Project Capitalised				
						2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun				
						Forecast C C				
						Actual A C				
Insitu Stabilising of Class 5 Roads (18R2)	\$250,000		\$250,000		\$14,780	Sites identified for stabilising include Altofts Road, Kehls Road, Moores Road, Mudies Road and Seris Road. Geotechnical consultant has been engaged and has now completed investigation to determine required stabilisation rate. Design in final stages based on the outcomes of the geotechnical results. It is likely there will be a requirement to carry-over the balance funding to allow procurement of this specialist construction service.  Project Completed Assets Created/Project Capitalised  2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual  A				
					RFQ for design awarded to Langtree Consultants.					
Nebbias Road Seal Extension (18R3)	\$247,000		\$247,000		\$15,754	Public consultation has been undertaken with positive outcomes.     Design has been finalised and job folders developed.      Project Completed Assets Created/Project Capitalised 2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast     P A CActual P A				
Barberos Road Rehabilitation to Rural Standard (18R4)	\$149,000		\$149,000		\$12,920	RFQ for design awarded to FortiSEM.     Public consultation scheduled for early April due to requirement to reschedule March meeting due to flooding event.     Finalisation of design currently in progress.      Project Completed Assets Created/Project Capitalised 2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast P A C Actual A P A P A C C				



Works Capital Works Progress Report

	Programi	me Estimate 20	17/2018		2017/2010	
Project Description ( <i>Project Code</i> )	HSC Budget	Other Source	Total	2016/2017 2017/2018  Budget Carry Forward includes commitments	Comments & Project Timeline	
Zammits Road - Ch 30 to Ch 1250 Rehabilitation Works (18R5)	\$143,000		\$143,000		\$11,715	RFQ for design awarded to FortiSEM.     Public consultation scheduled for early April due to requirement to reschedule March meeting due to flooding event.     Finalisation of design currently in progress.      Project Completed Assets Created/Project Capitalised 2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast P Actual A tual A P Actual Actu
Jourama Road - Ch 1500 to Ch 4300 (18R6)	\$271,000		\$271,000		\$15,124	RFQ for design awarded to Langtree Consultants.     Public consultation has been undertaken with positive outcomes.     Design has been finalised and job folders developed.      Project Completed Assets Created/Project Capitalised 2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast      Project Completed Actual      Actual      Actual      Actual
Lyons Street - Rehabilitation and Drainage Works (18R7)	\$170,000		\$170,000		\$10,000	RFQ awarded to Langtree Consulting for design works.     Preliminary designs indicate that additional funding is required to undertake rehabiliation and drainage works. Discussions to be held with Council to determine desired outcomes.      Project Completed
Wallaman Falls Road TIDS (18T1)	\$50,000	\$50,000	\$100,000		\$15,067	Locations for reseal have been confirmed with design completed and job folders developed.     Pre-start meeting completed.     Sealing preparation works have been completed and sealing contractors programmed.     Seal design has been completed, a site inspection is scheduled with the contractor in early May.      Project Completed     Assets Created/Project Capitalised     2017/2018  Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast  Actual  A C C C
Mt Fox Road TIDS (18T2)	\$100,000	\$100,000	\$200,000		\$164,777	Design completed, job folders developed and pre-start meeting held.     Construction nearing completion on road widening. Pavement and seal works completed.      Project Completed

**C** Construction

Works Capital Works Progress Report

	Programi	me Estimate 20	17/2018		2017/2018	
Project Description (Project Code)	HSC Budget	Other Source	Total	2016/2017 2017/2018  Budget Carry Forward includes commitments	Comments & Project Timeline	
Hawkins Creek Road TIDS (1874)	\$25,000	\$25,000	\$50,000		\$81,298	Design completed, job folders developed and pre-start meeting held.     Second seal completed early March.     Line marking has been deferred due to crews currently engaged on NDRRA Emergent works.      Project Completed Assets Created/Project Capitalised 2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast  A C C C C
						Actual A C - Project complete.
Mt Gardiner Road TIDS (17T3)	\$100,000	\$100,000	\$200,000		\$138,485	Project Completed   U   Assets Created/Project Capitalised   2017/2018   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun   Forecast   C
Menzies Street TIDS (18T5)	\$50,000	\$50,000	\$100,000		\$131,896	Design completed, job folders developed and pre-start meeting held.     Pavement and primer seal works are completed, asphalt works scheduled early May.      Project Completed
Furber Road TIDS (18T6)	\$50,000	\$50,000	\$100,000		\$101,535	Works completed.  Project Completed
Abergowrie Road TIDS (18T7)	\$50,000	\$50,000	\$100,000		\$309	A number of sites have been identified for rehabilitation works.      Design completed with pre-construction meeting to be held.      Procurement currently in progress for kerb and channel works.      Project Completed Assets Created/Project Capitalised 2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast A P C Actual P P C
Elphinstone Pocket Road TIDS (18T8)	\$74,000	\$74,000	\$148,000		\$0	Design completed for guard rail upgrade and signage improvements.     Pre-construction meeting to be held and procurement for guardrail in progress.      Project Completed Assets Created/Project Capitalised 2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast  A P C Actual  P C

**C** Construction

	Programi	me Estimate 201	17/2018		2017/2018													
Project Description (Project Code)	HSC Budget	Other Source	Total	2016/2017 Budget Carry Forward	Expenditure includes commitments				C	omme	ents & Pi	oject T	imeline					
						Preliminary de	esigns a	and cos	tings ha	ve bee	n provid	ed for I	ooth bri	dges. F	Reports	s to be rev	riewed a	and
						presented to Co	uncil pr	ior to n	noving o	nto de	tailed de	sign.			·			
Bridge Inspections and Designs						<ul> <li>Procurement</li> </ul>	for brid	ges due	for Lev	el 2 ar	nd 3 insp	ections	s to be	underta	aken in	May.		
Bridge Inspections and Designs (18B1)	\$150,000		\$150,000		\$17,653			Project	Comple				Assets	Created		ect Capita		
(1051)						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	r Apr	May	Jun
						Forecast								Α				
						Actual							Α					
						Cardno finalis												
Baillies Road Bridge - Baillies						Tender for core					t bridge							
Road	\$500,000		\$500,000		\$53,953		_		Comple				_			ect Capita		
(18B2)						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		May	Jun
						Forecast								A		С		
						Actual	1 0 1		Щ.		Щ.				A			
Kerb and Channel Rehabilitation Program (18KR)	\$300,000		\$300,000		\$237,382	Cassady Stree     Design compl     Pre-construct     Design under rehabilitation pr  2017/2018  Forecast  Actual	ete for to ion mee taken fo ogram o	two sma eting he or Covel due to e	all proje ld for M I Street estimate Comple	cts in f cllwrai indica of wo	McIlwrait th Street ted this   rks.	h Stree with w project	et for us vorks to will be Assets Jan	se of ba comme favoura	llance f ence. able for d/Proje	funding.  next yea  ect Capita		Jun C
						<ul> <li>Locations have</li> </ul>	/e been	determ	ined wit	h proj	ect docu	mentat	ion cur	rently ir	n progr	ess.		
Kerb Crossing Improvements to									Comple							ect Capita		
Non Compliant Crossings	\$60,000		\$60,000		\$0	2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	r Apr	May	Jun
(18K1)						Forecast						Α						С
						Actual	oot pro	oot oor	anlata			А						
Footpath Rehabilitation Program (18FR)	\$150,000		\$150,000		\$78,291	Cartwright Str     Design currer funding. Due to year.  2017/2018  Forecast Actual	ntly in pr	ogress g requir Project	for Lani ed for the Comple Sep	ne proj	Nov	ks may	need to	o be car Created	rried ov d/Proje <i>Mar</i>	ver to nex ect Capita	t financ	
						No further wo	rks real	uired at	locatio	٦.								
						Budget to be												
Ash Street Disabled Access	\$10,000		\$10,000					Project	Comple	ted ü	ı		Assets	Created	d/Proje	ect Capita	lised	
(18P1)	\$10,000		\$10,000			2017/2018	Jul	Aug		Oct		Dec	Jan	Feb			May	Jun
						Forecast	А	С										
						Actual	А	С										



	Drogram	ma Fatimata 20:	17/2010			
	Program	me Estimate 20	1772018	004//0047	2017/2018	
Project Description (Project Code)	HSC Budget	Other Source	Total	2016/2017 Budget Carry Forward	Expenditure includes commitments	Comments & Project Timeline
Annual Reseal Program (18RS)	\$496,000		\$496,000		\$209,617	Preparation works complete. Sealing contractor scheduled for April. Additional sites have been nominated to utilise balance funding. Sealing Contractor has been delayed due to unfavourable wether.  Project Completed Assets Created/Project Capitalised  2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast  C Actual C C C C C C C C C C C C C C C C C C C
Annual Gravel Resheeting Program (18GRS)	\$254,000		\$254,000		\$178,067	Work is complete on Stallans Lane, Milton Road, Allendale Road and roads within Abergowrie.     Crews commenced a post season grade in January, with remaining resheeting funds to be utilised where required.     Rain and flooding may bring a new scope of works to this project, road condition assessments are currently being carried out.      Project Completed     Assets Created/Project Capitalised     2017/2018    Jul    Aug    Sep    Oct    Nov    Dec    Jan    Feb    Mar    Apr    May    Jun    Forecast
Replace Grated Entry with Kerb Entry (18D1)	\$15,000		\$15,000		\$18,079	Macdonald St and Lannercost St completed.  Project Completed
Drainage Upgrade Program - Works (18D2)	\$150,000		\$150,000		\$69,465	Amos Road Culvert Upgrade - Works have been completed.     Kelly Street Drain - Concrete invert works have been complete. After discussions with land owners concrete batter protection is still to be completed.     Currently determining additional sites for balance funding.      Project Completed     Assets Created/Project Capitalised     2017/2018    Jul    Aug    Sep    Oct    Nov    Dec    Jan    Feb    Mar    Apr    May    Jun    Forecast
Renouf Street - Drainage Upgrade (18D3)	\$10,000		\$10,000		\$7,710	Project complete.      Project Completed

**C** Construction

	Program	me Estimate 20	17/2018		2017/2018	
Project Description (Project Code)	HSC Budget	Other Source	Total	2016/2017 Budget Carry Forward	Expenditure includes commitments	Comments & Project Timeline
Lucinda Groynes (18LG)	\$200,000		\$200,000		\$36,108	Session held with Lucinda Progress Association to provide overview of success of existing geotabric bags. Meeting concluded that groynes are working successfully with some concerns raised regarding motorised vehicles driving over the groynes and causing damage. Works to undertake maintenance to progress.      RFO for procurement of geofabric bags completed.      Project Completed     Assets Created/Project Capitalised  2017/2018  Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast  PC  Actual  P  C  Actual
Taylors Beach Dredging (18TBG)	\$15,000		\$15,000		\$6,620	• Works to be scoped for 18/19.         Project Completed         Assets Created/Project Capitalised           2017/2018         Jul         Aug         Sep         Oct         Nov         Dec         Jan         Feb         Mar         Apr         May         Jun           Forecast         Actual         Image: Completed of the project Capitalised of the project Cap
Emulsion Storage Unit (18ESU)	\$45,000		\$45,000		\$0	Procurement undertaken for emulsion storage unit. Evaluation has identified that amendments to scope is required to ensure best value and product for Council.  Amended procurement to be released to the market mid May.  It is likely there will be a requirement to carry-over the balance funding to allow installation of this specialist product.  Project Completed  Assets Created/Project Capitalised  2017/2018  Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast  P  Actual
Repair/Reline Rotary Park Fountain (18RPF)	\$25,000		\$25,000		\$18,422	Procurement completed for repair works with contractor engaged.     Works completed.      Project Completed
Insitu Stabilisation of Class 5 Roads (17R2)	\$250,000		\$250,000		\$146,182	Cantamessas Road RFQ for construction has been awarded to Timrith Transport.     Cantamessas Road works have been completed.     Additional sites have been nominated for balance funding.      Project Completed

**C** Construction

	Program	me Estimate 20	17/2018		2017/2018	
Project Description (Project Code)	HSC Budget	Other Source	Total	2016/2017 Budget Carry Forward	Expenditure includes commitments	Comments & Project Timeline
Supplement Roads (17R3)	\$205,000		\$205,000		\$89,866	<ul> <li>Two lines of pipes completed on Milton Road.</li> <li>Works scheduled when conditions permit.</li> <li>Pipes laid on Milton Road. Allendale Road to resume, weather permitting.</li> <li>A site inspection has been carried out and the site is still extremely wet.</li> <li>Milton Road is near completetion, road needs to be graded.</li> <li>Maintenance will return to the site to lay the pipes on Allendale Road before the end of the financial year. Maintenance crews are currently on flood recovery works.</li> </ul>
						Project Completed   Assets Created/Project Capitalised
Ann Street Reconstruction (17R4)	\$100,000		\$100,000		\$60,665	Project complete.      Project Completed
Lee Creek Bridge (17B3)	\$225,000		\$225,000		\$220,177	Project completed. Final claim to be processed.  Project Completed
Yard Creek Bridge (17B4)	\$210,000		\$210,000		\$125,398	Project complete. Final claim still to be made by contractor.      Project Completed
Lagoon Creek Bridge (17B2)	\$474,000		\$474,000		\$460,828	Project complete.         Wassets Created/Project Capitalised           2017/2018         Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun           Forecast Cacitalised Capitalised         Capitalised Dec Jan Feb Mar Apr May Jun
Rehabilitation Program (17KR)	\$245,000		\$245,000		\$231,510	Project complete on sections of Miles and Griffith Street.  Project Completed   Assets Created/Project Capitalised  2017/2018    Jul    Aug    Sep    Oct    Nov    Dec    Jan    Feb    Mar    Apr    May    Jun    Forecast  Actual    C



Procurement Cons

	Programi	me Estimate 20	17/2018		2017/2018	
Project Description (Project Code)	HSC Budget	Other Source	Total	2016/2017 Budget Carry Forward	Expenditure includes commitments	Comments & Project Timeline
						Project complete on section of footpath on Pandanus Street.
Factor ath Dahahilitation Danson						Project Completed <b>ü</b> Assets Created/Project Capitalised
Footpath Rehabilitation Program (17FR)	\$58,000		\$58,000		\$52,334	2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
(T/TK)						Forecast C
						Actual C
						Project complete. Final costing posted in 17/18.
McIlwraith Street - Townsville Rd						Project Completed <b>ü</b> Assets Created/Project Capitalised
to Dutton Street	\$5,000		\$5,000		\$3,111	2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
(17F1)						Forecast
						Actual
						OTL Concreting & Excavation was awarded contract for HSC 17/10 Hinchinbrook Shared Footpath
						Connectivity Project.
						Langtree Consulting was awarded Project Management Services.
Ingham Building Our Regions					\$1,309,170 (Total)	Contract works currently in progress.
Footpath	\$613,200	\$919,800	\$1,533,000		\$85,797 (HSC Menzies Street Works)	Council has completed works to extend the existing culvert on Menzies Street and the adjacent feature the
(17F2)	,	, , , , , , , , , , , , , , , , , , , ,	, , , , , , , , , , , ,		\$131,416 (Relocation/Protection of Services)	footpath.
					\$1,091,957 (Contractor)	Project Completed Assets Created/Project Capitalised 2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
						Forecast C
						Actual C
4 10 10 01 11						Project complete. Final costing posted in 17/18.
Annual Gravel Re-Sheeting Program	\$5,000		\$5.000		\$2.117	Project Completed ü Assets Created/Project Capitalised
(17GRS)	\$5,000		\$5,000		ΦΖ,117	2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
(17613)						Forecast
						Actual
						Palm Creek Conveyance Project - Works are complete and funding has been acquitted. Still finalising the Material Change of Use and handover of land to Council.
						Works completed on replacement of existing culvert on unmaintained section of Amos Road as per
						Council resolution.
Drainage Upgrade Program						Budget includes Palm Creek Conveyance, Urban Drainage, Forrest Beach, Halifax and Ingham
(17D2 & 17D4)	\$478,000	\$275,000	\$753,000		\$624,376	Drainage Improvement carryovers.
, , , ,						Project Completed <b>ü</b> Assets Created/Project Capitalised
						2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
						Forecast C
						Actual C
						Awaiting development of Local Government Infrastructure Plan to determine scope of works.
BBQ Shelter - Jack Bonning Park						Project Completed Assets Created/Project Capitalised
(16-17 JBON-SHED)	\$12,000		\$12,000		\$0	2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
(10 17 SDON SHED)						Forecast
						Actual

C Construction

	Program	me Estimate 20	17/2018		2017/2018														
Project Description (Project Code)	HSC Budget	Other Source	Total	2016/2017 Budget Carry Forward	Expenditure includes commitments				С	omme	nts & P	roject <sup>*</sup>	Timelir	ie					
						Project not proceed	eding	as per	directi	on by (	Council								
Assets - Datasias Condens Dand							Р	roject (	Comple	ted			Asset	s Creat	ed/Pro	oject C	apitali	ised	
Aerator - Botanical Gardens Pond (18PK1)	\$20,000		\$20,000			2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Fel	b M	lar A	Apr	May	Jun
(16/181)						Forecast													
						Actual													
Dungeness Floating Pontoon						<ul> <li>Australian Marine</li> <li>Works on site to oproject).</li> </ul>													kway.
(17M1)		\$680,952	\$680,952		\$12,857		P	roject (	Comple	ted			Asset	s Creat	ed/Pro	niect C	anitali	ised	
(171011)						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec						May	Jun
						Forecast		1		A				+			C		
						Actual				/ (			A				C		-
						Works complete.													
Gort St/Fanning St - Road						Works complete.		roject (	Comple	tod iii	.		Accot	s Creat	od/Dra	nioct C	anitali	icod	
Widening		\$255,000	\$255,000		\$247,064	2017/2018		Aug	Sep		Nov	Dec		_				May	Jun
W4Q		Ψ200,000	<b>\$200,000</b>		\$217,001	Forecast	Jui	Λug		P	C	DCC	Jan	1 7 61	7 101	iai 7	Tpi	iviay	Juli
(17R10)						Actual	+ +	Δ		P				+					
						Works complete.	<u> </u>	/\						—					
John Dory St - Road Widening						Works complete.		roject (	Comple	tod iii	.		Accot	s Creat	od/Dra	nioct C	anitali	icod	
W4Q		\$220,000	\$220,000		\$196,658	2017/2018		Aug	Sep		Nov				b M			May	Jun
(17R11)		Ψ220,000	\$220,000		\$170,000	Forecast	Jui	Λ	Р	OCI	C	DCC	Jan	101	7 101	iai 7	Ipi	iviay	Juli
,						Actual	+ +	Λ	P		C			+					
						Works complete.		/\			C								_
Acacia St - Road Widening &						Works complete.		roject (	Comple	ted iii	ı		Accat	s Creat	ad/Dro	niect C	anitali	hazi	
Footpath		\$140,000	\$140.000		\$163,757	2017/2018		Aug		Oct	Nov							May	Jun
W4Q		4 1 10,000	4		ψ.36,767		Р	1129	С		1 1			H			1		
(17R8)							P		0					+					
						Works for Qld pro	piect o	:omple	te.										
						Balance funding to				ntinue s	sealing	extensi	on. Te	nder h	as bee	en awa	rded to	o succ	essful
						contractor to compl													
Long Pocket Rd						<ul> <li>Investigation worl</li> </ul>						rices.							
W4Q	\$500,000	\$595,000	\$1,095,000		\$714,579	<ul> <li>Public consultation</li> </ul>	on pro	ogramn	ned for	early N	Лау.								
(17R9)							Р		Comple					s Creat					
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Fel	b M	lar A	Apr	May	Jun
						Forecast		Р		С					P			С	
						Actual		Р		С					Р		C		

**C** Construction

	Program	me Estimate 20	17/2018		2017/2010														
Project Description (Project Code)	HSC Budget	Other Source	Total	2016/2017 Budget Carry Forward	2017/2018 Expenditure includes commitments					Comme	nts & Pi	roject	Timelir	ne					
5 40 4 4 4 4						Works comple	te.												
Forrest Glen to Leichhardt St Footpath								Project	Compl	eted ü			Assets	s Create	ed/Pro	oject Ca	pitali	ised	
W4Q		\$300,000	\$300,000		\$318,640	2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	) N	lar A	pr	May	Jun
(17F3)						Forecast		Р		С									
(1113)						Actual			Р		С								
						<ul> <li>Total project b</li> </ul>													
Lucinda Swimming Enclosure						<ul> <li>Design and de</li> </ul>	velop				ultant h	as be							
W4Q 2.01		\$30,000	\$30,000		\$50			Project						s Create	ed/Pro	oject Ca	pitali		
(18SE)		\$50,000	Ψ30,000		<b>\$</b>	2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan		) <i>N</i>	lar A	pr	May	Jun
						Forecast									Р		بيا	Α	
						Actual									Р		A		
						Total project b													
Bosworth Road						Review of exist	sting d				1			0 1	1.15				
W4Q 2.04		\$210,000	\$210,000		\$0			Project						s Create	ed/Pro	oject Ca	pitalis	ised	
(18R7)						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	ret	) IV	lar A	pr		Jun
						Forecast Actual					1 1					A		Р	C
							+									Α			
						Survey comple     Design consul		ac haan	award	ad									
Wallis Street - Road Widening						Preliminary pla				cu.									
W4Q 2.06		\$100,000	\$100,000		\$5,403	Tremmary pie	1	Project		eted			Assets	s Create	ed/Pro	oject Ca	nitali	ised	
(18R8)		\$100,000	ψ100,000		\$5,405	2017/2018	Jul	Aug			Nov	Dec	Jan	Fel	) N	lar A	pr	May	Jun
(10110)						Forecast		ĦŤ	ΤĹ			А			Р		Α	F	
						Actual				1 1		A			Р		A		
						<ul> <li>Total project b</li> </ul>	oudget	\$120,0	000		_		_				_		
						<ul> <li>Survey comple</li> </ul>													
North End Taylors Beach						<ul> <li>Design consu</li> </ul>				led.									
W4Q 2.07		\$30,000	\$30,000		\$3,476	<ul> <li>Preliminary pla</li> </ul>	an in p				1								
(18R9)		\$30,000	\$30,000		\$5,470			Project			ļ.,					oject Ca			
						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	) <i>N</i>	lar A	pr	May	Jun
						Forecast				$\perp$		Α			Р		Α	P	C
						Actual						A			Р		A		
Stone Street						Total project b	udget												
W4Q 2.08			4 -					Project								oject Ca			إللي
(18R10)			\$0		\$0	2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Fel	) <i>N</i>	lar A	pr	May	Jun
						Forecast							$\perp \perp$	$\perp$		Α		F	
	l	l				Actual										A			



	Program	me Estimate 20	17/2018		2017/2018		
Project Description (Project Code)	HSC Budget	Other Source	Total	2016/2017 Budget Carry Forward	Expenditure includes commitments	Comments & Project Timeline	
Wattle Street Footpath -						Funds to be redirected to alternative project.	
Overspend						Project Completed Assets Created/Project Capita	ılised
W4Q 2.10		\$60,000	\$60,000		\$0	2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr	May Jun
						Forecast	
						Actual	
Forrest Beach Picaninny Park						<ul> <li>Total project budget \$200,000</li> <li>Funds have been reallocated to improve playground equipment and picnic tables at Vince Park, Forrest Beach.</li> </ul>	ce Corbett
W4Q 2.11		\$90,000	\$90,000		\$50	Project Completed Assets Created/Project Capita	ılised
(18PK2)						2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr	May Jun
						Forecast P	
						Actual P	
LGGSP Flood Monitoring Instruments - Remote Cameras and Rain Gauges (18FM)	\$35,400	\$53,100	\$88,500		\$37,545	5 new rain gauge stations have arrived and are ready for installation, proposed to be un towards the end of 2018 (dependant on access and availability of BOM/internal crew).      Procurement for the supply and installation of remote cameras has commenced.      Project Completed     Assets Created/Project Capita 2017/2018  Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr	
						Forecast P	C.
						Actual P	
	\$7,599,600	\$4,457,852	\$12,057,452	\$0	\$6,706,841		

### Roads Operational Costs 2017/2018

			Financ	ial Year 17/18 YTC	) Costs		Financial Year	April		Finan	cial Year 16/17 YT[	O Costs		Financial Year	Financial Year	April
Work Type	0	perational	SEALED Reactive	SEALED Scheduled	UNSEALED Reactive	UNSEALED Scheduled	17/18 YTD Total Costs	17/18 Total Costs	Operational	SEALED Reactive	SEALED Scheduled	UNSEALED Reactive	UNSEALED Scheduled	16/17 YTD Total Costs	16/17 Total Costs	16/17 Total Costs
Administration	\$	18,747.31					\$ 18,747.31	\$ -	\$ -					\$ -	\$ -	\$ -
Drainage			\$ 56,913.84	\$ 40,955.87	\$ 37,157.66	\$ 23,095.34	\$ 158,122.71	\$ 5,789.25		\$ 61,352.66	\$ 102,658.55	\$ 13,220.72	\$ 21,361.61	\$ 198,593.54	\$ 210,627.96	\$ 3,954.19
Footpath			\$ 23,698.08	\$ 64,250.54	\$ 4,629.24	\$ 4,643.24	\$ 97,221.10	\$ 2,129.91		\$ 17,088.38	\$ 29,627.73	\$ 881.95	\$ 10,645.94	\$ 58,244.00	\$ 66,435.45	\$ 6,794.08
Kerb & Channel			\$ 40,332.96	\$ 68,141.12			\$ 108,474.08	\$ 14,964.34		\$ 63,726.79	\$ 207,293.94			\$ 271,020.73	\$ 290,131.10	\$ 41,494.30
Not Applicable	\$	539.60					\$ 539.60	\$ -	\$ 22,102.36					\$ 22,102.36	\$ 22,458.88	\$ -
Pavement			\$ 71,189.17	\$ 85,639.73	\$ 193,356.73	\$ 396,651.94	\$ 746,837.57	\$ 7,503.25		\$ 29,579.68	\$ 78,283.85	\$ 60,177.02	\$ 357,697.87	\$ 525,738.42	\$ 783,185.22	\$ 53,433.27
Road Traffic Devices			\$ 7,806.12	\$ 27,998.50	\$ 4,589.20	\$ 13,660.15	\$ 54,053.97	\$ 3,798.76		\$ 23,658.12	\$ 25,517.95	\$ 5,720.46	\$ 6,557.60	\$ 61,454.13	\$ 67,675.58	\$ 3,967.51
Signage			\$ 20,454.95	\$ 78,106.63	\$ 6,349.13	\$ 14,928.57	\$ 119,839.28	\$ 9,328.90		\$ 20,689.86	\$ 56,089.66	\$ 4,495.21	\$ 6,258.62	\$ 87,533.35	\$ 109,549.75	\$ 2,348.51
Surface			\$ 29,036.04	\$ 88,919.35			\$ 117,955.39	\$ 14,473.41		\$ 26,515.86	\$ 138,149.65			\$ 164,665.51	\$ 206,520.55	\$ 8,436.76
Sweeping			\$ 8,792.57	\$ 32,772.57			\$ 41,565.14	\$ 3,920.48		\$ 14,836.97	\$ 59,036.91			\$ 73,873.88	\$ 83,149.64	\$ 3,450.59
Vegetation Control			\$ 61,187.12	\$ 169,666.37	\$ 13,957.78	\$ 61,551.26	\$ 306,362.53	\$ 13,188.74		\$ 68,650.20	\$ 295,699.34	\$ 20,194.18	\$ 99,250.89	\$ 483,794.61	\$ 592,714.70	\$ 33,587.50
	\$	19,286.91	\$ 319,410.85	\$ 656,450.68	\$ 260,039.74	\$ 514,530.50	\$ 1,769,718.68	\$ 75,097.04	\$ 22,102.36	\$ 326,098.52	\$ 992,357.58	\$ 104,689.54	\$ 501,772.53	\$ 1,947,020.53	\$ 2,432,448.83	\$ 157,466.71

<sup>•</sup> Total Transport Budget = \$4,491,861

Roads Operational Costs - Rural/Urban/State Controlled 2017/2018

Road Classification	Fina	ancial Year 17/18 YTD Total Costs	April 17/18 Total Costs	Fin	ancial Year 16/17 YTD Total Costs	Fin	nancial Year 16/17 Total Costs	April 16/17 Total Costs
Classification not allocated	\$	19,286.91	\$ -	\$	39,712.05	\$	49,666.60	\$ 1,398.83
Rural	\$	1,377,793.48	\$ 44,689.95	\$	1,321,504.01	\$	1,721,855.02	\$ 86,949.75
State Controlled Road	\$	21,405.82	\$ 3,855.00	\$	7,069.59	\$	8,389.59	\$ ≘
Urban	\$	351,232.47	\$ 26,552.09	\$	578,734.88	\$	652,537.62	\$ 69,118.13
	\$	1,769,718.68	\$ 75,097.04	\$	1,947,020.53	\$	2,432,448.83	\$ 157,466.71

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

<sup>•</sup> Note: Expenditure on State Controlled Roads is for Council assets such as kerb and channel, footpath, parking etc that DTMR are not responsible for.

### Parks Operational Costs 2017/2018

Park Name	Financ	cial Year 17/18 YTC	) Costs	Financial Year 17/18 YTD	April 17/18	Financ	cial Year 16/17 YTE	) Costs	Financial Year 16/17 YTD	Financial Year 16/17	April 16/17
Tark Name	Operational	Reactive	Scheduled	Total Costs	Total Costs	Operational	Reactive	Scheduled	Total Costs	Total Costs	Total Costs
Acacia Park		\$146.26	\$3,280.26	\$3,426.52	\$230.89		\$755.35	\$4,329.21	\$5,084.56	\$6,375.40	\$203.00
Apex Park		\$87.63	\$2,130.08	\$2,217.71	\$10.00		\$143.67	\$2,160.30	\$2,303.97	\$7,814.27	\$144.76
Borello Park		\$2,145.78	\$12,791.83	\$14,937.61	\$419.81		\$4,579.58	\$18,798.61	\$23,378.19	\$25,686.95	\$4,355.38
Cassady Park		\$132.54	\$1,692.01	\$1,824.55	\$218.61		\$1,488.77	\$2,476.81	\$3,965.58	\$4,810.76	\$1,322.26
Cockburn Park			\$814.11	\$814.11	\$342.29			\$977.07	\$977.07	\$1,270.49	\$72.38
Dungeness Park		\$4,795.95	\$12,032.99	\$16,828.94	\$468.80		\$1,968.51	\$9,940.08	\$11,908.59	\$17,617.16	\$2,488.42
Eddie Burke Park		\$3,400.00	\$1,122.31	\$4,522.31	\$1,872.42		\$0.00	\$2,974.61	\$2,974.61	\$3,432.85	\$190.26
Euclid Park		\$108.61	\$289.64	\$398.25	\$36.21		\$21.33	\$1,070.73	\$1,092.06	\$1,236.82	\$0.00
Forrest Beach Foreshore Park		\$4,234.29	\$7,744.54	\$11,978.83	\$195.62		\$8,471.11	\$7,934.15	\$16,405.26	\$24,223.39	\$4,841.67
Forrest Beach Lions Park		\$481.97	\$632.00	\$1,113.97	\$103.56		\$2,520.15	\$1,243.87	\$3,764.02	\$4,102.02	\$29.00
Forrest Beach Progress Park		\$1,122.47	\$8,162.57	\$9,285.04	\$437.89		\$2,997.19	\$11,223.19	\$14,220.38	\$16,369.63	\$1,007.56
Fred Heard Memorial Park		\$47.42	\$1,342.06	\$1,389.48	\$116.00		\$261.41	\$1,702.56	\$1,963.97	\$2,079.97	\$174.00
Garbutt Park		\$2,152.85	\$12,855.61	\$15,008.46	\$247.89		\$4,000.30	\$15,397.10	\$19,397.40	\$30,709.91	\$2,769.35
Heard Park		\$0.00	\$1,442.51	\$1,442.51	\$116.00		\$1,174.14	\$1,595.72	\$2,769.86	\$3,074.13	\$464.00
Henry Stone Park		\$0.00	\$1,315.75	\$1,315.75	\$273.58		\$37.38	\$1,323.67	\$1,361.05	\$1,744.37	\$117.88
Herb Gough Park		\$0.00	\$2,103.91	\$2,103.91	\$0.00		\$74.76	\$3,567.79	\$3,642.55	\$3,891.73	\$297.76
Ingham Lions Park		\$96.95	\$2,113.56	\$2,210.51	\$190.39		\$1,550.07	\$2,911.10	\$4,461.17	\$5,237.84	\$1,635.75
Ingham Memorial Gardens		\$3,754.49	\$80,276.85	\$84,031.34	\$10,541.23		\$6,876.52	\$87,529.31	\$94,405.83	\$114,805.06	\$8,428.51
Ingham Skate Park		\$903.60	\$2,839.72	\$3,743.32	\$510.57		\$1,058.75	\$2,608.43	\$3,667.18	\$4,443.61	\$326.74
Interact Park		\$440.73	\$3,267.70	\$3,708.43	\$253.48		\$255.69	\$2,942.76	\$3,198.45	\$5,713.63	\$218.99
Jack Bonning Park		\$35.99	\$2,155.66	\$2,191.65	\$0.00		\$480.03	\$3,531.91	\$4,011.94	\$5,279.67	\$546.16
Jackson Park		\$230.48	\$2,467.40	\$2,697.88	\$444.54		\$0.00	\$2,512.82	\$2,512.82	\$3,440.32	\$310.30
John Dory Park		\$943.39	\$1,382.58	\$2,325.97	\$329.12		\$4,532.23	\$1,488.24	\$6,020.47	\$6,346.07	\$0.00
Johnson Park		\$22.98	\$1,248.80	\$1,271.78	\$0.00		\$463.96	\$4,332.34	\$4,796.30	\$6,359.00	\$116.00
Leo Park		\$1,168.83	\$8,506.35	\$9,675.18	\$1,713.54		\$1,136.85	\$14,586.76	\$15,723.61	\$17,866.37	\$1,525.05
Lions Merv Wacker Park		\$184.11	\$3,318.22	\$3,502.33	\$346.16		\$353.07	\$3,764.93	\$4,118.00	\$5,984.07	\$202.34
Lucinda Foreshore Park		\$3,531.48	\$12,960.35	\$16,491.83	\$165.98		\$6,117.39	\$7,194.10	\$13,311.49	\$21,503.17	\$3,875.00
Lucinda Foreshore Riparian		\$42,841.09	\$256.20	\$43,097.29	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lucinda Lions Park		\$212.50	\$3,208.63	\$3,421.13	\$129.13		\$87.62	\$4,962.62	\$5,050.24	\$5,699.06	\$340.38
Melvin Park		\$7.04	\$4,143.71	\$4,150.75	\$108.63		\$6.88	\$7,001.75	\$7,008.63	\$7,883.13	\$460.50
Mt Fox Playground		\$27.23	\$435.24	\$462.47	\$0.00		\$35.93	\$345.22	\$381.15	\$3,390.95	\$0.00
Mungalla Park		\$436.32	\$1,391.87	\$1,828.19	\$0.00		\$0.00	\$1,602.30	\$1,602.30	\$1,818.02	\$116.00
Mylrea Park		\$160.82	\$937.83	\$1,098.65	\$72.42		\$0.00	\$940.88	\$940.88	\$1,158.02	\$72.38
Neilsen Park		\$0.00	\$2,035.88	\$2,035.88	\$470.74		\$0.00	\$2,124.90	\$2,124.90	\$2,668.69	\$108.58
Palm Creek Lakes		\$991.10	\$7,693.48	\$8,684.58	\$977.70		\$465.27	\$11,136.28	\$11,601.55	\$14,694.05	\$525.28
Palm Creek Park		\$1,846.21	\$17,794.72	\$19,640.93	\$520.55		\$2,300.71	\$10,128.10	\$12,428.81	\$16,926.82	\$739.59
Palm Scrub			\$25.80	\$25.80	\$0.00			\$25.00	\$25.00	\$25.00	\$0.00
Park Operations			\$148,630.29	\$148,630.29	\$12,081.72			\$161,160.41	\$161,160.41	\$186,540.80	\$11,796.52
Parks & Garden Drug & Alcohol Testing		\$71.99		\$71.99	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Parks Staff Training	\$7,065.74	· · · · · · · · · · · · · · · · · · ·		\$7,065.74	\$890.88	\$6,348.85			\$6,348.85	\$6,632.41	\$0.00
Periwinkle Park		\$113.22	\$4,405.99	\$4,519.21	\$0.00		\$3,111.52	\$3,534.48	\$6,646.00	\$8,682.69	\$145.00
Riverdowns Estate Park			\$1,405.68	\$1,405.68	\$0.00			\$3,339.32	\$3,339.32	\$3,628.85	\$203.00
Rotaract Park		\$2,375.61	\$2,041.17	\$4,416.78	\$607.94		\$313.75	\$2,829.45	\$3,143.20	\$4,019.35	\$199.79
Rotary Park		\$35,207.99	\$30,962.98	\$66,170.97	\$15,082.98		\$5,768.20	\$39,292.04	\$45,060.24	\$52,852.50	\$3,942.59
Rural Youth Park		\$105.27	\$2,332.71	\$2,437.98	\$0.00		\$57.30	\$1,932.87	\$1,990.17	\$3,128.00	\$55.03
Sandy Waterhole Park			\$2,568.00	\$2,568.00	\$5.91			\$4,903.12	\$4,903.12	\$6,711.02	\$0.00
Stone River Park		\$449.06	\$859.63	\$1,308.69	\$0.00		\$0.00	\$617.98	\$617.98	\$718.72	\$74.15

### Parks Operational Costs 2017/2018

Park Name	Finar	cial Year 17/18 YTD	Costs	Financial Year 17/18 YTD	April 17/18	Finan	cial Year 16/17 YTE	) Costs	Financial Year 16/17 YTD	Financial Year 16/17	April 16/17
raik Naille	Operational	Reactive	Scheduled	Total Costs	Total Costs	Operational	Reactive	Scheduled	Total Costs	Total Costs	Total Costs
T/Precinct & Brian Lynn Park		\$7,196.19	\$76,508.60	\$83,704.79	\$8,656.97		\$8,738.09	\$79,360.22	\$88,098.31	\$106,760.29	\$7,340.28
Taylors Beach Foreshore Park		\$4,002.00	\$16,176.94	\$20,178.94	\$1,114.83		\$2,391.94	\$16,289.74	\$18,681.68	\$22,314.72	\$1,032.05
Taylors Beach Lions Park		\$28.63	\$271.08	\$299.71	\$29.00		\$1,756.33	\$832.00	\$2,588.33	\$2,850.41	\$0.00
Taylors Beach Progress Park		\$1,182.53	\$6,238.09	\$7,420.62	\$338.40		\$205.88	\$4,704.01	\$4,909.89	\$6,214.89	\$332.70
Thynne Park		\$72.42	\$944.99	\$1,017.41	\$262.82		\$595.50	\$1,752.24	\$2,347.74	\$2,805.00	\$144.76
Vandalism		\$935.82		\$935.82	\$132.31		\$0.00		\$0.00	\$0.00	\$0.00
Vince Corbett Park		\$1,361.89	\$4,688.45	\$6,050.34	\$54.98		\$1,847.57	\$5,320.31	\$7,167.88	\$8,904.78	\$58.00
	\$7,065.74	\$129,793.73	\$526,247.33	\$663,106.80	\$61,122.49	\$6,348.85	\$79,000.70	\$584,253.41	\$669,602.96	\$828,446.83	\$63,349.10

<sup>•</sup> Total Budget = \$1,413,601

	Progran	nme Estimate 201	7/2018	2017/2018									
Project Description (Project Code)	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total	Expenditure includes commitments	Comments & Project Timeline								
2017-2018 Fleet Replacement Pr	ojects												
					RFQ issued closing 9 May.								
Truck Dual Cab - PA00081	\$110,000.00	\$0.00	\$110,000.00		2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun								
Track Daar Gab T A00001	\$110,000.00	\$0.00	\$110,000.00		Forecast D								
					Actual D								
					RFQ issued closing 9 May.								
Truck Dual Cab - PA00086	\$110,000.00	\$0.00	\$110,000.00		0 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun								
,, ask 2 aa. 3 ab 1,1,0000	4110,000.00	Ψ0.00			Forecast D I I								
					Actual D								
		\$65,000.00	\$420,000.00	\$390,714.00	Approved at April Council Meeting. Purchase order issued.								
Grader - PA00008	\$420,000.00				2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun								
	, ,			, ,	Forecast D								
					Actual D								
	\$125,000.00	\$35,000.00	\$125,000.00	\$131,700.00	Approved at April Council Meeting. Purchase order issued.								
Roller Vibrating Smooth Drum -					2017/2018   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun								
PA00067					Forecast D								
					Actual D								
					RFQ issued closing 9 May.								
Loader x 2 - PA00055/64	\$420,000.00	\$0.00	\$420,000.00		2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun								
					Forecast D								
					Actual D								
					Approved at April Council Meeting. Purchase order issued.								
Ride on Mower - PA00034	\$18,000.00	\$0.00	\$18,000.00	\$12,275.00	2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun								
					Forecast D								
					Actual D								
					Quotations closed 8 November 2017. Report to December Council Meeting. Vehicle to be sold at auction. Disposed.								
Station Wagon AWD - PA00020	\$40,000.00	\$9,000.00	\$40,000.00	\$7,050	2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun								
					Forecast D								
					Actual D								



	Progran	nme Estimate 201	7/2018	2017/2018									
Project Description (Project Code)	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total	Expenditure includes commitments	Comments & Project Timeline								
2017-2018 Fleet Replacement Pro	ojects												
					Quotations closed 8 November 2017. All offers non-conforming, waiting on response from operator.								
Utility 2WD Drop Side Body -	\$38,000.00	\$0.00	\$38,000.00	\$50	2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun								
PA00048					Forecast D								
					Actual D								
					Received.								
Station Wagon 2WD - PA00076	\$40,000	\$7,000	\$40,000	¥31,7,32	2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun								
					Forecast D								
					Actual D								
			\$38,000	\$26,445	Quotations closed 8 November 2017. Report to December Council Meeting. Order placed								
Utility 2WD Drop Side Body -	+00.000	***			PU011739. Delivery in February. Received								
PA00079	\$38,000	\$11,000			2017/2018         Jul         Aug         Sep         Oct         Nov         Dec         Jan         Feb         Mar         Apr         May         Jun           Forecast         D								
					Actual D								
					Quotations closed 8 November 2017. Report to December Council Meeting. Order placed								
					PU011741. Delivery in February.								
Utility 4WD Drop Side Body -	\$40,000	\$16,500	\$40,000	\$41,868	2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun								
PA00102					Forecast D								
					Actual D								
					Quotations closed 8 November 2017. Report to December Council Meeting. Order placed								
Utility 2WD Dual Cab Drop Side	+00.000	+0.000	+00.000	+0.4.505	PU011742. Delivery in February.								
Body - PA00105	\$32,000	\$8,000	\$32,000	\$34,595	2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun								
,					Forecast D D Actual D								
					Quotations closed 8 November 2017. Report to December Council Meeting. Order placed								
					PU011743. Delivery in February.								
Utility 4WD Dual Cab Drop Side	\$45,000	\$23,100	\$45,000	\$39,414	2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun								
Body - PA00107	4 10/000	7-27.22	<b>+</b> 12,222		Forecast D								
					Actual D								
					RFQ posted, closing 14 March. Approved								
Tandem Trailer (Call Out	\$9,000	\$0	000.02	\$5,663.64	2017/2018 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun								
Response Trailer) BIT # 57	\$4,000	ΦU	\$9,000	\$3,003.04	Forecast D								
					Actual D								



	Progran	nme Estimate 201	7/2018	2017/2018															
Project Description (Project Code)	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total	Expenditure includes commitments	Comments & Project Timeline														
2017-2018 Fleet Replacement Pr	ojects																		
					Approved at April Council Meeting. Purchase order issued.														
Tandem Trailer (Signage Trailer)	\$9,000	\$O	\$9,000	\$5,663.64	2017/2018	Jul	Au	g Se	ер О	)ct	Nov	Dec	Jan	Feb	M	ar	Apr	May	Jun
BIT # 58	7.7222	7.2	41,000	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Forecast								D						
					Actual								D						
	\$9,000				<ul> <li>RFQ closed</li> </ul>	14 Marc	ch. No	offers	receive	ed.									
Sand Blasting Equipment		\$0	\$9,000		2017/2018	Jul	Au	g Se	ер О	)ct	Nov	Dec	Jan	Feb	M	ar	Apr	May	Jun
(workshop)	7.7222				Forecast								D						
					Actual								D						
					Radios ordered - PU011934. Due end March. Received, Fleet fit out started.														
Fleet Radio's	\$0	\$0	\$0	\$92,678	(	) Jul	Au	g Se	ер О	)ct	Nov	Dec	Jan	Feb	M	ar	Apr	May	Jun
(Approved CEO)	ΨΟ				Forecast								D						
					Actual								D						
				\$181,946	Received.														
Watercart - PA00100	\$179,000	\$52,500	\$179,000		2017/2018	Jul	Au	g Se	ер О	)ct	Nov	Dec	Jan	Feb	M	ar	Apr	May	Jun
Watereart Tribe ree					C	)					D								
					Actual	D													
					Order Placed	d: PU00	9539	and b	ody fab	ricati	on is ir	n progr	ess.						
Truck Tandem Tipper PA00090	\$173,000	\$70,000	\$173,000	\$172,760	2017/2018	Jul	Au	g Se	ер О	)ct	Nov	Dec	Jan	Feb	M	ar	Apr	May	Jun
Truck randem ripper r A00070	\$175,000	\$70,000	\$173,000	\$172,700	Forecast						D								
					Actual				D										
					Report presentation	ented to	Janu	ary 20	18 me	eting.	Order	placed	d. ETA	end M	arch/e	early	April.		
Tractor 4WD	\$100.000		\$100.000	\$104.459.09	2017/2018	Jul	Au	g Se	ер О	)ct	Nov	Dec	Jan	Feb	M	ar	Apr	May	Jun
Tractor TVD	Ψ100,000		Ψ100,000	ψ101,107.07	Forecast						D								
					Actual						[	-							
					Order Placed	d: P <del>U00</del>	7897	and b	ody fab	rication	on is ir	n progr	ess. ET	A deli	ery Ja	anuai	ry 201	8. Truc	ck
Trusts Dural Cala	¢00,000		¢00,000	¢115 401	received. 2017/2018	Jul	1 1	a C	n C	)ct	Nov	Dec	lan	Feb	) M	ar I	Apr	May	lun
Truck Dual Cab	\$80,000		\$80,000	\$115,481	Forecast	Jul	Au	g Se	:μ U	ici	D	Dec	Jan	reL	IVI	al	Αρι	May	Jun
					Actual				D		D				_				



	Progran	nme Estimate 201	7/2018	2017/2018															
Project Description (Project Code)	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total	Expenditure includes commitments					Comr	nents	& Proje	ct Ti	melin	e					
2017-2018 Fleet Replacement Pro	ojects																		
					Truck received	d.													
Truck with Crane	\$67,000	\$17,000	\$67,000	\$38,000	2017/2018	Jul	Aug	Sep	00	t N	lov D	e <i>c</i>	Jan	Feb		Mar	Apr	May	Jun
Truck with Grane					Forecast														
					Actual														
			\$60,000		Report presented to January 2018 meeting. Order placed. ETA end March/early April. Received														
Tractor 2WD	\$60,000			\$34,030.00	2017/2018	Jul	Aug	Sep	00	t N	lov D	ЭС	Jan	Feb	)	Mar	Apr	May	Jun
master 2112	400,000				0						D								
					Actual						D								
		\$10,000	\$57,000	\$60,700	Order Placed: PU009538 and body fabrication is in progress. Trailer received.														
Trailer Dog PA00091	\$57,000				2017/2018	Jul	Aug	Sep	00	t \	lov D	ЭС	Jan	Feb	)	Mar	Apr	May	Jun
	70.7000				Forecast						D								
					Actual				D										
					Broom receive	ed.													
Broom	\$49.000	\$0	\$49,000	\$54,725	2017/2018	Jul	Aug	Sep	00	t \	lov D	ЭС	Jan	Feb	)	Mar	Apr	May	Jun
					Forecast														
					Actual														
					New purchase	e not re	equire	d - Re-a	llocatio	on of F	PA0003!	5.							
Utility 2WD Dual Cab Drop Side	\$25,000	\$0		\$0	2017/2018	Jul	Aug	Sep	00	t \	lov D	e <i>c</i>	Jan	Feb	)	Mar	Apr	May	Jun
Body - New Asset				·	Forecast							[	)						
					Actual														
	\$2,293,000	\$324,100	\$2,268,000	\$1,608,289															

### Works Request Report

For the Month of April 2018

Category	Request Lodged	Action Completed	Percentage Completed	
Accesses	7	6	85.7%	#207&212 Council's priorities are currently focussing on Emergent Works. Maintenance will be scheduled when crews are available.
Boat Ramps	0	0		
Causeways	0	0		
Complaint - Roads	1	1	100.0%	Request has been completed.
Culverts	3	1	33.3%	#208 This request has been scheduled under the Emergent Works phase of NDRRA.
Drainage	5	4	80.0%	#202 An inspection will be scheduled. Works cannot be carried out as the area is very wet.
Dust Nuisance	0	0		
Footpaths	6	1	16.7%	#186 Was scheduled to be cleaned on the 04/05/2018 crews were unable to complete. #184 The area of concern has been made safe until a crew is available. #203 The area has been made safe until a crew is available. #205 The hole has been made safe until a crew is available. #215 Bollards replaced and consideration into painting the islands and placing permanent bollards will be looked at. #175 The tree has been inspected and scheduled for maintenance on 10/05/2018.
Kerb and Channel	7	6	85.7%	#207 Maintenance will be scheduled when crews are available.
Obstructions	0	0		
Potholes	12	12	100.0%	All requests have been completed.
Private Work	0	0		
Road Cleaning	4	4	100.0%	All requests have been completed.
Rough Roads	6	3	50.0%	#190 &156 The remaining requests have been scheduled under the Emergent Works phase of NDRRA.
Safety	1	1	100.0%	Request has been completed.
Sealing	0	0		
Signage	6	4	66.7%	#214 An inspection has been conducted, Design may be needed. #201 Sign has been ordered.
Slashing/Mowing - Urban	0	0		
Slashing/Mowing - Rural	5	5	100.0%	All requests have been completed.
Spraying	0	0		
Street Cleaning	0	0		
Surface	1	1	100.0%	Request has been completed.
Trees - Urban	8	3	37.5%	The remaining requests will be scheduled when crews are available.
Trees - Rural	72	0 <b>52</b>	72.2%	
TOTALS:	12	52	12.2%	

### Works Request Report

For the Financial Year to April 2018

				Tor the Financial Teal to April 2010
Category	Request Lodged	Action Completed	Percentage Completed	Comments
Accesses	33	26	78.8%	Crews are currently engaged in Flood Recovery works outstanding CRMs maintenance will be scheduled when crews are available.
Boat Ramps				
Causeways	3	3	100.0%	All requests have been completed.
Culverts	3	1	33.3%	The remaining requests have been referred as Flood Recovery works.
Complaint - Roads	6	6	100.0%	All requests have been completed.
Drainage	19	16		#59 This request is an inherited problem from the construction of the new access on Townsville Road Toobanna. A more detailed inspection needs to be conducted when crews are available. #62 Levels have to be taken and maintenance scheduled when crews are available. #65 has been referred to Council's Engineers.
Dust Nuisance	0	0		
Edge Repair	0	0		
Footpaths	18	8	44.4%	All requests have been made safe and maintenance will be scheduled when crews are available.
Kerb and Channel	19	18	94.7%	The remaining request will be scheduled when crews are available.
Miscellaneous	0	0		
Obstructions	1	1	100.0%	Request has been completed.
Potholes	29	26	89.7%	Maintenance ongoing.
Private Works	23	23	100.0%	All requests have been completed.
Road Cleaning	8	8	100.0%	All requests have been completed.
Rough Roads	1	1	100.0%	All requests have been completed.
Safety	4	4	100.0%	All requests have been completed.
Signage	10	7	70.0%	All requests have been inspected and signs have been ordered if required. Maintenance will be scheduled when the signs arrive and works can be carried out when crews are available.
Slashing/Mowing - Urban	6	5	83.3%	All requests will be dealt with on a rotation basis maintenance ongoing.
Slashing/Mowing - Rural	5	5	100.0%	All requests will be dealt with on a rotation basis maintenance ongoing.
Spraying	2	1	50.0%	Maintenance ongoing.
Street Sweeping	1	1	100.0%	Request has been completed.
Surface	11	1	9.1%	Grading defects are being dealt with under Emergent Works. All other defects will be scheduled when crews are available. Maintenance is ongoing.
Trees - Urban	11	9		Maintenance ongoing.
Trees - Rural	17	8		Maintenance ongoing.
TOTALS:	213	179	84.0%	

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

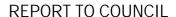
All works requests are reviewed within twenty-four (24) hours from the time the request was received.

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

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

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

- \* Requests that requires immediate action eg Oil spill, bridge structure accident/incident, fallen tree on road; \* Requests that are considered safety related are actioned within seven (7) days eg Intersection cleaning; \* All other requests completed in accordance with Council approved intervention levels.





### APPLICATION FOR PERMANENT ROAD CLOSURE OF CAREY ROAD, PARISH OF LEECH

### **Executive Summary**

This report addresses a request for a permanent road closure of Carey Road, Dalrymple Creek received from Carey Investments.

### For Council Decision – Recommendation

That Council issue a letter of no objection to the permanent road closure of Carey Road, conditional on the following:

- That the area subject to the permanent road closure is amalgamated with the adjacent property Lot 18 SP248050.
- Legal access is provided to property Lot 1 SP248050 from Hawkins Creek Road reserve.
- An access easement is created to provide Council and Herbert River Improvement Trust access rights to the Herbert River.

### Background

Carey Road is currently an unformed, unmaintained gazetted road. It is also under a Temporary Road Closure as shown in Figure 1 below. Two separate properties have sole frontage onto Carey Road, the applicant Carey Investments own the adjacent properties. No other landowner is affected by the permanent closure, the applicant has indicated they are not aware of anyone using the road to access the Herbert River. The applicant has indicated they are willing to grant an access easement to allow future access to the Herbert River in the event that Council or the Herbert River Improvement Trust requires future access.

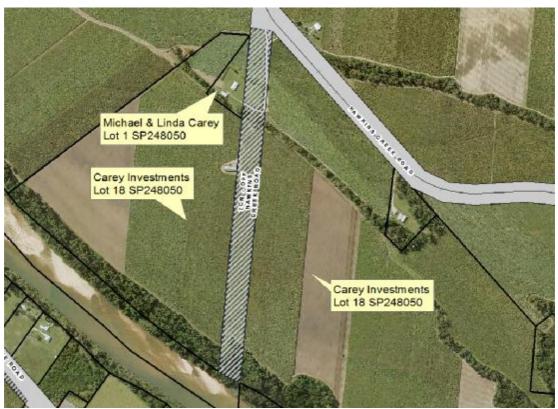


Figure 1 – Properties adjacent to Carey Road

Author: James Stewart Position: Executive Manager Infrastructure Services

### **Attachments**

Correspondence from Carey Investments

### Statutory Environment

Under the Local Government Act 2009 Hinchinbrook Shire is the road owner for all gazetted roads with the Shire excluding State Controlled Roads.

### **Policy Implications**

Council does not have a written policy on the retention or disposal of road reserves and so this is typically done on a case by case basis and via Council resolution.

### Consulted With

Acting Chief Executive Officer (ACEO)

EMISD – Left phone messages with Carey Investments and owners of Lot 1 SP248050 to discuss the proposed conditions to the letter of no objection, however by the time the report was finalised no response was received.

### Financial and Resource Implications

Nil

### Risk Management Implications

It is the opinion of the author that closure of this road will not be a risk to Council.

### Strategic Considerations

Ni

### Officers Comment

I see no reason to reject the proposed closure.

In consultation with the Acting Chief Executive Officer (ACEO) the letter of no objection will be conditional on the following:

- That the area subject to the permanent road closure is amalgamated with the adjacent property (18 SP248050).
- Legal Access is provided to property Lot1 SP248050 from Hawkins Creek Road reserve.
- An access easement is created to provide Council, Herbert River Improvement Trust access rights to the Herbert River.

# CAREY INVESTMENTS PTY LTD

Property Owners & Investors

19 February 2018

Hinchinbrook Shire Council Lannercost Street INGHAM QLD 4850

ACN of	09 688 895	
FILE No	_/_	
Doc No.		l.
Prev. Ref.		
Action		



Attention: Ramon Jayo

Dear Ramon

Re: Road License - Lot A on Plan AP 22314, Parish of Leech

A road reserve currently exists between two of the company's properties and this reserve runs from the Hawkins Creek/Elphinstone Road directly to the Herbert River, as outlined on the attached map.

Our family is seeking to have this road reserve closed as it has never been used by Hinchinbrook Shire Council or by the Herbert River Improvement Trust, nor is it likely to be used in the future as the Council has an enormous number of access points to the Herbert River to repair any damage to river banks. In addition to that, access at the junction to the Herbert River would be almost impossible due to the steep nature of the banks leading down to the Herbert River.

Since acquiring the property over fifty-five (55) years ago, this road reserve has **never** been used by the Herbert River Improvement Trust or the Hinchinbrook Shire Council to access the river.

We are more than happy to provide an easement to replace the road reserve should the Herbert River Improvement Trust or the Council ever require access to the river through this point.

The Department of Mines and Resources have indicated that we should get written consent to the closure from the Herbert River Improvement Trust and the Council prior to lodging our application for permanent road closure.

Would you kindly have this request considered at the next Council and if appropriate let us have the appropriate consent.

The witer is more than happy to discuss this matter with you prior to that meeting so that Councillors are appropriately informed on this matter. I look forward to hearing from you.

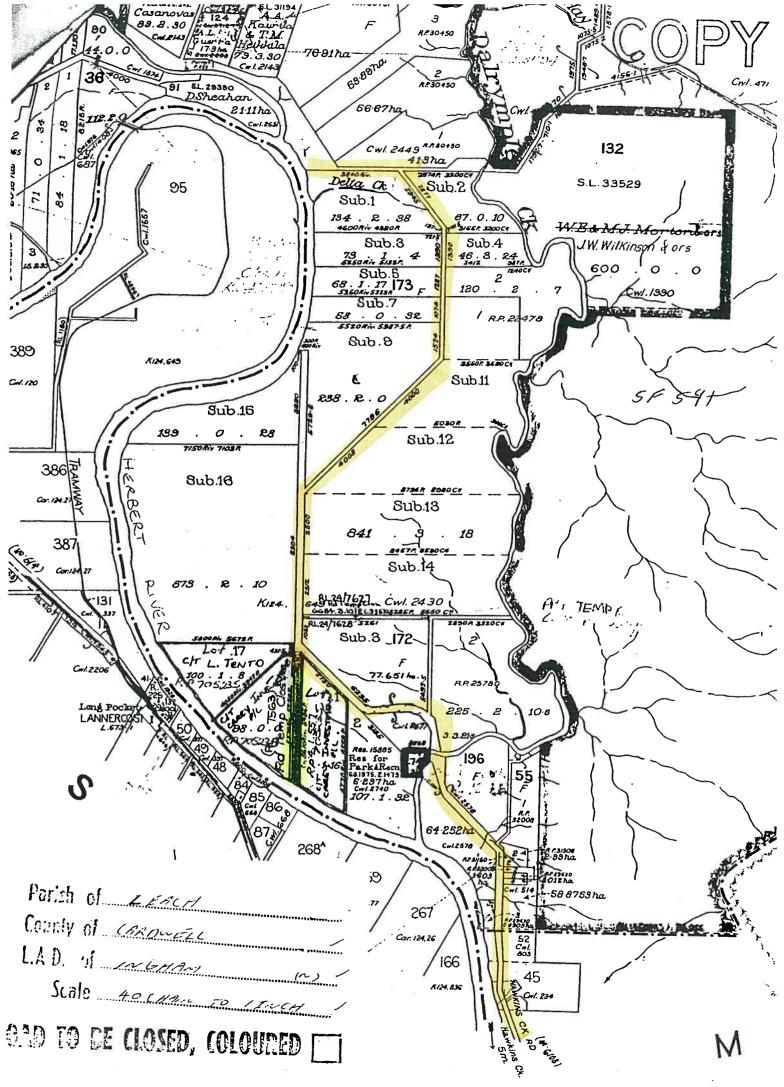
Yours faithfully

CAREY INVESTMENTS PTY LTD

Per:

enc





of 2

REFERENC	E MARKS		
	BEARING	DIST.	REM.
OIP IPin T (Messmate)	45°0° 132°31′ 148°04'30″	1.414 4.238 5.8	CWL.
IPin OIP RT (MB Ash)	148*09' 33*18' 148*03'30" 135*0'	2.048 1.021 10.92 10	CWL.

STN	TO	BEARING	DIST.	REMARKS	
1	OIP IPin	45*0*	1.414	CWL2677	1
1	ORT (Messmate)	132°31′ 148°04'30″	4.238 5.8	CWL2677	
2	IPin OIP	148*09*	2.048	CWL2677	1
3	ORT (MB Ash)	33°18′ 148°03'30″	10.92	CWL2677	
4	OIP OIP distd	135°0' 179°19'	1.437	CWL2677 CWL2677	N&C
4	ORT Gone	158*34*	9.073	RP705235	,,,,
5	Pin Pin	247°55'25" 32°08'	15.372 4.59		
70	_ Pin	101°36′	2.251		ĺ
7a 8	Cen Power Pole ORT Gone	303°50°	15.135 5.25	No.2021649 RP705235	
8	ORT Gone	335*52*	5.995	RP705235	
10 11	OIP IPin	0°0°	10 4.3	IS72235	
13	Pin Pin	270°0′	4.674		
16 17	OIP	122°0°	2.828 1.015	<i>IS72235</i>	

### PERMANENT MARKS

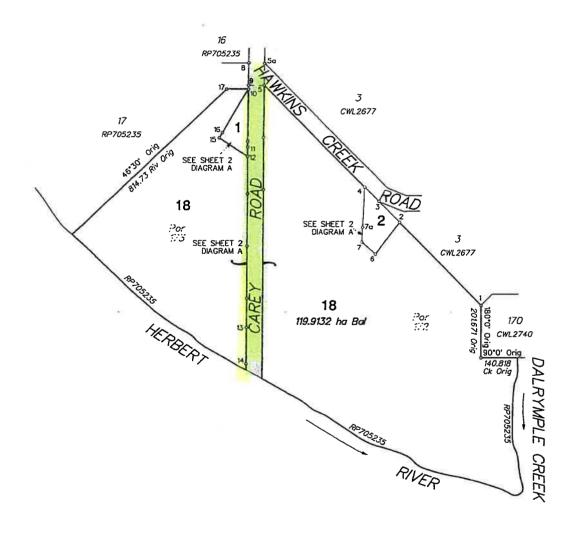
STN	BEARING	DIST.	REMARKS
3 – PM 5 – PM	85°16'45" 119°51'30"		No.183881 Mini Mark No.183882 Mini Mark

Reserved plan of survey under Section 65(4)(a)(ii) of the Survey & Mapping Infrastructure Act 2003

Original Information compiled from plan RP705235 in the Department of Environment & Resource Management

### TRAVERSES ETC.

LINE	BEARING	DIST.
5-5a	0°0°	85.335
5-9	270°0°	60.35



LESTER FRANKS SURVEY AND GEOGRAPHIC PTY LTD (ACN 098 991 210) hereby certify that the land comprised in this plan was surveyed by the corporation, by Jocob Booy, Cadastral Surveyor for whose work the corporation occepts responsibility, and that the plan is accurate, that the said survey was performed in accordance with the Survey and Mapping Infrastructure Act 2003 and Surveyors Act 2003 and associated Regulations and Standards and that the said survey was completed on 27/11/11.

Derek Ryan Orr Cadastral Surveyor

1/6/2012 Date

PLAN OF LOTS 1, 2 & 18

Cancelling Lots 1, 2, & 18 on RP705235

PARISH: LEACH Meridian: RP705235

COUNTY: CARDWELL

SP248050

Format: STANDARD

1:10 000

State copyright reserved.

Plan Status:

F/N's: None

Scale:

Document Set ID: 2235425

Version: 1, Version Date: 22/02/2018



### DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES ACTIVITY REPORT FOR APRIL 2018

### **Executive Summary**

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

### For Council Decision - Recommendation

That the report be received and noted

### **Officers Comment**

Nil

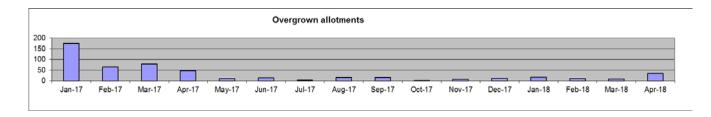
### **Environmental inspections/complaint response for April 2018**

With the change in weather conditions there has been a marked increase in activity related to overgrown allotments and we are continuing to monitor known hot spots and respond to complaints received.

There has been a spike in the number and complexity of dog complaints and this is a focus at the moment. There a number of investigations currently ongoing and number of these will require significant resources to work through the issues and develop resolutions that are agreeable to all parties involved.

•	Food premises -	24
•	Environmental inspections -	Nil
•	Public Health inspections -	Nil
•	Environmental Inspections -	Nil
•	Noise Complaints -	3
•	Odour Complaints -	2
•	Smoke Complaints -	3
•	Food Complaints -	2
•	Waste Complaints -	3
•	Other -	Nil
•	High risk personal appearance -	Nil

### **LOCAL LAWS**



Author: Rosemary Pennisi Position: Executive Manager Development, Planning and Environmental Services Date: 03 April 2018

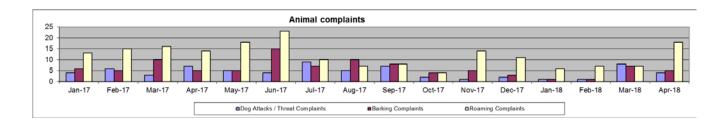
### **POUND OPERATION**

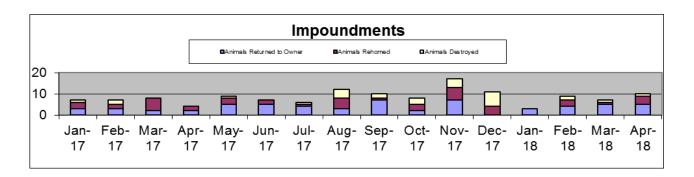
Number of dogs/cats impounded - 10
 Number collected by owner - 5

Number re-housed – 4
 Number destroyed -

Roaming complaints - 18
 Dog attacks/threats - 4

Barking - 5

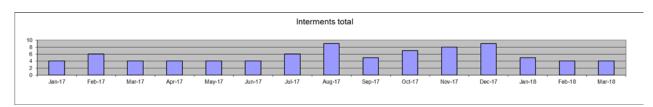




### **CEMETERY OPERATIONS**

Total Operations - 6
In Ground - 6
Vault - 0
Columbarium - 0

Mausoleum Walls (reserves remaining) – 8



### **NATURAL RESOURCE MANAGEMENT**

Feral Pig Management activities during the month of April controlled 21 feral pigs, four of which were trapped and 17 were controlled by 1080.

Weed management activities during this period focused on a number of priority species including Hygrophila, Acacia, Pond apple and Grader grass. Staff also carried out control works on Prickly pear and Caltrop along our coastal areas and continued to manage general and aquatic weeds within TYTO and the Mill Ponds

Inspections of current revegetation sites at Insulator Creek, TYTO and within Palm Creek were carried out with some minor maintenance works undertaken. There were also 53 trees planted to replace trees lost at a Palm Creek project site during the March floods.

Review of the Biosecurity Plan is continuing to gather pace with key stakeholders being engaged. It is anticipated that a number of workshops will occur prior to a wider stakeholder meeting within the next two months. The objective is to provide a framework that provides improved transparency, understanding and reporting in relation to the plan by all stakeholders.

### **WASTE MANAGEMENT**

Operations Manager met with GHD representatives during the month to garnish feedback on their work in relation to the landfill and associated issues.

It is anticipated that their final draft report will be furnished in the next two weeks and the intent is to update Council.

There has been recent activity on a number of fronts in relation to waste diversion with the Operations Manager participating in workshops in Cairns and Townsville. This will also be a topic of conversation in the upcoming May LAWMAC meeting in Townsville.

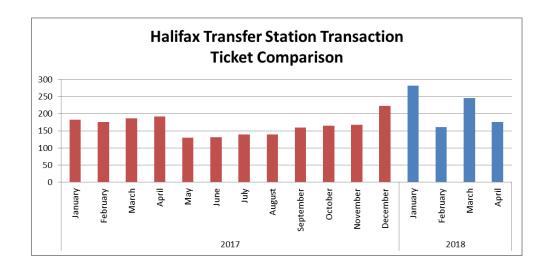
There is still no certainty provided by the State Government in relation to the proposed waste levy and we are anticipating receipt of the State's Waste Strategy Document. Once received, we will be able to progress the regional and shire based strategy.

Work is being progressed in relation to an 'operations manual' for our Warrens hill transfer and landfill operation and this will assist greatly in the management of the public and our landfilling operations.

### Halifax Waste Facility

Gross Revenue \$257.00

ITEM	# Transactions
Batteries	2
Green waste	22
Household waste	12
Voucher Green waste	47
Voucher household waste	71
Steel	18
Waste oil	3
Disaster Waste	0
Total transactions	175



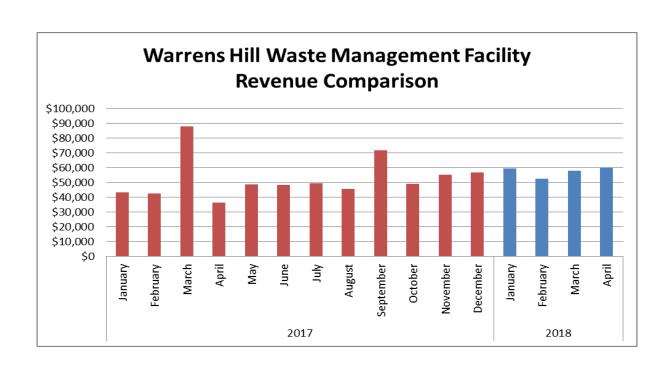
### Warren's Hill Waste Management Facility

Gross Revenue - \$59,905

Total transactions - 1666

Total waste - 1269 tonnes

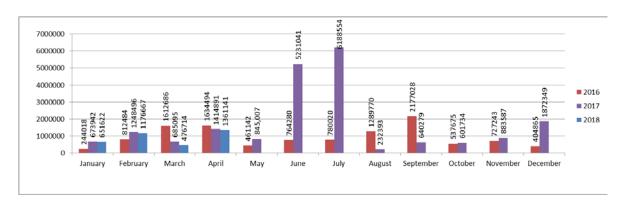
ITEM	AMOUNTS
Clean fill	268 tonnes
Commercial and industrial waste	243 tonnes
Construction and demolition	9.2 tonnes
Commercial green waste	54 tonnes
Domestic green waste	47 tonnes
Halifax skip transfer	7.52 tonnes
Household self haul waste	32 tonnes
Household waste - Contractor	387 tonnes
Illegal dumping	Nil
Oil Waste	1150 litres
Regulated waste asbestos	1.42 tonnes
Disaster waste	Nil
Vouchers green	242 deliveries
Vouchers household	242 deliveries



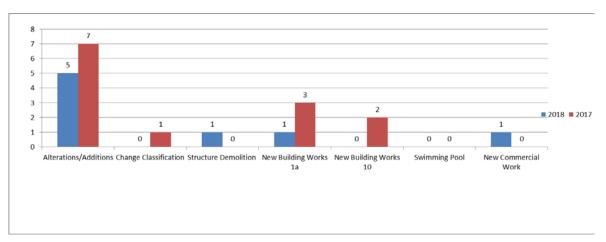
### DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES ACTIVITY REPORT FOR MONTH APRIL 2018

### **BUILDING AND TOWN PLANNING**

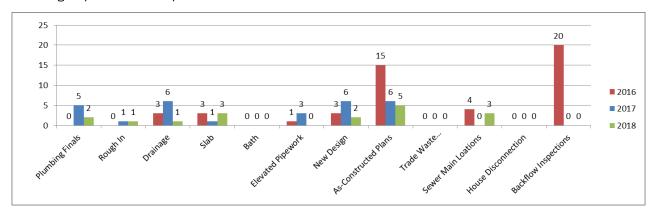
**Building Status Report** 



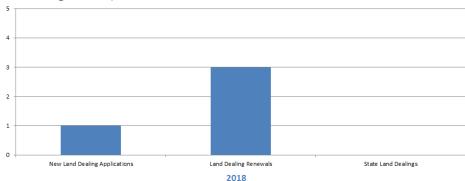
### **Building Applications from April**



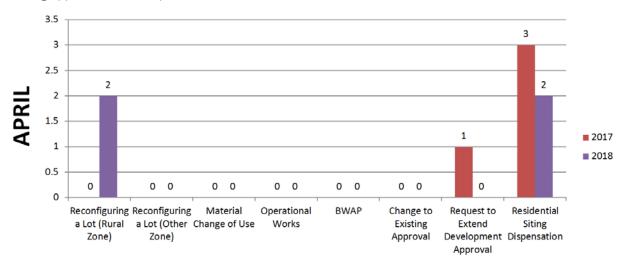
### Plumbing Inspections from April



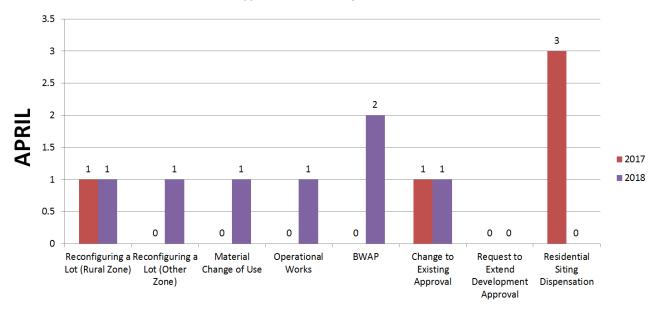
### Land Dealings from April



### Planning Applications from April



### **Applications Received by Hinchinbrook Shire Council**



Approvals Issued by Hinchinbrook Shire Council

### **ECONOMIC DEVELOPMENT AND TOURISM**

### **TYTO Management Activity**

Please refer attached Infographic

### **Grants Activities - April Update**

Department of State Development, Manufacturing, Infrastructure and Planning – Maturing the Infrastructure Pipeline Program 2 – Dutton Street Bridge Detailed Design. Total Project Cost \$611,291; Funding \$611,291; HSC Cost \$nil	Submitted awaiting outcome
Department of National Parks, Sport and Racing – Get In The Game – Get Planning Spaces – Wallaman Falls Strategic Masterplan. Total Project Cost \$112,750; Funding \$75,000; HSC Cost \$37,750	Submitted awaiting outcome
Qld Reconstruction Authority – Natural Disaster Resilience Program 2018 – Flood Mitigation Property Floor Level Monitoring Project. Total Project Cost \$140,000; Funding \$112,000; HSC Cost \$28,000	Submitted awaiting outcome
Qld Reconstruction Authority – Natural Disaster Resilience Program 2018 – Community Resilience Officer – Total Project Cost \$110,000; Funding \$88,000; HSC Cost \$22,000	Submitted awaiting outcome
QCoast 2100 - Coastal Hazard Adaptation Program - CHAS Phases 1 and 2	Scoping Study Report Phase 2 finalised. Acquittal in process.
Department of Justice and Attorney General – Gambling Community Fund – Microfilm Viewer and associated PC for the Hinchinbrook Shire Library. Total Project Cost \$15,580; Funding \$15,580; HSC Cost \$nil.	Awaiting outcome
Ergon Community Fund – SES Computer Equipment Upgrade. Total Project Cost \$3,950 fully funded.	Awaiting outcome
Ergon Community Fund – Pillow Case Project. Total Project Cost \$4,637.50 fully funded.	Awaiting outcome
Qld Seniors Week – A Queensland for All Ages – Morning Tea 2018. Total Project Cost \$5,861; Funding \$1,000; HSC Cost \$4,861.	Awaiting outcome

С	Construction	Α	Assessment	Р	Procurement

	Programme Estimate 2017/2018			2017/2018													
Project Description	HSC Budget	Other Source	Total	Expenduture	Comments and Projected Timeline												
				201	7/2018 C	Capital	Projec	ts									
W4Q2.09 Herbert Street –																	
Activate Space	\$0	\$140,000	\$140,000	\$0		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Designs have commenced					Forecast												
					Actual												
CBD Works	\$150,000	\$0	\$150,000	\$0		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual											l	
Conference Centre repurposed from VIC	\$100,000			\$49,637 Complete \$50 C/O		Jul	1 4	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
(Upgrade Visitor Info Lounge)		\$0	\$100,000		Forecast	Jui	Aug	sep	OCL	NOV	Dec	Jan	reb	iviar	Apr	iviay	Jun
					Actual												
					Actual	l	I			1			1				
		\$0	\$80,000	\$0		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
TYTO tracks/walks	\$80,000				Forecast		, in the second								·	,	
					Actual												
		\$0		\$0													
Cemeteries tractor	\$50,000		\$50,000	With Fleet Manager		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
cemeteries tractor	<b>\$30,000</b>				Forecast												
				.vianage.	Actual												
A mad Estandly stupet and cod																	
Aged Friendly street and park	\$20,000	\$100,000	\$120,000	\$2,000	F/	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
furniture_DCCSDS grant					Forecast			-									
CBD Revitilisation (Hinchinbrook Way Walk		-			Actual	l	l .	1	1	1							1
Wayfinding singage, Rotary Park						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
revitilisation, maps and signage)	\$142,046	\$0	\$142,046	\$23,315	Forecast	Jui	Aug	ЭСР	OCI	1404	Dec	Jan	165	IVIGI	ДРІ	ividy	Juli
. c					Actual												
																	•
CDD (Continuisht Ct	¢450.000	ćo	¢450.000	ćo		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CBD/Cartwright St	\$150,000	\$0	\$150,000	\$0	Forecast												
					Actual												

С	Construction	А	Assessment	Р	Procurement

Project Description	Programme Estimate 2017/2018  HSC Budget Other Total			2017/2018 Expenduture	Comments and Projected Timeline				
2017/2018 Capital Projects									

RV tourist park signage (west end Lannercost																	
Street)	445.000	ćo	445.000	ć= 22F		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	\$15,000	15,000 \$0	\$15,000	\$5,325	Forecast											·	
					Actual												
						<u> </u>		I								l	
Tourist Loop Signage						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
original signs not approved, other images	\$92,546	\$0	\$92,546	\$330	Forecast	Jui	7106	эср	Oct	1404	DCC	3011	100	IVIGI	7,61	ividy	3011
are being reviewed					Actual												
					Actual												
									T								
Wallaman Falls Infrastructure Project	\$50,000	\$0	\$50,000	\$0		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
TYTO upgrade lighting	\$25,000	\$0	\$25,000	\$0		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
TTTO approact lighting	ψ25,000	70	723,000	70	Forecast												
					Actual												
Lannercost Street laneway artwork	ć2F 000	\$0	\$25,000	\$0		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
discussions with project manager	\$25,000				Forecast												
, , , , , , , , , , , , , , , , , , ,					Actual												
						<u> </u>		l	1	<u> </u>	l						
Cemetery lowering device	\$16,000	\$0	\$16,000	\$12,950 Complete		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
(arrival due February)					Forecast	301	7105	эср	000	1404	DCC	Juli	100	IVIGI	7,61	ividy	Juli
(univaruae rebruary)					-												
					Actual												
TVTO Info Contro consula light and count														·			
TYTO Info Centre upgrade light and sound	\$10,000	\$0	\$10,000	\$0		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$10K C/O					Forecast												
					Actual												
Aged Care Projects (aging in place)	\$10,000	\$0	\$10,000	\$0		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Aged care Projects (aging in place)	<b>\$10,000</b>		710,000	ŞU	Forecast												
					Actual												
	4	40	440.000	\$9,091		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Mobile phone black spot (Mt Fox)	\$10,000	\$0	\$10,000	Complete	Forecast											,	
					Actual												
					7101001												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Additional Shoring Box (cemetery)	\$8,000	\$0	\$8,000	\$0	Foreset	Jui	Aug	Зер	OCC	IVOV	Dec	Juli	160	IVIGI	Λþi	iviay	Juli
					Forecast												
					Actual												
Totals	\$978,592	\$240,000	\$1,218,592	\$102,648													
		, ,															

## VISITOR-DRIVEN ATTRACTIONS Year On Year Monthly Comparison ONLY



3,075 PATRONS IN APRIL 2018, 41,783 TOTAL SO FAR IN 2017/18 [7]



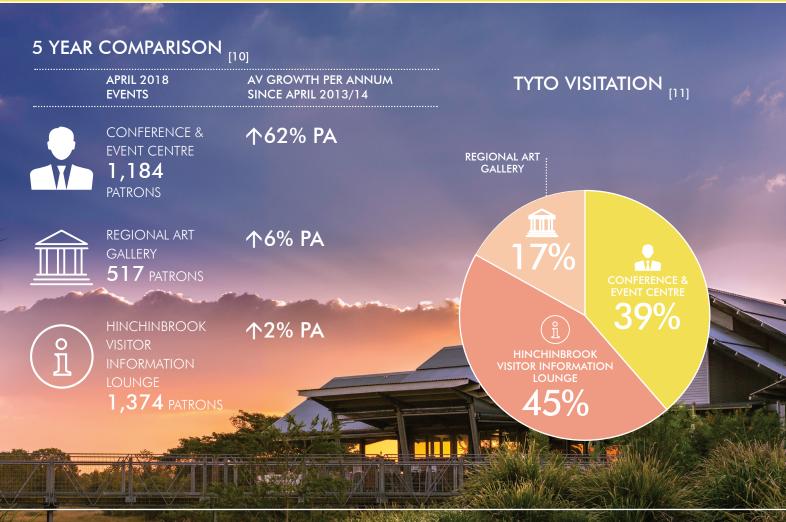
BUSIEST MONTH TO DATE IS **AUGUST** 2017/18 DRIVEN BY THE TCEC [9]



TOTAL PATRONAGE TO TYTO HAS decreased by  $\sqrt{14\%}$  in COMPARISON TO APRIL 2017

# **APRIL 2018 HIGHLIGHTS**

TYTO USE, GROWTH & IMPACT ANALYSIS



# AMBASSADOR CONTRIBUTIONS APRIL [12]



**REGIONAL ART** GALLERY 31 HOURS



HINCHINBROOK VISITOR INFORMATION LOUNGE 394 **HOURS** 



TYTO CONFERENCE CENTRE 99 HOURS







# CONFERENCE & EVENT CENTRE: A GROWING REVENUE STREAM

Year On Year Monthly Comparison ONLY





45 DELEGATES PER
DAY PER EVENT,
COMPARED TO 76 IN
APRIL 2017
[2]

# EVENT TYPES [4]

APR 2018	NO. OF	%CHANGE	PA 2014
EVENTS	BOOKINGS	SINCE JULY	
EVENT WORKSHOP CONFERENC MEETING OTHER	4 3 E 2 16 3	个25% 个50% 个25% 个375%	491 82 50 165 460

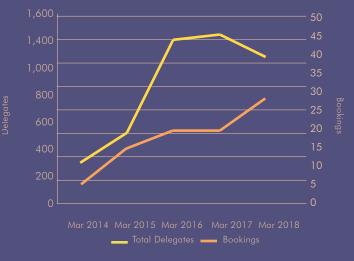
# **APRIL 2018 HIGHLIGHTS**

TYTO USE, GROWTH & IMPACT ANALYSIS

# STYPE STATE 37% CORPORATE 53% GOVERNMENT % CHANGE PA SINCE 2013/14 [6] GOVERNMENT CORPORATE PRIVATE 11% 11% 13% 14 BOOKINGS 11% 11% 115%

# EVENT BOOKINGS & PAX [3]

5 Year Comparison\*





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







AND FOOD SECTOR (40%), FOLLOWED BY TRANSPORT (27%) &

RETAIL (12%) [15]

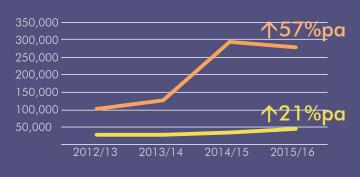
# FINANCIAL YEAR 2016/17 HIGHLIGHTS

TYTO USE, GROWTH & IMPACT ANALYSIS

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

# REGIONAL VISITATION [16]

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



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

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

# VISITORS ORIGINS [19]

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



14% LOCALS



29% DAY VISITORS



DOMESTIC OVERNIGHT VISITORS



29% INTERSTATE VISITORS



18% from international western markets



FROM INTERNATIONAL EASTERN MARKETS

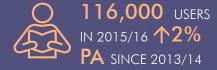
# REGIONAL JOBS [17]



40 JOBS SUPPORTED FROM VISITOR EXPENDITURE IN THE REGION FROM TYTO

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

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







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

### DISCLAIMER



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

nidependent research should be undertaken before any action or accision is taken on the basis of material contained in this report. This report does not seek to provide any assurance of project viability and EarthCheck accepts no liability for decisions made or the information provided in this report. Unless otherwise stated, all venue and tourism statistics presented in this document are courtesy of Tourism Research Australia, for the Year Ending June 2016 or have been provided by Hinchinbrook Shire Council.

- Assumptions and Data Sources:

  1. Of visitors who reside within 400km of the VIC, 24% are overnight visitors and 76% are day visitors. Source: TRA YE June 2016 for Hinchinbrook Shire

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



# KEY TO SUBSCRIPT NUMBERS [1-19]

- Figures provided by Council on spend on site for F&B and room Hire, comparing the month of April 2018 with April 2017
- 2. Figures provided by Council on the number of event delegates of the average number per day, comparing the month of April 2018 with April 2017
- 3. Figures provided by Council on the number of patrons per day at events and number of event bookings, comparing the month of April in 2014-2018.
- 4. Figures provided by Council on the number of bookings by type of event, comparing April 2018 with April 2014, and the average growth per annum (not total percentage growth) in booking numbers per event type. Pax figures have been provided by Council for April 2018 by event type.
- 5. Figures provided by Council on number of events by user type, comparing the share of each event user type to all event bookings in April 2018.
- Figures provided by Council on number of event users by type, comparing the month of April 2018 with April 2014 with an average per annum percentage growth (not total percentage growth) in those type of event users.
- Figures provided by Council on number of patrons counted in the visitor-driven attractions at TYTO (i.e. Regional Art Gallery (TRAG), Conference & Event Centre (TCEC) and Hinchinbrook Visitor Information Lounge (HVIL)) for April 2018 and in July–April 2018
- 8. Figures provided by Council on patrons to the visitor driven attractions, comparing the month of April 2018 to April 2014 with an average per annum percentage growth
- 9. Figures provided by Council on patrons to the visitor driven attractions per month since April 2012
- 10. Figures provided by Council on number of patrons to each of the visitor-driven attractions for April 2018, comparing April 2018 figures with April 2014 by an average per annum percentage growth
- 11. This diagram shows the proportion of patrons to each of the visitor-driven attractions out of total patronage to TYTO's visitor-driven attractions for April 2018
- Figures provided by Council on ambadassor contribution across TYTO.
- 13. The value of \$2.8M is estimated by:
  - a) Calculating the number of visitors to TYTO's visitordriven attractions by using the total number of patrons for the 2015/16 financial year (53,680 patrons) and removing the percentage of locals sourced from the visitor origin survey conducted in the HVIL (=45,775 visitors remaining).
  - b) The expenditure of those 45,775 visitors is linked to their origin, apportioning typical regional spend figures.
  - c) This assumes the breakdown of domestic day and domestic overnight to the region from Tourism

- Research Australia applies to the visitors of the facility. The number of international visitors is assumed to be consistent with visitor origin data collected through the Hinchinbrook Visitor Information Lounge. In future, collecting data on day vs overnight visitation would be beneficial.
- d) A 'typical' average spend per trip day (\$94), domestic overnight (\$105), eastern international overnight (\$60) and western international overnight (\$58) are drawn from the National and International Visitor Surveys using the average of the local areas around Hinchinbrook Shire.
- e) There is no way to know exactly how much of this expenditure stays within the Shire and how much is economic 'leakage'.
- 14. The indirect value of the \$2.8M in estimated direct expenditure is calculated using the Tourism Satellite Account for the Townsville Tourism Region, published by Tourism and Events Queensland in partnership with Tourism Research Australia. There is no way to know exactly how much of this indirect expenditure stays within the Shire and how much is economic 'leakage'.
- 15. The industries likely impacted by this direct expenditure is calculated using the Tourism Satellite Account for the Townsville Tourism Region, published by Tourism and Events Queensland in partnership with Tourism Research Australia. There is no way to know exactly how much of this indirect expenditure stays within the Shire and how much is economic 'leakage'.
- 16. Visitors to TYTO's visitor-driven attractions are based on patronage numbers provided by Council for 2015/16, removing the percentage of locals from HVIL's visitor origin survey. Overall Hinchinbrook Council Area visitation is based on data sourced from Tourism Research Australia for 2015/16
- 17. The estimated direct jobs supported in the 2015/16 financial year (not new jobs) by the regional expenditure is calculated using the Tourism Satellite Account for the Townsville Tourism Region, published by Tourism and Events Queensland in partnership with Tourism Research Australia. There is no way to know exactly how many of these jobs supported stay within the Shire and how much is economic 'leakage'.
- Social and economic benefit figures are based on community use only of Hinchinbrook Shire Library (not added expenditure to the region from outside sources/ visitors). Model sourced from Qld Public Libraries Study, 2012
- 19. Visitor origin proportions are based on data provided by Council for patrons to HVIL 2015/16. It is assumed that these proportions are consistent across all patrons to the visitor-driven attractions.





# EXECUTIVE MANAGER DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES MONTHLY STATUS REPORT - MAY 2018

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

Resolution Number 240418-34 - RF002311 - Cemetery Plot Excavation and Ancillary Works

That Council appoint R Marbelli & S Marbelli (trading as Timrith Transport), ABN 55 164 785 197 to undertake cemetery plot excavation and ancillary works for a period of two years with two 12 month extensions at the discretion of Council.

### Status:

May 2018 Update – All submitters have been advised of the outcome via letters dated 30 April 2018. The appointed contractor has commenced. A review process has also been put into place to monitor quality outcomes however we do not expect any issues.

Matter Closed

Resolution Number 240418-32 – Orpheus Island Nominees, Application for a New Lease – Commercial Tourism Purposes – Pelorus Island – Lot 22 on CWL806711

That Council offer no objection to the application for a new lease over existing Lot 22 on CWL806711 on Pelorus Island for Commercial Tourism purposes. This approval is not tantamount to approval for any development to proceed without formal development approval.

### Status:

May 2018 Update – Decision Notice prepared and provided to DNRME #2243903 on 30 April 2018.

Matter Closed

Resolution Number 240418-31 – Transfer of Fishing Hut from Rick, Michael, Mark and Brett Bartolini to Matthew Bell, Stephen and Gary Scott

That Council approve a Trustee Permit between Hinchinbrook Shire Council and Matthew Bell, Stephen and Gary Scott over fishing hut located in Lot 382 on SP136985 at Bronte for a three (3) year term.

### Status:

May 2018 Update – Decision Notice issued to Applicant on 2 May 2018. Applicant to sign prepared trustee permit documentation for lodgement with Department of Natural Resources, Mines & Energy (Document Number: 2244531).

Matter Closed

Resolution Number 240418-30 — Request for Minor Change Planning Act 2016, S.78 — Hansen Surveys for the Crystal Creek Caravan Park Pty Ltd - Material Change of Use and Reconfiguration of Land — Reconfiguring a Lot (Subdivision One Lot into Three Lots — Lot 17 on CWL3635, Parish of Waterview — 8 Barrilgie Road, Coolbie

That Council resolve to approve a s.78 Minor Change for Reconfiguration of a Lot (Subdivision of one (1) lot into three (3) lots) over Lot 17 on CWL3635, subject to a number of conditions.

### Status:

May 2018 Update – Decision Notice issued to Applicant on 1 May 2018. Applicant has until 1 May 2024 to complete proposed reconfiguration associated with request for minor change (Document Number: 2244202).

Matter Closed

Author: Rosemary Pennisi

Position: Executive Manager Development, Planning and Environmental Services

Resolution Number 240418-29 — Material Change of Use — Residential (Multiple Unit Development) — 8 Alm Street, Ingham — Lot 11 on RP717839, Parish of Trebonne — Hinchinbrook Aboriginal & Islander Housing Co-Operative Society

That Council issue a Development Permit for Material Change of Use – Multiple Unit Development (3 x 1 Bedroom) on Lot 11 on RP717839, Parish of Trebonne, 8 Alm Street, Ingham, subject to a number of conditions.

#### Status:

May 2018 Update – Decision Notice issued to Applicant on 30 April 2018. Applicant has until 1 May 2024 to complete proposed material change of use – multiple unit development (3 x 1 bedroom units) at premises (Document Number: 2244237).

Matter Closed

Resolution Number 240418-28 – Reconfiguration of a Lot – Subdivision of Land – One (1) Lot into Two (2) Lots – Bruce Highway, Toobanna – Lot 3 on SP211110, parish of Trebonne – Hansen Surveys Pty Ltd for M Borg and M and M Donghi

That Council approve a Development Permit for Reconfiguration of a Lot (Subdivision of One (1) Lot into Two (2) Lots) over Lot 3 on SP211110, subject to a number of conditions.

#### Status:

May 2018 Update – Decision Notice issued to Applicant on 30 April 2018. Applicant has until 1 May 2024 to complete proposed reconfiguration of land – subdivision of one (1) lot into two (2) lots (Document Number: 2244273).

Matter Closed

Resolution Number 240418-27 – Reconfiguration of a Lot – Subdivision of Land – One (1) Lot into Two (2) Lots – Forrest Beach Road, Braemeadows – Lot 10 on SP241467, Parish of Cordelia – Hansen Surveys Pty Ltd for VA, L and MAP Raiteri

That Council approve a Development Permit for Reconfiguration of a Lot (Subdivision of One (1) Lot into Two (2) Lots) over Lot 10 on SP241467, Parish of Cordelia, subject to a number of conditions.

## Status:

May 2018 Update – Decision Notice issued to Applicant on 30 April 2018. Applicant has until 1 May 2024 to complete proposed reconfiguration of land – subdivision of one (1) lot into two (2) lots (Document Number: 2244285).

Resolution Number 240418-17 – Rates and Charges Relief for the Old Ingham Fire Station – 45 McIlwraith Street, Ingham

That Council grant a concession equal of 100% for each of the following charges:

- Water Base Charge; and
- Sewerage Charge;

for the premises located at 45 McIlwraith Street, Ingham, described as Lot 1 on SP117199 as it is being used for emergency and disaster management by the local Rural Fire Service and the local State Emergency Service (SES), for the term of the licence to occupy between the Council and the State of Queensland. This is to apply for the rates levied from 01/07/2017 to the 30/06/2018 and that the waiver continues for the term of the license to occupy granted to Council on behalf of the SES.

That the State Emergency Management Levy be paid from the budgeted allocated for SES expenses.

## Status:

May 2018 Update – A letter has been sent to the State requesting the Fire Service Levy be waived and we are awaiting a response.

Resolution Number 240418-16 - Marine Media Group: Recreational Fishing Event / Marketing Proposal

That Council accept the Marine Media Group proposal for the sum of \$45,000 per year over 3 years and send written correspondence seeking a formal contract for review and approval.

That Council look at growing the value of the partnership by the following:

- increase leverage of all events and celebrity endorsements (within contractual parameters), especially via social media;
- increase on-ground product;
- increase inbound product;
- ensure continued multi use of content to increase economy of scale re production spend;
- increase media releases for more widespread regional positive publicity;
- leverage series and local complementary events if possible (within contractual parameters);
- look at on-ground conversion of the Asian market via third party engagement.

#### Status:

May 2018 Update - Nil movement.

Resolution Number 240418-15 – Rotary District 9550 Conference – Official Opening Sponsorship – 4 May 2018

That Council assist Rotary International District 9550 Ltd by organising the "meet and greet" opening ceremony to be held a TYTO, to the value of \$2,500.

That the \$2,500 expenditure be funded from the Economic Development Operating Budget.

## Status:

May 2018 Update –Complete. Received phone call from J Slater thanking Council and staff for the event—the event was fantastic and enjoyed by all. Some delegates went to the Gallery the next day and bought souvenirs.

Matter Closed

Resolution Number 240418-13 –Trustee Permit to Marb Construction and Plant Hire over Lot 312 on CWL1973 – Mount Cordelia

That Council defer the matter pending receipt of further information.

## Status

May 2018 Update – Report with new information as requested at the General Council Meeting of 24 April 2018 has been prepared and submitted for inclusion onto the General Council Meeting of 29 May 2018.

Resolution Number 240418-12 – Lease Between Hinchinbrook Shire Council and Paul, Rita and Natal Cauchi over Lot 362 on SP214657, Halifax Road, Ingham

That Council defer the matter until such time as Council determines the direction it will take regarding solar farming, given the potential need for the land for power generation purposes for the adjacent sewerage plant.

## Status:

May 2018 Update —That Council defer the matter until such time as Council determines the direction it will take regarding solar farming, given the potential need for the land for power generation purposes for the adjacent sewerage plant.

Resolution Number 270318-26 – Native Title Determination – Nywaigi People Native Title Claim QUD 148/2015

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

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

#### Status:

May 2018 Update – The matter has been finalised.

Matter Closed

April 2018 Update – Mayor Ramon Jayo and EMDPES are attending the Federal Court Hearing at Forrest Beach Lifesaving Club on 20 April 2018.

Resolution Number 270318-25 –Small Scale Low Intensity Eco-Tourism Development on Pelorus Island – Lot 22 on CWL806711

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

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

## The Trustee Permit

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

# Reason(s) for Decision

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

# Status:

May 2018 Update – Meeting with JAM (16/04/2018). JAM will determine the location of the facility on Pelorus Island and provide Council with relevant survey plan.

April 2018 Update – Decision notice sent to applicant 5 April 2018 and meeting to be arranged by PMO.

Resolution Number 270318-12 – Lease between Hinchinbrook Shire Council and Paul, Rita and Natal Cauchi over Lot 362 on SP214657, Halifax Road, Ingham

That the matter be deferred pending receipt of further information.

## Status:

May 2018 Update – That Council defer the matter until such time as Council determines the direction it will take regarding solar farming, given the potential need for the land for power generation purposes for the adjacent sewerage plant. This resolution superseded by later resolution 240418-12.

Matter Closed

April 2018 Update - Report prepared for the April General Meeting.

Resolution Number 300118-15 - Local Law - Waste Management

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

## Status:

May 2018 Update – The public consultation phase and state agency check are currently in progress with the public consultation phase due for completion on 19 May 2018. A report will then be drafted for Council consideration.

April 2018 Update – Legal provider has been engaged to review and provide advice. Workshop has been scheduled with EM to progress.

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

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

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

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

#### Status:

May 2018 Update - Complete.

Matter Closed

April 2018 Update – Acquittal not received. MOW contacted via phone on 10 April 2018 requesting Acquittal. Letter to be sent by end of week requesting Acquittal.

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

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

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

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

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

## Reason(s)

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

## Status:

May 2018 Update – LGIP second State Interest Review and Infrastructure Charges Resolution reports has been discussed with Council at the Council Briefing Session dated 8 May 2018. Reports will be submitted to the General Council Meeting dated 29 May 2018.

April 2018 Update – Public notification period until 24 April 2018.

March 2018 Update – Progressing public notification.

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

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

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

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

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

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

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

## Status:

May 2018 Update – MECD still to finalise.

April 2018 Update – Letter of thanks received. No Community Activity Grant received to date. MECD to contact again to ensure they do not miss the round of funding.

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

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

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

December 2017 Update - Outcome report draft complete. Await final meeting with Munqulla.

November 2017 Update – Still awaiting Acquittal Report.

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

September 2017 Update – Event preparation is progressing.

Resolution Number - 250717-36 - Works for Queensland

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

Project Proposals	Estimated Cost
Lucinda Swimming Enclosure	\$ 50,000
Horse Arena	\$ 400,000
Toilet Block (Main Street) Male/Urinal, Female, Disability, baby change room	\$ 300,000
Bosworth Road (from Forrest Beach Road turnoff to the Forrest Beach side of the causeway)	\$ 350,000
Shade Structure (Mercer Street and Johnstone Street)	\$ 200,000
Wallis Street, Trebonne - Bitumen Widen	\$ 100,000

North End Taylors Beach near ramp — Bitumen	\$ 120,000
Stone Street, Ingham	\$ 200,000
Herbert Street - Activate Space ie viewing platform for the trains, tables/seating and cultural area for recognition of local heritage	\$ 320,000
Wattle Street Footpath overspend- Bitumen reseal of gravel carpark Palm Street	\$ 60,000
Forrest Beach Picaninny Park — pathway and boardwalk and bench seats—Picnic Tables, shade covers and expanded play area at Corbett Park	\$ 200,000
TOTAL	\$2,300,000
Possible Project Proposals	
Long Pocket Road Extension (to complete)	\$ 950,000
Halifax Footpath - Stevenson Avenue to Skene Street on Halifax Road	\$ 320,000
Forrest Beach - Play area for kids – baby swings, etc	\$ 20,000
Picnic tables upgrade from round cement to aluminium picnic set	\$ 20,000
Balance of Bosworths Road	\$ 700,000
TOTAL	\$2,010,000

#### Status:

May 2018 Update — Council is seeking approval from the Department in relation to these revised projects (please note changes to table above). All other projects are in progress.

April 2018 Update – The Wattle Street footpath project (\$60,000) and Picaninny Park project (\$200,000) will not be progressed, with alternate projects being the bitumen reseal of the gravel carpark on Palm Street (\$60,000) and picnic tables, shade covers, and expanded Forrest Beach play area (\$200,000) identified as replacement projects. All other projects are in progress.

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

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

January 2018 Update - Ongoing.

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

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

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

September 2017 Update – Anticipate departmental notification mid September 2017.

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

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

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

## Status:

May 2018 Update – The project is in progress.

April 2018 Update – The project is in progress, and currently completing set milestone within specified timeframes.

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

February 2018 Update – The project is currently in progress.

January 2018 Update – The project is currently in progress.

December 2017 Update – The project is currently in progress.

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

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

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

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

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

June 2017 Update – In progress.

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

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

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

## Status:

May 2018 Update – Full layout of all items to be collated and approved – contractor has been engaged to do full layout for Council approval and obtain DTMR approval.

April 2018 Update – Meeting 4 April 2018 with Contractor, Parks & Garden (HSC) and Nursery (HSC) for concept / quote and prototype regarding pot plant upcycle for next stage in Ingham CBD Redevelopment.

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

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

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

December 2017 Update – Await final engineering drawings from contractor.

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

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

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

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

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

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

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

April 2017 Update – No further update.

March 2017 Update - No further update.

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

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

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

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

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

September 2016 Update – Permits currently being assessed by DTMR.

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

July 2016 Update – No update at this stage.

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

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

March / April 2016 Update — EOI closed on 21 March 2106. 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:

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

Status:

May 2018 Update – Included in PDG agenda.

April 2018 Update - Nil movement.

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

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

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

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

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

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

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

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

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

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

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

April 2017 Update - No further update.

March 2017 Update – Signage panels are being designed.

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

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

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

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

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

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

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

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

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

May 2016 Update – Design quide 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 quide 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:

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

#### Status:

May 2018 Update - Complete.

Matter Closed

April 2018 Update – Awaiting contractor to complete works – advised will be complete by 13 April 2018.

March 2018 Update - This matter is still progressing.

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

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

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

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

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

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

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

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

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

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

April 2017 Update – No further update.

March 2017 Update – Signage panels are being designed.

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

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

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

November 2016 Update – DTMR require engineering drawings for consideration.

October 2016 Update - No further update at this stage.

September 2016 Update - Council awaiting DTMR approval.

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

July 2016 Update – No update at this stage.

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

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

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

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

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

December 2015 Update – Design quide 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:

May 2018 Update - In progress.

April 2018 Update - Nil movement.

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

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

January 2018 Update – Free Wi Fi network is active.

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

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

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

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

August 2017 Update –

Item i. and v. are on hold,

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

Item iii Part of the Ingham CBD Wayfinding Signage Project. Refer to Resolution Number – 290915-23 Item iv. Refer to Resolution Number - 310117-13 – RFQ 001487

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

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

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

April 2017 Update - No further update.

March 2017 Update - No further update.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolution Number – 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:

May 2018 Update – Informal correspondence received from HCSC, they would like to meet with Council and discuss some issues they have with the operation of the facility.

April 2018 Update – Council has written to ask the Hinchinbrook Community Support Centre if they are willing to take over the facility as a Trustee from the State Department. Hinchinbrook Community Support Centre responded and advised they will notify Council of their intentions after their Board Meeting to be held on 18 April 2018.

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

February 2018 Update – Discussions to be had with HCSC.

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

December 2017 Update - Matter is progressing.

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

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

September 2017 Update - No further update.

August 2017 Update – Matter is progressing.

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

June 2017 Update - No further update.

May 2017 Update - No further update.

April 2017 Update - Ongoing.

March 2017 Update - Ongoing.

February 2017 Update - Ongoing.

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

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

December 2016 Update - Ongoing.

November 2016 Update - Ongoing.

October 2016 Update - Ongoing.

September 2016 Update – Ongoing.

August 2016 Update - Ongoing.

July 2016 Update - Ongoing.

June 2016 Update - Ongoing.

May 2016 Update - Ongoing.

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

February 2016 Update - Ongoing.

January 2016 Update - Ongoing.

December 2015 Update - Ongoing.

November 2015 Update - Ongoing.

October 2015 Update - Ongoing.

September 2015 Update - Ongoing.

August 2015 Update - Ongoing.

July 2015 Update - Ongoing.

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

May 2015 Update – No further update.

April 2015 Update – No further update.

March 2015 Update – No further update.

February 2015 Update – No further update.

January 2015 Update – No further update.

December 2014 Update – No further update.

November 2014 Update – Discussions held with HCSC.

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

September 2014 Update –No further update.

August 2014 Update - No further update.

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

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

June 2014 Update – No further update.

May 2014 Update – No further update.

April 2014 Update - No further update.

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

February 2014 Update - No further update.

January 2014 Update - No further update.

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

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

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

September 2013 Update - No further update.

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

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

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

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

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

## Status:

May 2018 Update – Included in the PDG agenda.

April 2018 Update – Council did not approve image. Other images being reviewed.

March 2018 Update - No further update.

February 2018 Update – No further update.

January 2018 Update - No further update.

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

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

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

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

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

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

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

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

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

March 2017 Update - Signage panels are being designed.

February 2017 Update – RCP approved by DTMR.

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

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

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

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

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

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

July 2016 Update – No further update at this stage.

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

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

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

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

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

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

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

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

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

August 2015 Update – Work progressing.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## REPORT TO COUNCIL



# HINCHINBROOK SHIRE PLANNING SCHEME 2017 ADOPTION OF THE NEW PLANNING SCHEME AND DATE OF IMPLEMENTATION

## **Executive Summary**

The purpose of this report is to seek approval from Council to adopt and implement the Hinchinbrook Shire Planning Scheme 2017 following approval from the Minister for State Development, Manufacturing, Infrastructure and Planning, Hon Cameron Dick, received on 15 March 2018.

## For Council Decision - Recommendation

It is recommended that Council resolves:

- 1. to adopt the new planning scheme (Hinchinbrook Shire Planning Scheme 2017);
- 2. the implementation date for Hinchinbrook Shire Planning Scheme 2017 as from 2 July 2018;
- 3. in accordance with statutory guideline 01/16 Making and amending local planning instruments, to:
  - a) note how the State Planning Policy is appropriately integrated in the approved planning scheme;
  - b) place notices in the gazette, a newspaper circulating generally in the Local Government's area and on Council's website.

## Reason(s)

• The Hinchinbrook Shire Planning Scheme 2017 has been prepared consistent with statutory requirements.

# **Background**

The Hinchinbrook Shire Planning Scheme 2005 was prepared in compliance with provisions of the *Integrated Planning Act* 1997 (IPA), which has since been superseded by the *Sustainable Planning Act* 2009 (SPA).

The Hinchinbrook Shire Planning Schemes review and redevelopment commenced under the Sustainable Planning Act 2009 (SPA) which requires that local governments review their planning scheme every 10 years, to ensure that they respond appropriately to changes at a local, regional and state level.

The SPA has been superseded by the Planning Act 2016 (PAct) which came into effect on 3 July 2017. The draft Hinchinbrook Shire Planning Scheme was redesigned to comply with the PAct requirements and submitted for relevant checks and approvals under the Planning Act.

Planning schemes must be updated or redeveloped to reflect the Queensland State Planning Policy.

## 1. First compliance check

The first compliance check consists of two components – a review by the State Departments and amendments, if any, by Council. The first review of the draft Hinchinbrook Shire Planning Scheme was completed in January 2017.

The Ministerial endorsement to progress the draft Hinchinbrook Shire Planning Scheme 2017 to a public consultation, subject to minor amendments being made, was received on 25 May 2017.

# 2. Public consultation

Author: Gerhard Visser Position: Planning and Development Manager Date: 30 April 2018 Public consultation of the draft Hinchinbrook Shire Planning Scheme 2017 commenced on 24 July 2017 and was finalised on 5 September 2017.

Twenty-five submissions were received during public consultation of the draft Hinchinbrook Shire Planning Scheme 2017 and as a result some changes were made to the draft Hinchinbrook Shire Planning Scheme 2017.

# 3. Second compliance check and approval

The draft Hinchinbrook Shire Planning Scheme 2017, as amended through submissions received, was submitted for the second compliance check. No further changes were requested by the State Government.

Approval of the Hinchinbrook Shire Planning Scheme 2017 from the Minister for State Development, Manufacturing, Infrastructure and Planning, Hon Cameron Dick, received on 15 March 2018.

<b>Attachments</b> Nil	
Statutory Environment	
Planning Act 2016	
Policy Implications	
There are no policy implications	
Consulted With	
Nil	
Financial and Resource Implications	
Nil	
Risk Management Implications	
There is no risk to Council	

# **Strategic Considerations**

Legislation	Local Planning instrument	Hinchinbrook Shire Council Corpora Plan	te Hinchinbrook Shire Council Operational Plan
Planning Act 2016	Hinchinbrook Shire Planning Scheme 2017	Strategic Direction Two: Responsive and Responsible Management of Land  2.1 Delivery of a robust and meaningful Town Planning Scheme	Strategic Direction Two: Responsive and Responsible Management of Land  2.1.1 Commence public consultation for the Draft Hinchinbrook Shire Planning Scheme in 2017  2.1.2 Adoption of final Hinchinbrook Shire Planning Scheme in 2017

# **Officers Comments**

The Hinchinbrook Shire Planning Scheme 2017 has been prepared to reflect the most recent Council and State Planning Policy. The Hinchinbrook Shire Planning Scheme 2017 and supporting material is all subject to review by the Minister and all documents are required to be made available during public consultation.

The Hinchinbrook Shire Planning Scheme 2017 has been prepared consistent with statutory requirements.



# TRUSTEE PERMIT TO MARB CONSTRUCTION AND PLANT HIRE OVER LOT 312 ON CWL1973 MOUNT CORDELIA

## **Executive Summary**

Council has received a trustee permit application from Marb Construction and Plant Hire Pty Ltd regarding the proposed permit over existing Quarry located within Lot 312 on CWL1973, Mount Cordelia.

The applicant is requesting access over the site only and not to quarry the site. It is recommended to approve a trustee permit for access over the existing lot for a three (3) year term.

# For Council Decision - Recommendation

That Council approve a trustee permit between Council and Marb Construction and Plant Hire Pty Ltd over Lot 312 on CWL1973, Mount Cordelia for a period of three (3) years and with conditions below:

- 1. Annual fee of \$350.00 excluding GST
- 2. It is the responsibility of the permittee to undertake weed and pest control on the site.

## Reason(s) for Decision

- Council supports local business and
- Having local business obtaining state land to keep up with the environmental compliances on the property.

# **Background**

IQC Quarries Pty Ltd held a sales permit with DERM over Lot 312 on CWL1973 for an extractive industry less then 5,000 tonnes.

In 2015, Pan Materials Pty Ltd received a permit from the Department of Environment and Heritage Protection for the activity to extract from the site. The above sales permit has since lapsed and at present IQC Quarries or Pan Materials Pty Ltd has no permit to remove material from Lot 312 on CWL1973.

Council has been in contact with the Department of Agriculture and Fisheries and confirm a Forest Products Officer has checked the site and found it to be in order with respect to the environmental work required in the Environmental Relevant Authority (ERA).

The Department of Environment and Science advised that the quarry rehabilitation is compliant.

## **Attachments**

Attachments	
Attachment A:	Location Map
Attachment B:	Access Road Map

# **Statutory Environment**

Lands Act 1994 Planning Act 2017

Author: Gerhard Visser Position: Planning and Development Manager

Date: 4 April 2018

Local Government Act 2009

# **Policy Implications**

Nil

# **Consulted With**

Manager Quarry Production North Forest Products
Department of Agriculture and Fisheries
Rosemary Pennisi, Executive Manager Development, Planning and Environmental Services

## **Financial and Resource Implications**

Nil

# **Risk Management Implications**

There is no identified risk to Council. Trustee Permittee will need to provide evidence of insurance cover for public liability.

## **Strategic Considerations**

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

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

# **Legal Implications**

Nii

## **Officers Comment**

Application is supported for access purposes it is also noted that Mr Marbelli had undertaken rehabilitation of the site.

A standard lease commercial fee of \$3500 is applicable on similar permits, however as the application is for access purposes only it is recommended that a fee of 10% (\$350 exc GST) is an acceptable amount.

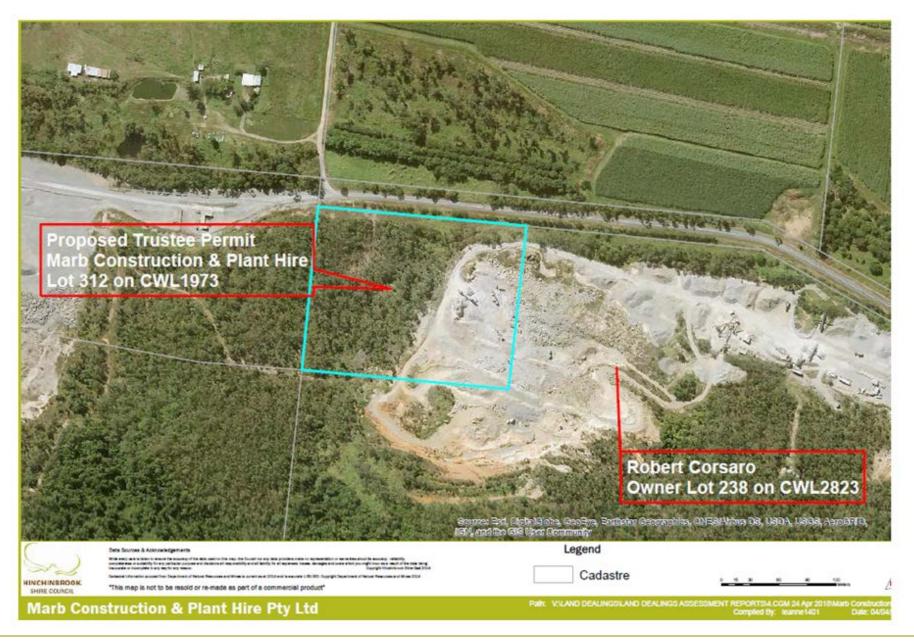
# Further information as from the Council Meeting dated 24 April 2018

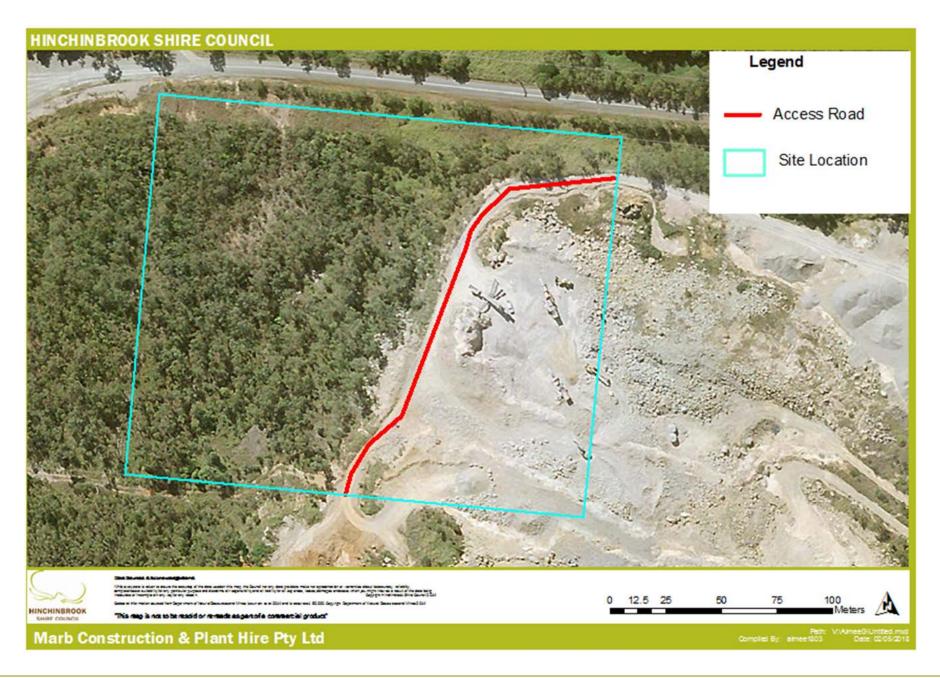
The applicant wishes to access the Quarry works occurring on Lot238 on CWL2823 via the Council held Reserve Lot312 on CWL1973 as reflected on Attachments C & D.

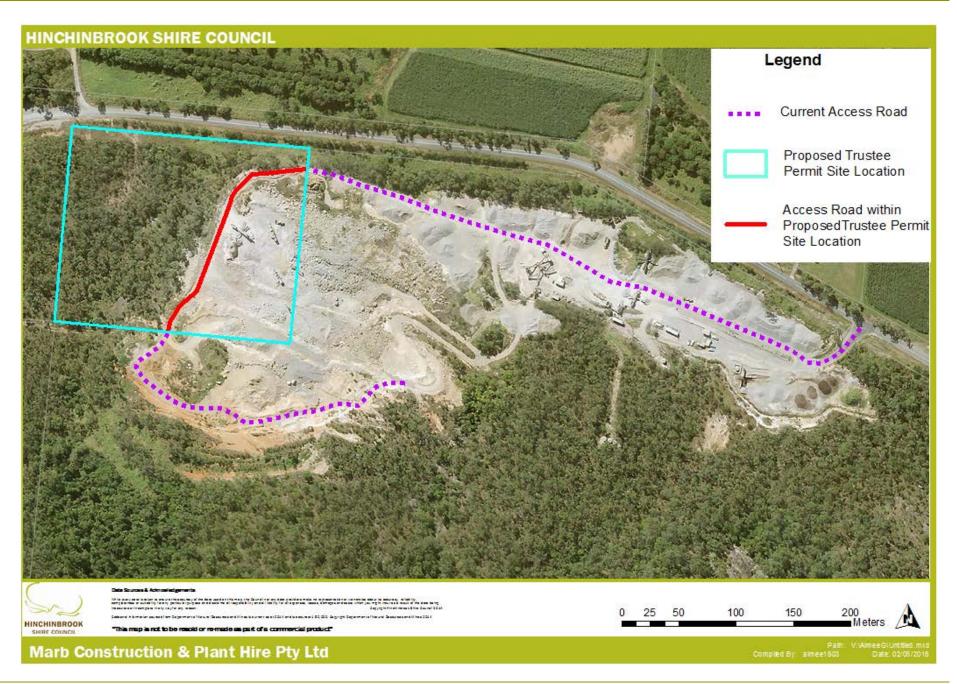
Such access will provide easy internal access to the operations. No quarrying of material from the Council property will occur. The applicant has rehabilitated the Quarry area on Lot312 on CWL1973 to the satisfaction of EHP.

Please note that the aerial images are from 2015 and still show older quarry works and not rehabilitation works. More recent aerial images are not available yet.

# **Attachment A: Location Map**









# CANCELLATION OF TRUSTEE LEASE BETWEEN COUNCIL & LONG POCKET SPORT & COMMUNITY **GROUP**

## **Executive Summary**

Council has received notice from the Long Pocket Sport & Community Group which currently has a Trustee Lease over a part of Lot 41 on SP141472 Parish of Lannercost, indicating that they want to relinquish the current Trustee Lease with Hinchinbrook Shire Council.

## For Council Decision - Recommendation

It is recommended that Council resolves:

- 1. To acknowledge the relinquishment of Lot 41 on SP141472 by Long Pocket Sport & Community Group.
- 2. That the management of Lot 41 on SP141472 be undertaken as set out below
  - A portion of the property (section 3) be contained for community purposes
  - A portion of the property (section 2, approx. 4,738.51m<sup>2</sup>) be offered as a lease to the adjacent neighbour Lot 42 on SP204134 (M Sorbello) to be used for gardening purposes ancillary to the residential users on Lot 42 on SP204134
  - A portion of the property (section 1, approx. 1,45ha, approx. 3,58acres) be advertised for cane growing opportunities.

# **Background**

Council received a letter from the Long Pocket Sport & Community Group advising they would like to cancel their current lease of a reserve with Council. The grounds were previously the Long Pocket State School grounds before the school shut down. Once the school was shut down, the Long Pocket Sport & Community Group took over the lease to use the grounds for community sporting events and games.

## **Attachments**

	Attachments
Attachment A:	Locality Plan
Attachment B:	Subdivision Plan
Attachment C:	Email from the Long Pocket Sport & Community Group
Attachment D:	Trustee Lease Draft
Attachment E:	Land Management Plan
Attachment F:	Images of property

# **Statutory Environment**

Lands Act 1994 Planning Act 2017

> Author: Gerhard Visser Position: Planning and Development Manager

Local Government Act 2009

# **Policy Implications**

The application is in line with Councils current policy and other legal requirements.

## **Consulted With**

Corporate Services Infrastructure Services Delivery Environmental Services

# **Financial and Resource Implications**

There could be a financial implication depending on the Council decision

With the cancellation of the Trustee Lease Council will incur:

- A loss of \$20.00 over the remaining Permit Lease period of 2 years
- Incurred yearly cost for:
  - Pest management cost of \$2,029.00
  - Mowing & maintenance cost of ±\$8,800
  - Facilities maintenance cost as reflected below

If part of the Reserve is retained for Community purposes the following costs will be incurred by Council

- <u>Maintenance cost</u> of the reserve
  - Facility maintenance estimated cost of \$1,880.00 per year
  - o Mowing cost of \$3,000.00 per year
- <u>Capital cost</u> (Due to a very dilapidated state of the facilities and a health and safety risk)
  - Removal of toilet block \$20,000.00
  - Rebuild of new toilet block \$50,000.00 including;
    - Water, septic tank, trench & power

If the land is handed back to the Department of Natural Resources, Mines & Energy no further Financial impact.

## **Risk Management Implications**

If Council wishes to retain the land the following risks are applicable:

- a) Facility risk
  - o health and safety risk
  - o asbestos management
- b) If removing the building
  - o asbestos removal

## **Strategic Considerations**

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

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

# Hinchinbrook Shire Operational Plan – Strategic Direction Two (Responsive and Responsible Management of Land).

## **Officers Comment**

There are various options for the Council to consider:

- 1. To refuse the request to cancel or relinquish the Trustee Lease
  - This action is **not recommended** as it will result in community hardship & potential resentment in not having a local community facility available.
- 2. Council to hand back the property to DNRM&E
  - This action is **not recommended** as it will result in community hardship & potential resentment in not having a local community facility available.
- 3. Council to retain limited area of the property while leasing sections to accompanying properties, this is presented in Attachment C.
  - This is the **preferred recommendation** as set out below.

As shown in Attachment C the property can be divided into 3 sections with each section having specific colouring to differentiate each section and proposed future use.

## Section 1 (Yellow):

• Council to put out a Tender for leasing out the land (Approx. 1.45ha, approx.. 3.58acres) for cane production purposes.

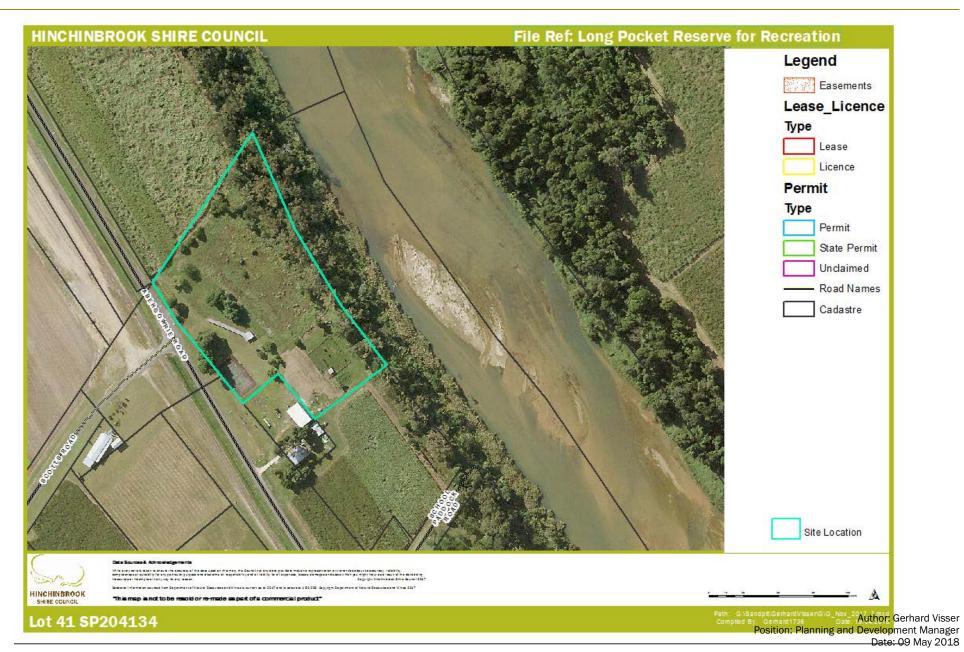
## Section 2 (Blue):

- Council to propose to the neighbouring property Lot 42 on SP204134 to lease this land behind their current property. An inspection was undertaken which showed this housing property currently vacating section 2 with crop of fruit trees and gardens, this is shown in Attachment F under Section 2.
- If the neighbouring property is not interested then include this approx. 4,738.51m² (approx. 1.17 acres) into the proposed cane production area as in Section 1 and set out above.

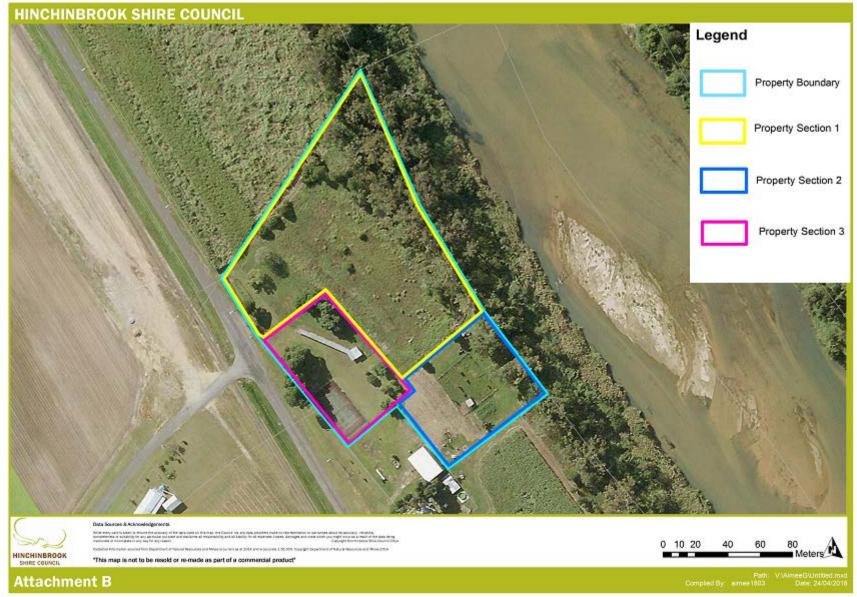
## Section 3 (Pink):

Council to retain this land and maintain the buildings with small surrounding area of toilet
facilities, tennis court & storage unit. Maintenance and usage of the facilities will be similar
to the current situation at Stone River. Stone River allows full access of the facilities and
allows the public to hold the facility keys.

Attachment A Locality Map



Attachment B **Subdivision Plan** 



erhard Visser Position: Planning and Development Manager Date: 09 May 2018

----Original Message----

From: Sherry Kaurila (Home Address) Sent: Friday, 23 March 2018 3:39 PM

To: Leanne Accornero; Hinchinbrook Shire Council

Subject: Proposed termination of Lease of former Long Pocket State School grounds

Dear Leanne,

Thank you for your time in our recent telephone conversation.

Document Set ID: 2238875 Version: 1, Version Date: 26/03/2018

Regarding Lease between Long Pocket Sports and Community Group Inc. and Council over property description:

Reserve R.225 SP 121472

Lot 41 Plan CWL 1928 Parish Lannercost

County Cardwell

2.583 ha

situated at 2062 Abergowrie Road, Long Pocket LPSCGroup Inc proposes to terminate the Lease arrangement with Hinchinbrook Shire, and would welcome Council's advice on what the LPSCGroup Inc needs to do next.

Yours respectfully,

Sherry Kaurila

Secretary

Long Pocket Sports and Community Group Inc.

Sent from my iPhone

-----Safe Stamp-----

Your Anti-virus Service scanned this email. It is safe from known viruses.

For more information regarding this service, please contact your service provider.

Author: Gerhard Visser Position: Planning and Development Manager Date: 09 May 2018

# **LEASE OF RESERVE IN TERMS OF SECTION 57(1) OF**

# THE LAND ACT 1994

**THIS INDENTURE** made and entered into this

day of

in the year of Our Lord, Two thousand and three <u>BETWEEN</u> the <u>HINCHINBROOK SHIRE COUNCIL</u> (hereinafter called "the said Trustee") of the one part and the <u>LONG POCKET SPORTS AND COMMUNITY</u> **GROUP INC.** of **LONG POCKET** in the State of Queensland, (hereinafter called "the Lessees") of the other part.

<u>WHEREAS</u> by <u>ORDER-IN-COUNCIL</u> published in the Queensland Government Gazette on the eighteenth day of February, 2000, at Pages 573 and 574, the land set forth and described in the First Schedule hereunder written was reserved and set apart as a Reserve for Public Halls, under the control of the Hinchinbrook Shire Council as Trustee.

<u>AND WHEREAS</u> the said Trustee, being the Trustee for the time being of the said Reserve, has agreed with the Lessees for a lease of part of the said Reserve upon the terms hereinafter expressed, subject to the right of the Governor-in-Council to rescind or amend the said <u>ORDER-IN-COUNCIL</u> and to terminate the appointment of the said Trustee

AND WHEREAS the consent in writing of the Minister administering the Land Act 1994 has been obtained.

# **NOW THIS INDENTURE WITNESSETH** as follows:

1. (a) In pursuance of the said agreement, and in consideration of the rental hereinafter stated, and of the covenants by the Lessees hereinafter contained, the said Trustee <u>DOTH HEREBY DEMISE</u> unto the Lessees all that piece of land more particularly described in the Second Schedule hereto <u>TO HOLD</u> the said premises hereinbefore expressed to be hereby demised unto the Lessees for the term of <u>TWENTY YEARS</u> from the first day of March, Two Thousand and four with under and subject to the terms, conditions, provisions, exceptions, reservations, provisos, penalties and forfeitures contained in or prescribed by the *Land Act 1994* for any regulation made or which may hereinafter be made thereunder, for the purpose of the said demised premises being developed and used as a sporting field or for similar or ancillary purposes, and to the intent that the said demised premises will be held by the Lessees as and for a sporting field or similar or ancillary purposes, but for no other purpose, <u>YIELDING AND PAYING THEREFORE</u> the yearly rental of ten dollars (\$10) for each year of the term of this lease.

(b)	That the Lessees shall pay the rental herein stated annually on or before the day of
	in every year, and the first of such payments shall be deemed to have been made on the day of
	, 2004.

- 2. In the event at any time during the term or extension or renewal of the Lease the Lessor becomes liable to pay a goods and services tax or a tax of a like nature ("GST") then:-
  - (a) The parties acknowledge that the rental and all other amounts payable under this Lease have been calculated;

Author: Gerhard Visser Position: Planning and Development Manager Date: 09 May 2018

- (b) The Lessee must pay to the lessor a sum equal to the amount of GST payable by the Lessor at the same time as the payment by the Lessee for the supply of the goods, services or the like to which the GST relates;
  - (c) In the event of any dispute over whether GST is properly payable by the Lessor the Lessee must in any event pay the amount in dispute to the Lessor, but the Lessee is entitled to be repaid any amount of GST not required to be paid to or subsequently refunded by the taxing authority; and
- (d) For the purpose of this clause a reference to the amount of GST is reference to the gross amount that would be payable by the Lessor if there were no input tax credits or the like.
- 3. THE LESSEES DO HEREBY covenant with the said Trustee as follows:-
  - (a) That they <u>WILL</u> during the said term pay unto the said Trustee the said rental on the days and in the manner aforesaid, and will pay all rates, taxes and outgoings now payable or hereafter to become payable in respect of the said demised premises.
  - (b) That they <u>WILL</u> during the said term, clear, form, trim and shape the said demised premises so as to render them useable as a sporting field or for similar or ancillary purposes;
  - (c) That they <u>WILL NOT</u> erect upon the said demised premises any buildings, structural improvements or fencing without the consent of the said Trustee first had and obtained;
  - (d) That any boundary fencing permitted to be erected shall be of a low level type to a maximum height of one (1) metre with provision for suitable gates or openings to allow the public to have free and unrestricted pedestrian access to the demised premised during daylight hours when the demised premises are not in use by the lessee for sporting or training events **EXCEPT THAT WHERE** in the opinion of the Trustee it is warranted for good reasons that security fencing be erected around substantial improvements on the demised premises, fencing of that type may be erected but any such fencing shall be situated at a distance not exceeding sixteen (16) metres from such improvements;
  - (e) That any buildings, structural improvements or fencing that may be erected or made on or to the said demised premises after permission as aforesaid, shall, during the currency of this Indenture be at all times kept in good and substantial appearance and repair by and at the cost of the Lessees;
  - (f) That they <u>WILL NOT</u> erect any house to be kept as an Inn or Public House;
  - (g) That they <u>WILL NOT</u> at any time during the said term carry on nor commit, not permit to be carried on or committed upon the said land any offensive business or occupation or nuisance;
  - (h) That they <u>WILL NOT</u> construct upon the said demised premises any earthworks, levee, bank, mound, terrace, drain or like works as, in the opinion of the said Trustee, will interfere, or be likely to interfere, with the free and unobstructed runoff and flow on stormwater or to cause any such water to remain by way of ponding upon the said demised premises for any time longer than need be;
  - (i) That they <u>WILL NOT</u> assign, underlet, mortgage nor part with the possession of the said demised premises, <u>NOR</u> any part thereof without the previous consent in writing of the Minister administering the *Land Act 1994*, and of the said Trustee; <u>PROVIDED</u> that the said Trustee shall not unreasonably

withhold consent to any transfer of this lease, which may be requested by the Lessees provided such transfer is in conformity with the purpose for which the land set forth and described in the First Schedule hereunder written was reserved and with all requirements of the Minister administering the *Land Act* 1994, and his consent to such transfer is first had and obtained;

- That they <u>WILL NOT</u> cause nor permit nor allow any stock to be depastured upon the said demised premises;
- (k) That they <u>WILL NOT</u> cut down nor destroy any trees standing upon the said demised premises unless with the prior approval of the said Trustee;
- (l) That they <u>WILL NOT REMOVE</u> nor cause nor allow to be removed any turf, clay, sand, soil, gravel or stone from any part of the said demised premises without the permission of the said Trustee and the Conservator of Forests first had and obtained;
- (m) That they <u>WILL</u> at all times during the said term destroy and keep down all prickly pear and other noxious plants that may from time to time be growing upon the said demised premises, to the satisfaction of the said Trustee;
- (n) That they <u>WILL</u> keep the said demised premises well mowed, clean and tidy at all times to the satisfaction of the said Trustee;
- (o) That they <u>WILL</u> permit the Minister administering the *Land Act 1994*, and the said Trustee, its officers, agents, surveyors and workmen at all reasonable times during the said term to enter upon the said demised premises to inspect same.
- 4. <u>IT IS A CONDITION OF THIS INDENTURE</u> that upon a request or notification being made or given to the Lessees in good time, and Lessees shall allow the use of the said demised premises upon reasonable terms and conditions and without the marking of any grounds rental charge for such use:-
  - (a) By any school within the Shire of Hinchinbrook for the holding of competitive sporting events with intra-School or inter-School; or
  - (b) By any local organisation nominated by the Hinchinbrook Shire Council for a special occasion that is compatible with the development and usage of the said demised premises.

For the purpose of this clause it shall be at the sole discretion of the Hinchinbrook Shire Council to decide what is a special occasion.

- 5. **THE LESSEES DO HEREBY** further covenant with the said Trustee as follows:
  - (a) That they <u>WILL</u> at all times and from time to time, and the Lessees do hereby indemnify and keep harmless the said Trustee from and against all actions, proceedings, claims, costs, expenses and demands which may be made by or on behalf of any person or persons, corporations whomsoever or whatsoever whether in consequence or by reason of any breach, non-performance or non-observance by the Lessees of any of the covenants, conditions and restrictions herein contained or implied and on the part of the Lessees to be observed, performed or fulfilled, whether in respect of any person or property, or both

whatsoever, or by reason of any act, omission, neglect or default of the Lessees or any of their servants, agents or workmen in the performance or attempted or alleged performance of any of the covenants conditions and restrictions herein contained or in the development, operation, maintenance or management of the said demised premises as a sporting field as aforesaid.

(b) The Lessee shall effect and maintain and at all times keep on foot and from time to time renew public liability insurance in the sum of not less than **FIVE MILLION DOLLARS** (\$5,000,000.00) in respect of the liabilities herein described in the name of the Lessee and its Members for the time being, the Trustee, the Minister administering the *Land Act 1994* for the State of Queensland and the Crown in the Right of the State of Queensland for their respective rights and interests. Such Policy and each renewal receipt in respect thereof shall be produced to the Trustee for noting within fourteen (14) days from either the issuing of this Lease or from the relevant renewal date as the case may require and the quantum of public liability insurance shall be subject to five yearly review by the Trustee **PROVIDED THAT** the quantum amount of cover shall not be less than the amount aforesaid.

#### 6. IT IS FURTHER AGREED AND DECLARED:

- (a) That the Lessees shall during the said term, and at their own cost and expense, conform with the provisions of any Statute or statutes, Ordinance or Ordinances, for the time being in force and having effect to far as the said demised premises are concerned, AND any other Statute, Ordinance, By-law Regulation or Rule for the time being in force in the Shire of Hinchinbrook affecting the said demised premises or any part or parts thereof;
- (b) That they <u>WILL</u> forthwith and from time to time if and when required so to do comply with and satisfy all requirements of any Statutory Authority or other Authority the Hinchinbrook Shire Council notified to and received by the Lessees during the said term, with respect to the said demised premises or any part or parts thereof.
- (c) **PROVIDED THAT** in the event of the **LONG POCKET SPORTS AND COMMUNITY GROUP INC.** being dissolved or becoming defunct, or if for upwards of one (1) year continuously the said demised premises are not used in a reasonable and proper manner as aforesaid for the purpose provided then the lease of the said demised premises shall thereupon immediately cease and determine an ownership of all improvements of each and every kind on the said demised premises shall become vested in the said Trustee solely and absolutely and without the payment by the said Trustee of any compensation whatsoever in respect thereof.
- (d) **PROVIDED ALWAYS** that if the Lessees shall make default in payment of the rental herein stated or any part thereof, at the time and in the manner herein prescribed, whether lawfully demanded or not, or shall fail to observe and perform the terms, stipulations, agreements and conditions herein contained or any of them, then and in such case the said Trustee may re-enter upon the said demised premises and immediately thereupon the said term shall absolutely determine.

(e) **PROVIDED FURTHER** that this Indenture is upon the express condition that should the Governor-in-Council see fit to rescind or amend the **ORDER-IN-COUNCIL** hereinbefore mentioned then the lease shall, with respect to the whole of the said demised premises or any part thereof as the case may be, automatically cease and determine without any further notice on the part of the said Trustee, and without the Lessees being entitled to any compensation whatsoever in respect of any such determination.

- (f) **PROVIDED ALSO** that it shall be expressly understood that no compensation shall be payable by the said Trustee to the Lessees for any buildings or improvements which may remain on the said demised premises at the expiration or determination of this lease, **BUT** the Lessees shall be entitled at any time during the term of this lease, or at the expiration or determination thereof, or within one calendar month thereafter, to remove such buildings or fixtures capable of being moved from the said demised premises **BUT** the Lessees shall be liable to the Trustee for any damage caused to the demised premises by such removal and shall make good at its cost and expense any damage to the said demised premises caused or brought by the putting up, installing, taking down, dismantling and/or removing any such buildings or improvements as aforesaid;
- (g) That the provisions of the three last mentioned provisoes shall apply in lieu of the provisions of the Section 107(d) of the "Property Law Act 1974-1995.
- (h) In the event of this Lease being determined pursuant to the provisions of Clause 5 (c) and (d) hereof the Lessee hereby confers upon the Lessor Power of Attorney on the Lessee's behalf for the purpose of the execution of a surrender of the Lease.

#### 7. **IT IS AGREED** as follows:-

- (a) That the provisions of the "Property Law Act 1974-1995" which are not mandatory shall apply to this lease except in so far as they are expressly or impliedly negatived by the provisions of this lease and in the event of any ambiguity or conflict between the provisions of the said Act and of this Indenture then the provisions of this Indenture shall prevail.
- (b) That the costs of and incidental to the preparation, completion, stamping and registration of this Indenture shall be borne by the Lessees.
- (c) That **IN THE EVENT** of any dispute arising between the said Trustee and the Lessees in relation to this Indenture such dispute shall be referred to the arbitration and decision of a single arbitrator, if one can be mutually agreed upon and if it cannot, then to two arbitrators, one to be appointed by the said Trustee and one by the Lessees, and if the arbitrators cannot agree, then the decision shall be made by an umpire to be appointed by the arbitrators before entering upon the business of the reference. If either party to such dispute having appointed an arbitrator shall give the other party written notice of such appointment and require such other party to make an appointment on his or its part, and such other party fails to make an appointment and notify the first party hereof within thirty (30) days of being so required, the arbitrator appointed by the first party shall proceed with the reference as though he were a single arbitrator appointed by both parties to such dispute jointly. **THE ARBITRATION** shall be subject to the

Attachment D Trustee Lease Draft

provisions of the "Arbitration Act 1990." The decision of the arbitrator, arbitrators or umpire shall be final and binding and the reference to arbitration may be made a rule of the Supreme Court of Queensland at the instance of either party. Such reference to arbitration shall be a condition precedent to the bringing of any action by either party against the other.

(d) That the expression "the said Trustee" hereinbefore used shall unless excluded by or repugnant to the context, include for the time being of the said <u>HINCHINBROOK SHIRE COUNCIL</u> its successors, or other Trustees for the time being of the said Reserve, and the expression "the Lessees" shall in like manner include the Lessees, and any additional, alternative or substituted Trustees, and their permitted assigns. <u>IN WITNESS THEREOF</u> the Common Seal of the Hinchinbrook Shire Council was hereunto affixed, and the Lessees have hereunto set their hands and seals the day and year first hereinbefore written.

Attachment D Trustee Lease Draft

#### THE FIRST SCHEDULE HEREINBEFORE REFERRED TO

RESERVE FOR PUBLIC HALLS R225

COUNTY OF CARDWELL, PARISH OF LANNERCOST

AS SHOWN AS LOT 41 PLAN SP121472 CONTAINING AN AREA OF

2.583 HECTARES

# THE SECOND SCHEDULE HEREINBEFORE REFERRED TO

THAT THE LAND DESCRIBED IN THE FIRST SCHEDULE
HEREINBEFORE WRITTEN CONTAINING ABOUT 2.583HA
SHOWN HATCHED IN BLACK ON PLAN NO. SP121472 APPENDED HERETO

A Justice of the Peace

Management Plan R 325



# HINCHINBROOK SHIRE COUNCIL

# MANAGEMENT PLAN

#### 1. Background and Status of Land

1.1 Reserve for Public Hall R225, Ingham.

Lot 41 SP121472, Parish of Lannercost, County Cardwell. Area 2.583 hectares.

1.2 Trustee: Hinchinbrook Shire Council

25 Lannercost Street INGHAM 4850

1.3 Site Description: The land is flat and has good drainage.

1.4 Statutory Obligations: Land Act 1994

1.5 Zone: Rural

1.6 Strategic Plan: Rural

1.7 Native Title: Non existent. Land has been used for

education purposes prior to 1 January

1994.

#### Plan Purpose

This plan has been prepared in accordance with Policy Guidelines established by the Department Natural Resources and Mines to provide Council with a management document for the future development and ongoing improvement and maintenance of the Reserve.

#### 3. Existing Primary Use and Development

## 3.1 <u>History and Existing Infrastructure</u>

The reserve was by Order In Council preserved for purposes on the eleventh day of February, 2000 and published in the Queensland Government Gazette on the eighteenth day of February, 2000.

The land is zoned rural under which parks, public sports fields, sport and recreation are purposes for which land may be used without the consent of Council subject to the notification of conditions.

10th October 2003 Page 1

Document Set ID: 90473 Version: 1, Version Date: 30/01/2004

> Author: Gerhard Visser Position: Planning and Development Manager Date: 09 May 2018

Management Plan R 325

Adjacent land is also zoned rural.

#### 3.2 Development

The area is currently used for sports and recreation grounds with facilities having been developed for these uses.

A Public Hall, sports ground, and associated facilities exist on approximately half of the reserve area.

The balance of the area is currently undeveloped.

#### Land Act 1994

The management plan provides that use of the area will be in compliance with the Land Act 1994.

The land is set aside as a Reserve for Public Hall under the control of Hinchinbrook Shire Council as Trustee. Use will be consistent with that purpose.

#### 5. Scope of Plan

The Management Plan is applicable to the whole of the Reserve and addresses current and future use.

#### 6. Town Planning Scheme

The land is zoned Rural under the provisions of Council's Town Planning Scheme. The use of the land for a Public Hall, public sports fields, parks, sports and recreation are purposes for which land may be used without the consent of Council subject to the notification of conditions

#### 7. Current Use

All of the land is currently utilised and developed for use as public hall sportsgrounds.

#### 8. Primary Purpose

The primary purpose of the reserve is for public recreational use.

Due to the rural nature of the surrounding development it is considered that use by area residents will be high and accordingly Council is encouraging the secondary use of the land for sports grounds with use of the land for a public hall.

Fencing to exclude the public is unlikely to be permitted on any area.

10th October 2003 Page 2

Document Set ID: 90473 Version: 1, Version Date: 30/01/2004

Management Plan R 325

#### 9. Secondary Uses

#### 9.1 Playing fields

As mentioned above Council will encourage the use of the area for secondary uses associated with sporting activities and other group activities conducted by Associations which are deemed compatible with surrounding development. These uses being mainly for sporting fields, parks and public utilities.

#### 9.2 Club houses

Secondary use by persons or Clubs will be permitted subject to the approval of the Department Natural Resources and Mines. The total area assigned for club houses will not exceed 10% of the total reserve area. This is deemed necessary to ensure the ongoing development of the Park by a Club or Association. It is not considered such use unnecessarily restricts public use of the Reserve.

#### 9.3 Restrictions on Secondary Use

Restrictions may be placed on any secondary use however these are usually determined at the time of application. Standard restrictions usually imposed include:-

- Fencing of areas to exclude the public is not permitted.
   Vehicle and animal barriers only would be approved.
- Operation hours may be controlled.
- Signage in the Reserve will not be permitted other than temporary signs at functions, a Club name or sponsorship sign erected on a club house wall or at the main entrance to the property.

#### 10. Proposed Use

In Council considered an application by Long Pocket Sports and Community Group Incorporated to lease an area of land (2.583 hectares) to be utilised for sport and recreation as sporting fields and a clubhouse.

Council gave this application favourable consideration due to the similar use of the land for sporting facilities in the past.

Council agreed at that time to offer the use of the land to the Association as a term lease under Section 57(1) of the Lands Act subject to the Minister's approval.

10th October 2003 Page 3

Document Set ID: 90473 Version: 1, Version Date: 30/01/2004

Management Plan R 325

The Long Pocket Sports and Community Group Incorporated has indicated its acceptance of such tenure over the land.

#### 11. Rental

Council reserves the right to charge an appropriate rental for the use of the reserve area.

Current procedure is to levy General Rates on the leased area, based on the valuation of the area and charge a nominal fee for rental of the land over the lease period.

#### 12. Ongoing Development and Maintenance

Council is committed to the ongoing maintenance and development of the Reserve for future use.

Maintenance over leased areas will be the responsibility of the lessees and will be of a low level and include regular mowing and facility maintenance and the removal and control of any noxious plants.

The balance of the undeveloped reserve at present requires low maintenance.

#### 13. Public Consultation

Where if it is proposed in the future to construct clubhouses within reserves it is the policy of Council to advertise same for public objection.

A.S. Harvey, CHIEF EXECUTIVE OFFICER.

10 October 2003

10th October 2003 Page 4

Document Set ID: 90473 Version: 1, Version Date: 30/01/2004 Attachment F Images of property

# Section 3 of property

Interior images of Facility





Attachment F Images of property

# Exterior images of Facility





Attachment F Images of property

Walk way



Tennis Court



Attachment F Images of property

## Section 1 of property



**Section 2 of property** 







#### OFFICE OF THE MAYOR AND CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR MONTH ENDING 30 **APRII 2018**

#### **Executive Summary**

This Report is presented for the information of Council and includes an activity update for the month ending 30 April 2018.

#### For Council Decision – Recommendation

That the Report be received and noted.

#### Officers Comment

Nil

#### CAPITAL WORKS CURRENTLY IN PROGRESS

See attached

#### MEDIA ENGAGEMENT

- Media releases sent 8
- Media enquiries carried out 15
- Hinchinbrook Shire Council Facebook page 2,197 likes (2,182 likes as at 31 March)
- Most engaged post from April We want to hear from you! Off-Road Vehicles on Beach Areas Survey (4,157 from organic reach and 0 from paid reach), 604 post clicks, 208 reaction/comments/shares
- Press articles 33
- TV coverage 0
- Radio coverage 10
- Web coverage 31

#### **HUMAN RESOURCE SERVICES**

HRS activities also include addressing all other HR matters which are not identified in this Report.

#### Recruitment:

#### Advertised Vacancies:

- Ganger, Full Time Permanent
- Customer Service Officer, Fixed Term Part Time Maternity Relief

Author: Rod Ferguson Position: Acting Chief Executive Officer

Date: 14 May 2018

QDRRA Project Support Officer, Fixed Term Full Time

#### Recruitment not finalised:

Regional Events Coordinator, Interviews have been held waiting on the Panel recommendation

#### New Employees:

- Administration Assistant commencing 28 May 2018
- IT Senior Coordinator
- ICT Systems Administrator
- Cemetery Attendant commencing 21 May 2018

#### Internal Appointments –

- Chief Financial Officer
- Land Dealings Administration Officer 12 Maternity Relief readvertised

#### Resignations

Alf Torrisi after 38 years with Council. Alf's last day is 11 May 2018

#### Work Experience:

Nil

#### Training:

- DETE met with all employees (individually) undertaking Cert III in Civil Plant and Cert III.
- Cert III in Civil Plant Operations and Civil Road Maintenance is about to resume with 10 other employees signing
  up in the next few weeks under Government User Choice Funding to do Cert III Civil Road Construction and
  Maintenance.
- Still not resolved due to paperwork that was returned to Supervisors from Management due to not being fully completed and went missing for HR Licencing. HR have requested new paperwork be completed for the employees completing Cert III Plant Operations to enable them to move plant from site to site.
- Matrix identifying Training and Skills gap linking Policies and PD's continues to be developed; this is being transferred into TechOne 80 %.

#### General:

- All paperwork for the application of the Certified Agreement and termination of the 2012 Certified Agreement
  has been emailed to the Commission. Waiting on Union's to provide signed signature page before paper copy is
  mailed to the Commission.
- Updating of Organisational Structure in Tech One being finalised.
- Continuation of Policy Statements, Policy and Procedures updating for CEO approval.

#### WORKPLACE HEALTH AND SAFETY

Incident Reports

See graphs attached

Hazard Reports

See graphs attached

- Public Liability Claims
  - See graphs attached
- Workers Compensation and Rehabilitation
  - See graphs attached
- WHS Training
  - o First Aid
  - Advanced Resuscitation
- Health Monitoring
  - o Asbestos Health Checks
  - o Isocyanates, Health Checks
  - o Fluoride Health Checks

#### PARTNERSHIP, REGIONAL AND STATE ACTIVITIES

- North Queensland Regional Organisation of Councils NQROC
  - o Nil
- Far North Queensland Regional Organisation of Councils FNQROC
  - o Mayor and Deputy Mayor FNQROC Dinner, Royal Hotel, Ingham 8 April
  - o Mayor and Deputy Mayor Hosted by Hinchinbrook Shire Council at TYTO Conference Centre 9 April
- Regional Economic Development Regional Organisation of Councils RED-ROC
  - o Nil

#### **EMERGENCY DISASTER MANAGEMENT**

- Activities
  - o 3 April Mayor State Disaster Control Centre Teleconference
  - 5 April Mayor and CEO LDMG Debrief Meeting
  - o 5 April CEO Discussions with QFES regarding Coordination Centre
  - o 5 April Mayor Townsville District Disaster Management Group Debrief
  - o 5 April Mayor and CEO Flood Warden Appreciation BBQ
  - o 13 April Master Recovery Meeting
- Training
  - o Nil

#### **PROJECTS**

CSI Project

CRM reporting conducted by other Councils is being investigated. The appointment of a person knowledgeable in Crystal Reporting is being considered to set up reports.

Customer Service Charter

Charter is now in place. Continue to review and focus on the various gateways that impact on meeting targets such as CRM system, timely feedback on queries / complaints. Generally there has been a good improvement across the organisation.

- Actions from Staff Survey Results
  - Planning in place for new staff survey after 30 June 2018.
- Internal Audit Fuel Management
   See attached report

#### MANAGEMENT ACTIVITY

- Conference Attendance
  - o Nil
- Training Attendance
  - o Nil
- Meeting Attendance

In addition to the meetings already documented the CEO attended the following meetings:-

- o 3 April Councillor Connect Sessions
- 4 April Internal staff meetings
- 5 April Internal staff meetings
- 5 April Executive Management Team Meeting
- o 6 April Budget discussions with Council
- o 6 April CFO position shortlisting meeting
- o 6 April Internal staff meetings
- 9 April Internal staff meetings
- o 10 April Councillor Briefing Sessions
- o 11 April ARUP Consultants meeting
- o 11 April Internal staff meetings
- o 11 April CFO interviews
- o 12 April Joint Consultative Meeting
- o 12 April Mayoral Meeting
- o 12 April Executive Management Team Meeting
- o 12 April Internal staff meeting
- o 13 April Internal staff meetings
- o 13 April Meeting with DILGP and Mayor
- 16 April ANZAC Day Road Closures Meeting with Mayor, RSL and Police
- o 16 April Botanical Gardens Onsite Inspection with Mayor
- o 16 April Meeting with Resource Innovations Joel Harris
- o 16 April CFO Position Interview
- o 16 April Internal staff meeting
- o 16 April Meeting with Internal Auditors
- o 17 April Councillor Portfolio Meetings
- 18 April Budget Discussions with Council
- o 18 April Meeting with HCPSL regarding Capability and Feasibility Study
- o 23 April Budget Discussions with Council
- o 24 April General Meeting

#### OFFICE OF THE MAYOR AND CEO ACTIVITY REPORT FOR MONTH ENDING 30 APRIL 2018

- o 24 April Meeting with Les Adams regarding Autofest
- o 24 April Budget Discussions with Council
- o 26 April Enterprise Bargaining Agreement Voting
- o 26 April Internal meetings
- 26 April Executive Management Team Meeting
- o 30 April Departmental Induction with Acting CEO

#### Events

- o 9 April FNQROC Morning Tea at TYTO
- o 23 April Nev Louk Retirement Morning Tea

#### **BUSINESS IMPROVEMENT TEAM**

Key initiatives arising from the Business Improvement Team meetings to date are as follows:

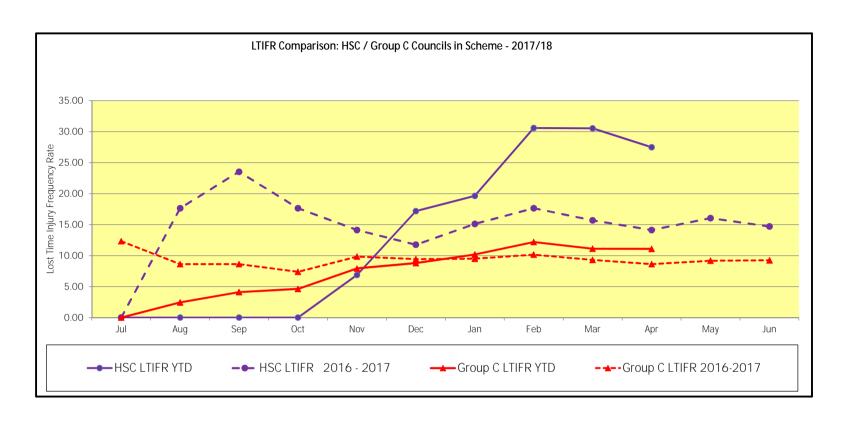
- Onboarding Process
- Corporate Identity Manual
- Software program for grave maps mapping software to be available on mobile devices
- Introduction of Sustainability Policy and Procedure
- Inspection Apps for Field Work
- Depot Wash Down Bay Improvements
- Permanent Signage at Flood Prone Areas
- Staff Silos Register for Unwanted Furniture and Equipment
- IT Request Box for Outdoor Staff
- Purchase of Portable Site Office / Lunchroom
- Use of Gravel from Shoulders of Unsealed Roads

## MAYORAL DISCRETIONARY FUND

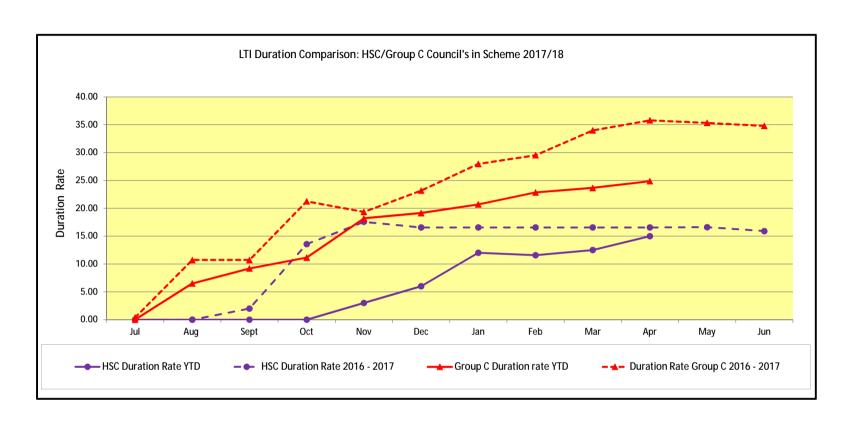
5 April - Local Area Warden / SES Appreciation Dinner – \$996

# Office of the CEO Capital Progress Report: P Procurement

Project Description	Programn	ne Estimate 20	17/2018	2017/2018 YTD	Comments & Project Timeline												
(Project Code)	HSC Budget	Other Source	Total	Expenditure					Comm	ents &	Project	Timeli	ne				
CSI Project 2016/2017				Apr 2018	Carryover f	rom 20	)16/17	projec	t								
C31 P10ject 20 10/2017	\$82,000	\$0	0	\$53,063		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
				\$55,555	Forecast												
					Actual												
New Website 2016/2017	\$17,000	\$0	\$0	Apr 2018 \$14,079	Carryover f Forecast Actual	rom 20	)16/17   Aug	project Sep	t Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Unallocated Capital Fund 2017/2018	\$650,000	\$0	\$650,000	Apr 2018 \$0.00	Forecast	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Actual												



LGW Data		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
HSC LTIFR YTD	-	0.00	0.00	0.00	0.00	6.87	17.18	19.63	30.60	30.54	27.49		
HSC LTIFR 2016 - 2017		0.00	17.65	23.53	17.65	14.12	11.76	15.12	17.65	15.68	14.12	16.04	14.70
Group C LTIFR YTD (Councils with wages \$10-20 mil)	<del>-</del>	0.00	2.45	4.11	4.62	7.92	8.79	10.17	12.20	11.11	11.08		
Group C LTIFR 2016-2017		12.32	8.62	8.62	7.39	9.85	9.44	9.50	10.16	9.31	8.62	9.18	9.24



LGW Data		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
HSC Duration Rate YTD LGW data.	-	0.00	0.00	0.00	0.00	3.00	6.00	12.00	11.57	12.50	15.00	Мау	Jun
HSC Duration Rate 2016 - 2017		0.00	0.00	2.00	13.57	17.57	16.56	16.56	16.56	16.56	16.56	16.60	15.91
Average duration rate for Group C	+	0.00	6.50	9.20	11.14	18.18	19.14	20.70	22.84	23.65	24.86		
Duration Rate Group C 2016 - 2017		0.40	10.71	10.71	21.25	19.35	23.17	27.96	29.52	33.97	35.80	35.33	34.79

# Internal Audit: Fuel Management Summary

Area	Ref	Audit Recommendation	Status/Response	March 2018 Update	April 2018 Update	Expected Completion Date
Data Capti		Management conduct discussions with the vendors of DataFuel and Starcard to determine whether the information can be downloaded in a manner that would allow integration into Technology One.	We have already started looking into this with the assistance of a TechOne consultant. Further consultancy time is required to progress, including fully testing the system.	Format issued resolved & testing re-started. T1 consultant to be booked in April to put ETL's into Production	Unable to secure same T1 consultant for a number of months. For continuity purposes that would be preferable.  Due to system refresh we were at risk of losing the work already completed by T1. However we have found a way to extract ETL's so we can copy back into the TEST/TRAIN system.  Due to unexpected staff leave (sick) testing has not progressed.	30 June 2018 - as per Audit Committee meeting 28/2/18
	7.1.4	Utilise the Caltex Online Business Centre reporting capability through their online portal which contains a number of detection reports that are in a format that allows data analysis.	see 7.1.1	Refer comment 7.1.1	Refer comment 7.1.1	30 June 2018 - as per Audit Committee meeting 28/2/18
	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:	To be reviewed and implemented based on outcomes achieved via the automation of Datafuel and Caltex fuel entries and invoices into CSI. This is work in progress but is a high priority	Dependent on previous step - see 7.1.1	Dependent on previous step - see 7.1.1	30 June 2018 - as per Audit Committee meeting 28/2/18
		§ 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)				



#### OFFICE OF THE MAYOR AND CHIEF EXECUTIVE OFFICER MONTHLY STATUS REPORT - MAY 2018

#### For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number – 240418-33 – RF002279 – Capability and Feasibility Study into the Potential Growing of Crops in the Herbert River District

That Council award the contract for RF002279 – Capability and feasibility study into the potential growing of crops in the Herbert River district to Trop Crop Pty Ltd at a price of \$53,000 (excl. GST).

#### Status:

May 2018 Update – Successful and unsuccessful offerers advised in writing on 27/04/18. TropCrop Pty Ltd to commence Study on 14/05/18.

Resolution Number – 240418-21 – Procurement Policy

That Council adopt the revised Procurement Policy as presented.

#### Status:

May 2018 Update – Policy uploaded to website. Strategic Procurement Group (SPG) set up to roll out training.

Resolution Number – 270218-37 – Chief Executive Officer Sick Leave – Appointment of Acting Chief Executive Officer

That Council approve leave of absence for the Chief Executive Officer from Council from Tuesday 1 May 2018 to Friday 29 June 2018 inclusive.

That Council appoint Rodney Ferguson to the position of Acting Chief Executive Officer for the period from Tuesday 1 May 2018 to Friday 29 June 2018 inclusive.

#### Status:

May 2018 Update – Contract finalised. Commencement date 1 May 2018.

Matter Closed

April 2018 Update – Contract drafted and forwarded to Rod Ferguson.

March 2018 Update – Letter of appointment being finalised.

Resolution Number – 270218-20 – Aboriginal Cultural Heritage Policy

That Council adopt the Aboriginal Cultural Heritage Policy as presented.

#### Status:

May 2018 Update - Not yet implemented.

April 2018 Update – Training of staff to be arranged and indigenous (native title) officers to be involved in training.

Author: Rod Ferguson Position: Acting Chief Executive Officer

March 2018 Update – Policy uploaded to website. Training of staff to be arranged and indigenous (native title) officers to be involved in training.

Resolution Number – 121217-29 – Mayor Jayo – Solar Projects Feasibility Assessment

That Council accept the quote from Resource Analytics for \$27,400 (excl. GST) for the preparation of a feasibility assessment to assess the suitability of rooftop solar on Council's main Administration Building in Ingham, as well as large scale solar photovoltaic (PV) on Council's preferred site to offset Council's electricity usage (project).

Phase One will cover Tasks 1 to 6 which will cover:

- Task 1 Electricity Profile Analysis
- Task 2 Rooftop Solar at Council Administration building
- Task 3 Constraints Assessment site visit
- Task 4 Ergon Liaison
- Task 5 Technical Feasibility of large scale solar
- Task 6 Report and Communication
- Task 7 Council Workshop

The sum of \$27,400 (excluding GST) will be funded from the repurposing of the \$100,000 provided in the Capital Budget for solar on Council's Administration Building roof.

#### Status:

May 2018 Update – Joel Harris of Resource Analytics visited various sites on 16 April 2018. Continuing to review.

April 2018 Update - Consultant to visit on 16 April to look at sites.

March 2018 Update – Consultant was supposed to visit on 14 March 2018 to look at sites, however due to flooding disaster management operations, visit postponed to a date yet to be arranged.

February 2018 Update – Continuing to provide requested information.

January 2018 Update – Resource Analytics appointment has been confirmed. Funding will be repurposed at the December budget review.

Resolution Number – 121217-15 – Hinchinbrook Local Disaster Management Plan (LDMP)

That Council call Expressions of Interest for an appropriately qualified consultant to prepare a viability / suitability report.

That Council adopt the Hinchinbrook Local Disaster Management Plan Version 1.6 as presented and copies of updated pages be forwarded to members detailed on Distribution List contained within the Plan.

#### Status:

May 2018 Update – Not yet progressed.

April 2018 Update – In relation to the calling of Expressions of Interest for an appropriately qualified consultant to prepare a viability / suitability report, this has not yet been progressed.

March 2018 Update – In relation to the calling of Expressions of Interest for an appropriately qualified consultant to prepare a viability / suitability report, this has not yet been progressed.

February 2018 Update – In relation to the calling of Expressions of Interest for an appropriately qualified consultant to prepare a viability / suitability report, this has not yet been progressed.

January 2018 Update – Report has been circulated to members.

Resolution Number – 290915-47 – Southern Atherton Tablelands Development Scheme (SATDS)

That Council agree to:

- The formation of a Southern Atherton Tablelands Steering Committee with the objectives of exploring the potential benefits of the Southern Atherton Tablelands Development Scheme and lobbying for funding to prepare appropriate feasibility studies and master planning.
- Endorsement of the Steering Committee consisting of two representatives from each of Hinchinbrook Shire Council, Tablelands Regional Council and Herbert River Improvement Trust and one each from Townsville Enterprise, Advance Cairns and the Department of State Development, subject to agreement from each organisation.
- A Memorandum of Understanding between participating organisations to initially form the basis for the Steering Committee, delegating authority to the Committee to develop its own Terms of Reference and to authorise expenditure of available funds to achieve its objectives.
- A seeding fund contribution for the Committee as part of its first 2015 / 2016 budget review.

#### Status:

May 2018 Update – No further update.

April 2018 Update – Mayor had discussions with Tablelands Regional Council Mayor on 09/04/18 who will investigate matter further.

March 2018 Update – Further letter dated 06/03/18 sent to Tablelands Regional Council once again requesting tax invoice and information regarding the calling of their EOI for a Feasibility Study.

February 2018 Update – No further update.

January 2018 Update – No further update.

December 2017 Update – Still awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council. Further letter sent requesting copy of TRC EOI for Feasibility Study.

November 2017 Update — Still awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council. Further letter sent requesting copy of TRC EOI for Feasibility Study.

October 2017 Update — Still awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council. Further letter sent requesting copy of TRC EOI for Feasibility Study.

September 2017 Update – Still awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council.

August 2017 Update – Awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council.

July 2017 Update — CEO corresponding with Tablelands Regional Council CEO advising that as Tablelands Regional Council will not release the Funding Agreement, Council will only agree to pay \$8,000 which was Council's share of costs incurred to date in February 2016.

June 2017 Update – Tablelands Regional Council CEO has advised that "on legal advice" they will not release the Deed as it was an agreement between Tablelands Regional Council and two Governments.

May 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.

April 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.

March 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.

February 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.

January 2017 Update – CEO of Tablelands has verbally confirmed that Hinchinbrook Shire Council has been included in the funding agreement re: flood mitigation. Still waiting to see copy of agreement.

December 2016 Update – CEO has formally written to Tablelands Regional Council asking confirmation that funding agreement has been changed to also reflect flood mitigation in its own right.

November 2016 Update – Council still awaiting confirmation that funding agreement has been changed to also reflect flood mitigation in its own right.

October 2016 Update – The Tablelands Regional Council passed the following resolution at its last Council meeting:

- Write to the members of the Southern Atherton Tablelands Irrigation Development and Flood Mitigation Steering Committee and thank them for their hard work and dedication in advocating for the development of the Southern Tablelands region;
- Endorse working together with Hinchinbrook Shire Council and Herbert River Improvement Trust to support the investigation of new dams, weirs, pipelines and channels to support significant new irrigated agricultural development in the upper Herbert River, taking into consideration flood mitigation and power generation possibilities;
- Continue to advance the National Water Infrastructure Development Fund agreement for the purpose as stated above;
- Approve the expenditure of up to \$10,000 (ex-GST) for project management leading up to the finalisation of the Grant Deed and that these funds be expended from joint funds provided by the Herbert River Improvement Trust and Hinchinbrook Shire Council with their express agreement.

Hinchinbrook Shire Council is still confirming the change to the agreement to reflect flood mitigation in its own right.

September 2016 Update – Steering Committee meeting was held at the Tablelands Shire Council on 5 September 2016. In attendance was Mayor Ramon Jayo, Councillor Wally Skinner along with CEO. Key outcomes were:

- 1. Joint Arrangement between the Tablelands Regional Council (TRC) and Hinchinbrook Shire Council (HSC) and Herbert River Improvement Trust (HRIT) to be negotiated
- 2. Note that each party may be required to contribute a further \$25,000 each to the project in order to meet the current terms of the funding arrangement (applicant's contribution) pending consideration by the relevant parties
- 3. HSC and HRIT to draft an agreement between themselves
- 4. TRC and HSC to exchange letters in agreement of the way forward with expenditure of funds for the project management in the interim with an anticipated cost of \$10,000 ex GST via an agreed scope between the parties
- 5. TRC negotiate with the terms of the grant deed
  - o Item 1 leave as it currently exists in the draft
  - o Item 2 Activity Scope to include reference to flood mitigation and power generation such as: "whilst recognising that some flood mitigation capacity may be provided for the Lower Herbert Floodplain"
  - o Item 3 Clarification around pre-feasibility and feasibility can this be done with the total funds
  - o Item 4 commencement and term negotiation to start and be completed before the end of this term of local government
  - o Item 5 Milestone payments negotiate
    - § 35 % to engage contractors
    - § 35 % on receipt of investigation reports
    - § 20 % on receipt of draft pre-feasibility study
    - § 10 % on receipt of pre-feasibility study
  - Item 6 negotiate \$75,000 initial contribution from the parties and see if day-labour can be costed to this contribution
- 6. Joint media release agreed between the parties
- 7. Respective CEO's to present report covering the above to their next General Meetings.

August 2016 Update - No further progress.

July 2016 Update – No further update.

June 2016 Update – Meeting held between Hinchinbrook Shire Council Mayor and CEO and Tablelands Regional Council Mayor and CEO on Friday 10 June 2016. Decided that Mayor and CEO would visit Tablelands in the future to receive a full briefing with the Tablelands Regional Council.

May 2016 Update - No further update at this stage.

March / April 2016 Update – Meeting was held on 9 March 2016. Business Case has also been developed for a Preliminary Indicative Economic Analysis completed by Cummings Economics. Department of Agriculture and Water Resources were considering recommending \$750,000 in funding to focus on economic viability and business case development of the preferred infrastructure for the proposal.

A flying minute will need to be confirmed at the next meeting of the Committee as follows:

- That Committee Members agree to \$750,000 in funding to focus on economic viability and business case development of the preferred infrastructure for the proposal
- That Committee Members agree to employing GHD under Local Buy, for an amount up to \$4,000, to amend the original application to provide a revised project plan and budget which will focus on economic viability and business case development of the preferred infrastructure for the proposal, for an amount of \$750,000.

February 2016 Update – Draft Memorandum of Understanding and Contribution Agreement for the Joint Steering Committee now received. Tablelands Regional Council's Mayor and Deputy Mayor are keen to progress the matter to facilitate an inaugural meeting of the Joint Steering Committee being held as soon as possible in February.

January 2016 Update – Correspondence dated 4 December 2015 received from Tablelands Regional Council (TRC) advising of their adoption on 19 November 2015 of the Report. TRC will now form the Steering Committee and prepare a draft Memorandum of Understanding in consultation with member organisations. TRC adopted a further resolution on 3 December 2015 to provide \$25,000 seed funding. Expressions of Interest under the National Water Infrastructure Development Fund close 21 January 2016 and they will proceed to lodge an EOI.

December 2015 Update – Understand that Tablelands Regional Council have adopted the Report but yet to receive correspondence from them in relation to this.

November 2015 Update – Tablelands Regional Council have not yet considered the matter at a formal Council meeting but this will be reported to their Ordinary Meeting on 19 November 2015 and will advise Council of the outcome after that point.

October 2015 Update – Letter written to Tablelands Regional Council advising them of resolution outcomes.

#### LATE BUSINESS ITEMS FROM GENERAL MEETINGS

#### • GENERAL MEETING – 25 OCTOBER 2016

## 3.3 COUNCILLOR ANDREW LANCINI – LUCINDA SWIMMING ENCLOSURE

Councillor Lancini raised whether Council could investigate other treatments for the eastern side of the Lucinda Swimming Enclosure (e.g. recycled plastic slats) to alleviate sand encroachment which currently causes problems on the eastern side of the enclosure.

Action – Executive Manager Engineering Services and Executive Manager Environment and Community Services to brief Council at a future Briefing Session.

May 2018 Update – The project is currently under preliminary design with GHD. The next step is to conduct a Pre-Lodgement meeting and following this meeting a structural analysis will be conducted on the mounting points (the poles) to see if there is anything significantly wrong with them and the decision will be made if they should be changed.

April 2018 Update – GHD have been appointed to undertake the full design and Development Application process in order get to a shovel ready stage for this project.

March 2018 Update – Currently in procurement phase for design services to produce detailed design documentation for the proposal.

February 2018 Update – EMISD provided an update to Council confirming the trial of the floats has proven ineffective. Council wish to proceed with the Works 4 Queensland Project to investigate and install a fixed enclosure as an alternative to the net.

January 2018 Update – The swimming enclosure net has now been installed and the floats have been attached to the net on a trial basis as per the discussions with Council and the LPA. The \$50,000 Works for Queensland Round 2 project is on hold until the outcome of trial is known.

December 2017 Update – As per last months update, still awaiting feedback from LPA to finalise Management Plan.

November 2017 Update – The LPA were issued a draft of the 2017/2018 Management Plan for comment on 04/09/17 (ECM # 2217091). Some feedback received and further discussions required to finalise the Plan. It is currently unclear when the LPA intend to trial attaching floats to the swimming enclosure.

October 2017 Update – Repairs have been completed and Lucinda Progress Association have been notified of the planned dates the net is to be reinstated.

September 2017 Update - Repairs are currently being undertaken. The net has sustained a large amount of damage. NOTE - \$50,000 Works for Queensland Round 2 Funding confirmed for net replacement.

August 2017 Update - Swimming enclosure net has been removed and is currently being repaired. Lucinda Progress Association will then trial fitting buoys and the net will be re-installed.

July 2017 Update – As communicated via the Mayor, current strategy is the local operators in charge of maintaining the stinger net are planning to trial attaching buoys to the net to keep the net from being buried by debris and sand.

June 2017 Update – EMECS provided briefing on 12 June 2017. Matter still being investigated.

May 2017 Update – Noted on future Briefing Session list.

April 2017 Update – Noted on future Briefing Session list.

March 2017 Update – Noted on future Briefing Session list.

February 2017 Update - Noted on future Briefing Session list.

January 2017 Update – Noted on future Briefing Session list.

December 2016 Update – Noted on future Briefing Session list.

November 2016 Update - Noted on future Briefing Session list.

#### GENERAL MEETING - 26 APRIL 2016

# 3.1 <u>COUNCILLOR MARY BROWN – SHIRE DIRECTIONAL SIGNAGE IN FRONT OF PUBLIC TOILETS AT VINCE CORBETT PARK, FORREST BEACH</u>

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.

May 2018 Update – Awaiting for Rinaudo Engineering and Fichera Electrical to update their quotes. Once updated, the CEO Authorisation Forms are ready to go. The Sign Company has updated their quote. (all Companies originally contacted on 26 April 2018).

- Rinaudo Engineering has advised they can now subcontract the laser cutting component of the towers, ED seeking quotation on that. Townsville laser cutting has supplied a quote on laser cutting component.
- Rinaudo Engineering is unable to commence project until next financial year.
- Jenna Devietti has advised the Forrest Beach tower will require a RCP, the other towers require Council Permit. ED awaiting advice from Matt Schembri on required process.
- Spreadsheet of information panels has been started, but not completed.

Next Step:

- RFQ for footing installation;
   RCP Permit;
- 3. Council Permit.

April 2018 Update – Halifax do not want the tower, hence MECD looking at alternatives that will be viable (cost was based on every area getting same idea).

March 2018 Update - Tower structures under review and will be discussed when designs are available.

February 2018 Update – Still on hold. No further update.

January 2018 Update – No further update.

December 2017 Update – Awaiting installation of the Highway Tourist Drive, which is on hold.

November 2017 Update – Awaiting installation of the Highway Tourist Drive, which is on hold.

October 2017 Update – Awaiting installation of the Highway Tourist Drive, which is on hold.

September 2017 Update - This matter is still in progress.

August 2017 Update – This matter is still in progress.

July 2017 Update - EDO has sought response from Forrest Beach Progress Association. EDO is now seeking confirmation of text internally which will be sent back to Forrest Beach Progress Association for approval. Once text is approved by both parties, this can be added to design package ready for sign manufacturer.

June 2017 Update – EDO has contacted the Forrest Beach Progress Association regarding wording for signage.

May 2017 Update - Economic Development Officer (EDO) is currently liaising with Progress Associations to discuss "see and do" elements of drive signage.

April 2017 Update – Discussions will be held with EMECS regarding park signage at the April Briefing Session. A Hinchinbrook Way drive sign will be erected in the area. It is anticipated that the sign will be installed early in the 2017 / 2018 financial year.

March 2017 Update – Directional signage continues to be progressed by SEDTO.

February 2017 Update – Faded sign removed and will be replaced with directional signage being progressed by SEDTO.

January 2017 Update – The existing faded sign will be removed before end of January 2017.

December 2016 Update – Applying for Queensland Transport Infrastructure Funding (QTIF) and envisage regardless of funding that the sign will be erected at Forrest Beach no later than 30 June 2017.

November 2016 Update – No further update.

September / October 2016 Update – Senior Economic Development and Tourism Officer (SEDTO) advised update at PCG meeting on 15 September 2016. Council progressing signage through the Hinchinbrook Way Drive.

August 2016 Update - Senior Economic Development and Tourism Officer (SEDTO) is continuing to progress the Hinchinbrook Way Drive Signage and will provide an update to Council at the CBD Project Control Group (PCG) Meeting on 15 September 2016.

July 2016 Update - The Senior Economic Development and Tourism Officer (SEDTO) has had initial discussions with the Forrest Beach Progress Association (FBPA) regarding the signage and the FBPA has advised they support the signage and information to be provided in the Hinchinbrook Way Drive Loop.

June 2016 Update – Forrest Beach Progress Association have been in discussion with Senior Economic Development and Tourism Officer (SEDTO) regarding the possibility of rebranding the sign, including an update of the information (which has already been completed) to follow the Hinchinbrook Way style guide.

Acting Executive Manager Environment and Community Services has discussed this with SEDTO who has assumed responsibility for this project in regards to design.

May 2016 Update – FBPA have advised that they would prefer to wait for the new precinct sign to be installed before considering whether this sign is still needed or wanted.

April Update – The draft design for the new sign has been finalised and is being sent to FBPA and Council for approval.



# MARCH 2018 QUARTERLY REPORT

- OPERATIONAL PLAN

Corporate	Proposed Actions over 2014 - 2019	RO		2017 - 2018 Action and Measure	March 2018 Comment	December 2017 Comment
Plan Strategies						
1.1	Continued refinement of long term asset management plans.	EMISD	1.1.1	Improve asset data and condition rating information as identified in the adopted Asset Management Plans by June 2018.	The Contractor engaged to deliver the Road Condition pickup is now scheduled for May 2018, delayed due to flood in March.	Expecting Road Condition Rating to be received March 2018. Contract completing this in conjunction with Townsville and Burdekin Councils has been delayed.
	Development of a roads hierarchy and associated service levels.	EMISD	1.1.2	Review and update standard drawings of roads, develop standard drawings for the lowest order roads (class 6) by June 2018.	Revised Road Register adopted at the February Council meeting.	Road Register review and mapping has been updated, briefing to be conducted with Council and aiming for February 2018 Council meeting to adopt.
	Planned preventative maintenance regimes are comprehensive in nature and costed for inclusion in ten year forward budgets.	EMISD	1.1.3	Review and develop a <i>Transport Asset Maintenance Annual</i> Schedule by 31 December 2017.	70% Complete - Continuing to refine and capture all scheduled maintenance tasks, starting to track against forecasts.	Workshops are progressing
1.2	Development of preventive maintenance plans for all building assets, including exit strategies for assets deemed surplus to needs.	CFO	1.2.1	Preventative maintenance plan documented and included in ten year budgets for Council owned buildings.	Plan has been developed and continues to be monitored and updated.	Plan has been developed and continues to be monitored and updated.
1.3	Investigate water security options for the Hinchinbrook Shire reticulated water system.	W&SM	1.3.1	Progress the Como Road bores duplication and Ingham water treatment plant upgrade project to shovel ready status by April 2018.	GHD has commenced design of upgrades. Drilling contractors have been sourced for test sites. Survey and underground services have commenced.	Consultancy tender for the project has been let to GHD. \$1,000,000 has been received from BOR Funding already for the project.
	Investigation of access to identified cane expansion areas in collaboration with industry stakeholders.	EMDPES	1.3.2	Business case and funding models explored on a case by case basis. Study to investigate soil, climate and agricultural viability for the diversification of primary production as well as expansion of cane production. (undertaken the study over three financial years due to cost and resource implications)	An EOI is currently being prepared to seek quotations for a Capability and Feasibility Study into the potential growing of crops in the Shire.	An EOI is currently being prepared to seek quotations for a Capability and Feasibility Study into the potential growing of crops in the Shire.
1.4	Prior to the end of useful life of current assets review innovative and alternate solutions.	PDM	1.4.1	Review and update Local Government Infrastructure Plan by June 2018.	Underway. Currently at the public consultation stage.	The LGIP first stage report was endorsed by Council in September 2017. The LGIP process is on track for approval by the Minister before June 2018.
1.5	Maintain access to and improve recreational boating and fishing facilities.	EMISD	1.5.1	Investigate feasibility of dredging Dungeness Channel.	Geotech report presented to Council at the April Briefing session. Arup is currently developing feasibility report under the MIPP, estimate completed report by July 2018.	Quotations have been received for the Geotechnical Testing of the proposed dredging area.
		EMISD	1.5.2	Advocate for improvement of recreational boating facilities.	Construction estimated to commence before 30 June 2018.	Tenders have been released for the design and construction of the Dungeness Pontoon Project.
	Development of a parks and reserves hierarchy and associated service levels.	EMISD	1.5.3	Complete community engagement on parks and reserves service level expectations and private land maintenance by 31 December 2017.	Community survey has been completed. Results indicate that current levels of service is meeting the majority of community expectations.	Council are currently reviewing parks hierarchy in conjunction with Planning and Development. Parks and Gardens are developing Asset Maintenance Annual Schedule. Intending to seek feedback from the community once this has been completed.
	Consultation for and development of a new Town Planning Scheme that acts as an enabler for lifestyle aspirations, supports population growth and the realisation of opportunities.	PDM	2.1.1	Commence public consultation for the <i>Draft Hinchinbrook</i> Shire Planning Scheme in 2017.	Completed.	Consultation completed on 5 September 2017.
		PDM	2.1.2	Adoption of final Hinchinbrook Shire Planning Scheme in 2017.	Report to go to the April Meeting. The Hinchinbrook Shire Planning Scheme 2017 has been approved by the Minister.	Submissions in respect of the Planning Scheme were assessed by Council in September 2017. Relevant changes as per Council's decision was undertaken in October and November 2017 and has been submitted to the Minister for assessment and approval in December 2017.
	Regularisation of levies.	PDM	2.1.3	Include Levee Regulations on the new Hinchinbrook Shire Council Website in 2017.	The Levee Regulations were published on the Council website in early 2017.	The Levee Regulations were published on the Council website in early 2017.
2.2	Revision of the existing flood study.	EMISD	2.2.1	Public consultation of the Herbert River Flood and Inundation Study 2015, during 2017. Undertake affordable flood reduction.	Palm Creek Flood Conveyance Project (Paris land) has been completed.	Palm Creek Flood Conveyance Project (Paris land) has been completed.
		EMISD	2.2.2	Measures to alleviate CBD flood levels.	Palm Creek Flood Conveyance Project (Paris land) has been completed.	Palm Creek Flood Conveyance Project (Paris land) has been completed.
2.3	Funding of the Herbert River Improvement Trust.	CFO	2.3.1	Funds allocated and payment will be made in accordance with arrangements by Herbert River Improvement Trust.	2017/2018 precept payment to HRIT has been made.	2017/2018 precept payment to HRIT has been made.

Corporate	Proposed Actions over 2014 - 2019	RO		2017 - 2018 Action and Measure	March 2018 Comment	December 2017 Comment
Plan						
Strategies 2.4	Pest and weed management activities.	PMO	2.4.1	Continuous monitoring and improvement of vector control practices and public education delivery by June 2018.	A vector control program is in place and covers: Lower Herbert (twice a week) Forrest Beach (twice a week) Ingham (including TYTO) (Weekly) Abergowrie (Fortnightly) Trebonne/Toobanna/Blackrock/Warrens Hill (Adhoc).	Environmental Services is continuing to implement a program of vector control. A public education program is being developed.
		PMO	2.4.2	Implement the <i>Hinchinbrook Biosecurity Plan</i> in cooperation with primary producers and other key stakeholders by June 2018.	A wide ranging pest/weed management plan has been implemented and work is currently underway to enhance monitoring and reporting capability. The review of the Biosecurity Plan is progressing with key stakeholder workshops (including one with Councillors) currently in process. It is intended to undertake a full stakeholder workshop late May.	Plan is being implemented and the review is on schedule to be undertaken in May.
		PMO	2.4.3	Continue the Hinchinbrook Community Feral Pig Management Program - implement all activities by June 2018.	The program is in place and this is ongoing operational activity.	Ongoing.
		EHO	2.4.4	Review Flying Fox Roost Management Program by 30 June 2018.	No management program in place.	No management program in place.
	Involvement in catchment management activities.	PMO	2.4.5	Develop, assist with and carry out revegetation projects including promotion of <i>National Tree Day</i> by June 2018.	Council staff are actively involved in revegetation projects and will be supporting National Tree Day expected in July 2018.	Catchment management work in Palm Creek is continuing. Planning is underway to again hold activities for the National Tree Planting Day which is expected to again be in July 2018.
	Stewardship of the Great Barrier Reef.		2.4.6	Implement agreed activities from the Reef Guardian Action Plan by June 2018.	Council is continuing to work with GBRMPA.	Council is continuing to work closely with GBRMPA to achieve the actions outlined in the plan.
	Biosecurity.	PMO	2.4.7	Meet Council's obligations under the new Biosecurity Act 2014 preventing, responding to and assisting recovery from pests and diseases, thereby keeping Hinchinbrook's land and environment healthy and resilient.	Council with other stakeholders is undertaking activity aligned with Hinchinbrook's Biosecurity Plan.	Council is continuing to work under the new Biosecurity Act. Council's Biosecurity Plan is continuing to be working well.
3.1	Community Shed Meetings.		3.1.1	Hold annual Community Shed Meetings as per identified schedule.	Tentative dates set for 2018 are as follows: 10 July 2018 - Bambaroo 7 August 2018 - Lower Herbert 4 September 2018 - Mt Fox.	The following Community Shed Meetings were held for 2017: 4 July 2017 - Bambaroo 8 August 2017 - Lower Herbert 4 September 2017 - Mt Fox.
	Provide Councillor representation at recognised community group meetings.	EA	3.1.2	Facilitate an annual review of Councillor nominations for representational roles.	Last update was 30 January 2018.	Review carried out in July 2017 and new Councillor Organisation / Committee Responsibilities List adopted by Council on 25 July 2017.
3.2	Communications Plan developed and executed.	MCO	3.2.1	Annual Communication Plan developed and presented to Council by March 2018.	Annual Communication Plan will be presented to Council by April 2018. This has been postponed due to flooding in March.	Annual Communication Plan will be presented to Council by March 2018.
		MCO	3.2.2	Activity and outcome report presented twice a year to Councillors.	An outcome and activity report has not yet been delivered to Council in 2018.	Report to be presented to Council in February 2018.
	Further development of online content.	MCO	3.2.3	Develop online functionality including the ability to apply / lodge applications through the Hinchinbrook Shire Council website by 30 September 2017.	This is ongoing and will continue to be developed with the growth of the website. Currently there are a number of areas which utilise online forms and application functions.	Online functionality continues to be developed through Council's corporate website. Currently there are a number of pages where applications can be made/lodged online. Work continuing.
		MCO	3.2.4	Implement strategies to ensure website content is accurate and up-to-date by 30 September 2017.	Ongoing review of website content continuing. Pro forma for staff to use to check content to be sent out.	Ongoing management of content (content checking) on corporate website continuing. Pro Forma for web content management needs to be developed for staff.
		MCO	3.2.5	Ensure policies and services factsheets are available online by 30 September 2017.	Policies are online are managed by Corporate Services. Factsheets are continuing to be developed for various areas within the website. A template for factsheets will be distributed through the Corporate Identity Manual.	Development of factsheets for services is ongoing. Compliance policies available on Council's corporate website, operational polices available on the staff intranet. Policies managed through Corporate Services.

Corporate	Proposed Actions over 2014 - 2019	RO		2017 - 2018 Action and Measure	March 2018 Comment	December 2017 Comment
Plan Strategies	,					
		MCO	3.2.6	Increase community engagement through social media platforms including Hinchinbrook Shire Council, Visit TYTO, Hinchinbrook Disaster Management and the Hinchinbrook Way pages.	Community engagement through Council's social media pages continues to improve. Significant engagement was evident during the March 2018 flood events. The May/June report.	Community engagement across Council's social media and web platforms is continuing to grow. Media has been working to cross populate information from Council's corporate website to Council's Facebook page in order to engage Facebook users with Council's website and its functionality.
	Continued publication of a ratepayers newsletter.	MCO	3.2.7	Three ratepayer newsletters published by June 2018.	The last ratepayer newsletter for the financial year (the May June Report) is currently being drafted and will be released prior to the end of the financial year.	Disaster Information newsletter was published in December 2017 and included current Area Wardens and critical contact information for residents. The next newsletter scheduled to be published is the Budget Summary. Some consideration should be made to the number of newsletter published each year.
3.3	Advocate for the provision of youth social services delivered locally.	EMDPES	3.3.1	On an as identified basis an advocacy role with other levels of government and service providers of programs to address the needs of at risk community members and youth.	Invitation to be made to the HCSC and local Youth Worker to a briefing session with Council to identify issues.	Invitation to be made to the HCSC and local Youth Worker to a briefing session with Council to identify issues.
	Support for community health service providers to address the needs of at risk community members.	EMDPES	3.3.2	Review the grant funding service as provided by the Hinchinbrook Community Support Centre by June 2018.	Review process has commenced.	This to be undertaken in March 2018 for budget process.
		EMDPES	3.3.3	Continue community activities focused on seniors. Constitute an Ageing in Place Committee during 2017.	Council has co-ordinated a number of events and training activities aimed at seniors. The Ageing in Place Committee has been formed and has held its first meeting.	Council has co-ordinated a number of events and training activities aimed at seniors. The Ageing in Place Committee has been formed and has held its first meeting.
		EMDPES		Build capacity and influence early childhood health and learning via community programming and partnerships with community organisations.	The First 5 Forever program is continuing to be run along with the Mums and Bubs Program.	The First 5 Forever program was run by the Hinchinbrook Shire Library. Currently facilitating a Mums and Bubs program.
		EMDPES		Host community events with inclusive additions for elderly persons and those living with a disability. Minimum two per year to be included in programming.	Events are run specifically for older persons. This matter will be considered further when the Conference and Events Coordinator commences.	A number of events are run for elderly residents including tea and trivia and computer classes. These are not specifically targeted to people with a disability.
	Advocate for the delivery of the State's regionalisation agenda specifically as it relates to population growth and regional investment.	EMDPES	3.3.6	Participate in State government forums to influence the regional agenda.	Officers continue to liaise with various Government agencies including the RMCN group.	Continue to attend the REDROC group and participate in various workshops at they arise.
	Membership of LGAQ and participation in relevant discussions and agendas.	CEO	3.3.7	State and Regional LGAQ conferences and meetings attendance.	Mayor, Councillor Skinner, Councillor Tack and CEO attended LGAO Conference in October 2017. Mayor and Councillors attend other conferences and meetings as appropriate.	Mayor, Councillor Skinner, Councillor Tack and CEO attended LGAQ Conference in October 2017. Mayor and Councillors attend other conferences and meetings as appropriate.
3.4	Buy local first preference policy development.	CFO	3.4.1	Procurement Policy, which provides for buy local preference, to continue to be applied, to be reviewed by 30 September 2017.	New Policy was adopted by Council on 24 April 2018.	Policy review in progress and near completion.
3.5	Review of the organisational structure and resourcing in response to our strategic direction.	CEO	3.5.1	Implementation of new organisational structure adopted 27 June 2017 and continue to review structure.	Structure continues to be reviewed on "as required" basis.	Structure continues to be reviewed on "as required" basis.
		CEO	3.5.2	Continue implementation of a program to introduce apprentices and trainees into Council for 2017/2018.	Council continues to support employment of Apprentices and Trainees. Current Trainees are replaced as positions expire. New position was added for Stores Trainee.	Council continues to support employment of Apprentices and Trainees. Current Trainees are replaced as positions expire. New position was added for Stores Trainee.
		CEO	3.5.3	Implement a Corporate Culture Program into Council by 30 June 2018 through implementation of a Human Resources Strategy.	Strategy continuing to be developed.	Strategy continuing to be developed.
		CEO	3.5.4	Continued program of business improvement initiatives, innovations leading to enhanced service delivery and operational efficiencies and sustainable work practices. This will occur through the Business Improvement Team.	Business Improvement Team is actively implementing a range of initiatives. Staff are strongly encouraged to put suggestions into Business Improvement Team.	Business improvement Team is actively implementing a range of initiatives. Staff are strongly encouraged to put suggestions into Business Improvement Team.
	Development of our human resources.	HRSC	3.5.5	Annual delivery of employee training on an as needs basis Code of Conduct Customer Service Workplace Health and Safety	Online induction training has been implemented and is currently being used for new employees and is being rolled out for current employees. This covers Workplace Health & Safety, Code of Conduct and some policies.	Online induction training has been developed and implemented and is currently being used for new employees and is being rolled out for current employees. This covers Workplace Health & Safety and some policies.

Corporate	Proposed Actions over 2014 - 2019	RO		2017 - 2018 Action and Measure	March 2018 Comment	December 2017 Comment
Plan Strategies						
Strategies		HRSC	3.5.6	Continued implementation of performance appraisals for all staff.	Appraisals are being updated to reflect KPI's	Performance Appraisals have largely been completed. Areas of improvement have been identified and are in the process of updating.
		CEO	3.5.7	Customer Service - determination of sustainable levels of service, responsible time frames for process to enable community transparency.	CRM system implemented, with fine tuning occurring.	Implementation delayed to early 2018 but well advanced.
4.1	Maximise the use of the TYTO Precinct for the delivery of arts and cultural programs.	MECD	4.1.1	Expand annual Tasman Turtle Picnic Day signature event to attract families from across the region in 2018.	Planning is on schedule and interest within the community is high. Additional marketing via billboard has occurred in TSV and radio to the North. School visits to outside LGA is scheduled.	Report to Council done and Tasman Turtle Picnic Day will occur in 2018. Planning has commenced.
		MECD	4.1.2	Present two state cultural touring programs to increase patronage from all regional areas with a focus on Townsville. Continue to present art and cultural programming in the annual event program. Continue to present two printed community event programs per year to increase awareness of art and cultural programming. Distribution to include Townsville and other regional areas.	In discussion for QPAC cultural performance touring in November.  Planning is currently progressing for next Event Program June - December.	Discussions had with producers / touring managers and both Camerata and Opera 0 will be touring in other regions and will not be on the TYTO 2018 Calendar.  A quote has been obtained for a Camerata quart/quintet to perform for a potential conference and should this be financially viable we could possibly have a performance for the elderly the following morning of the performance. This is in discussion phase only.
		MECD	4.1.3	Development of sports and recreation facility program.	Currently Yoga for the over 40's for the month of May 2018 is the only activity presented to 30 June 2018 for TYTO Event Program.	Currently Yoga for the over 40's for the month of May 2018 is the only activity presented to 30 June 2018 for TYTO Event Program.
	Continued funding of the Regional Arts Development Fund program.	MECD	4.1.4	Apply for RADF funding under new modelling.  Implement RADF program in accordance with adopted guidelines with or without state government funding. Increase the accessibility of programs to all Hinchinbrook residents by holding RADF workshops throughout a range of areas within the Shire, through Inflight programming.	RADF funding Application for 2018/2019 submitted.	Applications are currently open and there will be two rounds for funding for this financial year. Funding has again been delayed in role out due to notification. This is beyond our control.
4.2	Exploration of a fresh water recreational facility.	EMISD	4.2.1	Continue to explore opportunities for a fresh water recreation facility.	Not actively progressing.	Not actively progressing.
	Continued community partnerships for the delivery of services at the Kelly Theatre and Hinchinbrook Aquatic Centre.	CFO	4.2.2	Continue engagement with the Lessees of the Kelly Theatre. Council through Economic Development will continue to support the Kelly Theatre through advertising which promotes the region.	Relationship with Kelly Theatre continues. Various small maintenance works facilitated.	Relationship with Kelly Theatre continues. Various small maintenance works facilitated.
		CFO	4.2.3	Continue engagement with the Lessees of the Hinchinbrook Aquatic Centre.	Aquatic Centre lease is currently out for Tender and closes 2.00pm Thursday, 3 May 2018. Various works are being carried out at the pool including: shading over water park, new carpets in kiosk entry and repairing edge of 50m pool.	Aquatic Centre lease expires in April 2019 and is under review by EMDPES. Water park is complete. Budget of \$40k has been allocated for shading over the water park with work to be completed by 30 June 2018.
	School holidays program featuring children / youth activities.	MECD	4.2.4	Build capacity via the delivery of community programming during the September, January and April school holiday period.	September programming currently being reviewed.	January 2018 has free children's activities at TYTO and the Summer Reading Club only. Expanded program being delivered commencing April 2018.
	Continued support for Hinchinbrook based events that provide both economic returns by way of visitation and opportunities for participation by the community.	MECD	4.2.5	Budget provision made to support a mix of Hinchinbrook based events.	Ongoing.	See new 2018 Event Program. Key first quarter is the THINK BUSINESS, Festival of Nations and Style Hinchinbrook.
4.3	Continue to provide funding for community groups to deliver on the wider social welfare agenda.	MECD	4.3.1	Develop Community Partner Programs with one new partnership per pillar of art, culture, nature and knowledge.  Review of Festivals and Events Policy and Community Grants Policy and Procedure in 2017 to ensure economic returns are enhanced, which assist community groups.	Young Entrepreneur program to partner with HCCIT (Chamber). This has been postponed to Second Term of School due to target participation not met. Will be reoffered.	THINK BUSINESS begins in February 2018, multi partnerships within the program.  Ongoing.

Corporate	Proposed Actions over 2014 - 2019	RΟ		2017 - 2018 Action and Measure	March 2018 Comment	December 2017 Comment
Plan Strategies	Troposed Actions over 2014 - 2017	KO		2017 - 2010 Action and Measure	wardt 2010 Comment	becember 2017 comment
4.4	Advocate for adequate local facilities and services to support older residents, particularly those that allow them to live longer in their own homes.	EMDPES	4.4.1	Progress the handover of ownership of Forrest Glen Retirement Village to the <i>Hinchinbrook Community Support</i> Centre.	Now that the additional land has been acquired and the Native Title matter has been finalised, a letter is being sent to a local service provider to ascertain their support to take over the facility. Officers are liaising with DHPW regarding the handover.	This matter is awaiting the resolution of the acquisition of additional land for waste water disposal from the biocycle unit before the facility can be handed over.
		CEO	4.4.2	On an as identified basis an advocacy role with other levels of government and service providers of programs to address the needs of older residents.	Ageing in Place Committee now operational.	Ageing in Place Committee now operational.
	Self assess Hinchinbrook against the World Health Organisation Checklist of Essential Features of Age Friendly Cities.	EMDPES	4.4.3	To review report with Council and prepare a long term strategy to work towards ensuring that the needs of the aged community are met. Constitute an Ageing in Place Committee during 2017 to assist Council in the development of a long term Ageing in Place Strategy.	Ongoing.	The Ageing in Place Committee has been formed and has held two meetings.
	Plan to address shortcomings.	EMDPES	4.4.4	Report prepared for Council with budget items for consideration in 2016 / 2017.	Little progress to date.	This will be undertaken in liaison with the Ageing in Place Committee and the identified priorities.
4.5	Provide meaningful Animal Control Services.	EHTO	4.5.1	Respond to complaints in a timely manner and execute appropriate actions.	All complaints are logged via CRM and are actioned accordingly. Work is progressing on an improved reporting framework.	Complaints will be addressed in line with the Customer Service Charter.
		EHTO	4.5.2	Continue to partner with animal welfare organisations to re- home unwanted animals.	Council's record in relation to re-homing is very good and recently initiated a Facebook program to assist.	Local Laws continue to contact rehoming agencies.
	Provide meaningful business licensing activities.	EHO	4.5.3	Respond to complaints in a timely manner and execute appropriate actions.	Food complaints are provided highest priority in accordance with the Customer Service Charter.	Effective responses to food complaints.
		EHO	4.5.4	Continue to provide opportunities for business owners to meet their compliance responsibilities.	Staff are on hand to provide advice during business hours.	"Food for Thought" newsletters emailed to food businesses.
	Provide timely building regulatory functions and enforcement action as necessary.	PDM	4.5.5	Respond to complaints in a timely manner and execute appropriate actions that safe guard the public interest. Undertake appropriate legal actions against non-compliant activities.	Relevant compliance actions have been undertaken. Successful Court Actions and Court Decisions has been obtained where appropriate.	Relevant compliance actions have been undertaken. Successful Court Actions and Court Decisions has been obtained where appropriate.
4.6	Foster partnership opportunities with vocational and tertiary educational service providers.	MECD	4.6.1	Continue to collaborate with James Cook University and CQ University to establish course components within the Shire.	Will progress when the new Economic Development Officer commences.	Delivering a course in March 2018 on Orpheus Island for 46 JCU students. Course title: EV3001 Environmental and Regional Planning.
		MECD	4.6.2	Introduce one new collaborative partnership program to marry with curriculum in technology based learning.	Looking at purchase of Robotics to continue programming which was very successful.	Coding and Robotics Workshops to be conducted in February 2018.
		MECD	4.6.3	Continue to participate in the regional tourism programs.	TEL and TCT continue to work with both and have also been working with TEL/TEQ on a local disaster recovery programme.	THINK BUSINESS will be working with TAFE Q to deliver a key module.
5.1	CBD refresh and associated actions.	MECD	5.1.1	Undertake master planning of Rotary Park to develop an integrated approach to the future development of the park.	Working through elements - design agreed for Shelters within Herbert Street Precinct Activation.  Working towards incorporation of discussed plans.	Draft plan being collated for the PDG meeting on the 15 February 2018.
		MECD	5.1.2	Continuation and expansion of the Christmas in Hinchinbrook Project by December 2017.	Complete looking at 2018 dates to be finalised by 30 May for TYTO Event Programme inclusion.	Complete.
5.2	Local buy first preference policy development.	CFO	5.2.1	Policy to be reviewed with new Council.	New Policy was adopted by Council on 24 April 2018.	Policy review in progress and near completion.
		CEO	5.2.2	Creation of business friendly environment by reduction of red tape and simplification of licensing processes.	Active Business Improvement Team in place and continue to review processes.	Active Business Improvement Team in place and continue to review processes.
	Implement Economic Development Strategy and focus on short term actions.	EMDPES	5.2.3	Encourage and promote diversification in agriculture complimentary to sugar cane.	Participation of officers in a recent regional Pathfinders workshop held at TYTO.	Participate in the regional Pathfinders program and lead the action group for the Value-Add to Agriculture action item.
		EMDPES	5.2.4	Promote diversification in agricultural practices and enhance focus and delivery of tourism product including economic and agricultural tourism.	After an initial investigation it has been noted that currently there is insufficient food product for a food trail to be created for the Hinchinbrook Shire.	After an initial investigation it has been noted that currently there is insufficient food product for a food trail to be created for the Hinchinbrook Shire.
		MECD	5.2.5	Work with <i>Townsville Enterprise Ltd</i> to partner on projects of benefit to the Hinchinbrook Shire.	Working through TEL SLA. Work positive to date. Current Project: Disaster Recovery and activation of Book Easy, tourism product booking system - 1st training session 10 May.	Working through TEL SLA.
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Corporate	Proposed Actions over 2014 - 2019	RO	I	2017 - 2018 Action and Measure	March 2018 Comment	December 2017 Comment
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Strategies						
		EMDPES	5.2.6	Coordination of at least two focus group meetings to progress into economic development actions.	Awaiting commencement of Economic Development Officer.	No focus meeting has been held in this financial year as yet.
		EMDPES	5.2.7	Investigate opportunities for renewable energies, such as solar, for cost reduction purposes.	Council is currently investigation options in relation to possible sites for solar power generations. Council is currently looking at biomass and biofuel production from waste products.	Council is currently investigation options in relation to possible sites for solar power generations. Council is currently looking at biomass and biofuel production from waste products.
		MECD	5.2.8	Design and promote an investment prospectus to entice new businesses, development and jobs within the region.	Currently in research and collation phase.	Draft format to be complete in January 2018 for review. In the interim an A5 brochure done in July 2017 is available for use.
		MECD	5.2.9	Facilitate business workshops that promote development of existing and new businesses.	Think Business is in progress and being well received.	THINK BUSINESS begins in February 2018 with a year long calendar all relates to provision of development for local business with topics being garnered from the 2017 Business Survey conducted.
		MECD	5.2.10	Identify and support potential business opportunities for locals and newcomers to the Shire.	Working with 2 boutiques for fashion experience event to attract visitors to the Shire from TSV - Style Hinchinbrook.  The above will extend to reintroduce shopping experience in Duo Magazine as Hinchinbrook Way promotion, this is extending the work TYTO already does in this space.  Developed with key partners the Disaster Recovery Program that is currently being actioned.	Distribution of Hinchinbrook Way series content orientated towards the make the move market. Example: The Lifestyle Farmers.  Worked with Department of State Development, external investors and local stakeholders to scope opportunities for collaborative approach to locate a major development within the shire within the realm of the recreational fishing market. Liaised with several prospective tenderers for the upcoming Thorsborne Trail Commercial EOI to promote the merit of locating operations within the Hinchinbrook Shire.
		MECD	5.2.11	Facilitate planning for infrastructure in key economic development nodes.	Telstra Air Free Wi Fi network - Complete  Drive Tower project currently in progress.	Telstra Air Free Wi Fi network – facilitated planning and design of network designed to extend visitation duration and increase visitation expenditure.  Facilitated major amendments to the Hinchinbrook Island Management Plan and Visitor Strategy to create new opportunities for commercial product within the Shire.  Submission on Council's LGIP regarding the proposed creation of LGIP priority development zones and associated waiving of LGIP infrastructure charges for new compilant development.
	Funding of the Hinchinbrook Chamber of Commerce, Industry and Tourism.	MECD	5.2.12	Budget allocation made and funds transferred by December 2016.	SLA Presented with effect as at 2018/2019 budget.	SLA to be presented in separate meeting early 2018.
5.3	Event activity at the TYTO Precinct.	MECD	5.3.1	Yearly event program presented with a mix of activities, workshops and events that have appeal to visitors. Include one exclusive niche cultural ticketed event to the external market.  Maintain Townsville marketing to build awareness of community precinct and to increase capacity. Expand Hinchinbrook Market Day to attract day visitation from regional areas as day trip market and a must do activity for visitors to the region. Increase exposure of events, services and programming at regional road shows and expos. To be done in partnership with local operators and The Hinchinbrook Way.	Calendar for June - December being collated for completion 15 June 2018.	Calendar complete Program to be distributed in January 2018 for January - June 2018 period.

HINCHINBROOK SHIRE COUNCIL MARCH 2018 QUARTERLY OPERATIONAL PLAN REPORT

Corporate	Proposed Actions over 2014 - 2019	RO		2017 - 2018 Action and Measure	March 2018 Comment	December 2017 Comment
Plan Strategies						
	Event funding support program.	MECD		Activity and outcomes report presented twice a year to Councillors.	No acquittals received to date. Follow up by Tourism Officer to be complete.	In progress.
		MECD	5.3.3	Budget provision made to support a mix of Hinchinbrook based events.	Complete and being actioned.	Complete.
	Ongoing membership of Townsville Enterprise Limited.	MECD	5.3.4	Continued membership of <i>Townsville Enterprise Limited</i> and annual review of service level agreement.	Continuation of SLA actions and as outlined Disaster Recovery Program has been added to this with assistance from TEO.	SLA is being addressed and new opportunities presented reviewed. TCEC has registered for AIME in February.
5.4	Local Disaster Management coordination, awareness raising, planning, service provision and recovery activities.	CEO	5.4.1	Local Disaster Management Plan in place, reviewed annually and adopted by Council prior to December 2017. Increase public awareness of natural disaster management.	Adopted at December 2017 Council Meeting. Continue to review.	Adopted at December 2017 Council Meeting, Continue to review.
5.5	Develop and finalise shire wide branding project.	MECD	5.5.1	Continue to implement branding and work with local businesses to become a part of the brand story.	Currently working toward a media page on the THW website for local businesses to utilise consistent tourism imagery and storytelling videography.	No ambassador, or welcomer sessions held at this stage.
					Welcomer Program - 19 patrons completed course in the last quarter. 6 Condensed version for HSC Councillors.	
					Ambassadors - Educational x 1 Art of TYTO - 14 Pax Induction for 3 new Ambassadors.	
5.6	Develop a comprehensive marketing campaign including the following media avenues:	MECD	5.6.1	Produce high quality print material.	Reprint with updates complete for 2018 tourist season.	TYTO Event Calendar brochure has been printed.
	nicad dicites.	MECD	5.6.2	Develop a network of Billboards.	Concept approved. Quotes for production in progress.	Currently seeking RFQ to have the skin changed on the Council Sign at Crystal Creek.
		MECD	5.6.3	Further development of social media opportunities.	Facebook posts have comprised of local event advertising, attraction advertising, International Fishing Series and release of Hinchinbrook Way short films.	Facebook posts have comprised of local event advertising.
		MECD	5.6.4	Production of media advertisements.	Disaster recovery media occurring at present for 3 month campaign.	Advertisement has been placed in the Opportunity Townsville North Queensland publication.
	Finalise the Hinchinbrook Way Walk.	MECD	5.6.5	To be operational by 30 September 2017.	Complete.	Brass Plaques have been supplied and are in storage at the Hinchinbrook Shire Council Depot. Awaiting installation by Auditore Builders.
	Complete Stage 1 of the Hinchinbrook Way Drive Loop in the Lower Herbert, Forrest Beach area.	MECD	5.6.6	Stage 1 being design package complete. Stage 2 implementation to be completed by 30 June 2018 subject to Road Corridor Permit and QTDDIF funding application.	In progress.	No further progress to date.
5.7	Refurbishment of the internal layout to the Visitor Information Centre.	MECD	5.71	Development and implementation of the refurbishment of the Hinchinbrook Visitor Information Lounge.	Tender complete, contractor to be engaged.	RFQ issued, six responses received. RFQ assessment in progress to determine successful respondent.

HINCHINBROOK SHIRE COUNCIL MARCH 2018 QUARTERLY OPERATIONAL PLAN REPORT





#### PROJECT DEVELOPMENT GROUP MEETING MINUTES

### **Executive Summary**

Council have agreed that the Project Development Group Minutes are to be considered by Council for adoption.

#### For Council Decision - Recommendation

That Council receive and note the Project Development Group Meeting Minutes held on 19 April 2018.

#### **Background**

The Project Development Group meet monthly to discuss a range of issues pertaining to CBD and other projects.

#### **Attachments**

19 April 2018 Project Development Group Meeting Minutes

## **Statutory Environment**

2014 – 2019 Corporate Plan – 5.1 – Our Ingham CBD is attractive, alive and diverse 2017 / 2018 Operational Plan – 5.1 – CBD refresh and associated actions

## **Policy Implications**

Not applicable

#### **Consulted With**

Not applicable

### **Financial and Resource Implications**

Not applicable

## **Risk Management Implications**

It is important that these projects are progressed through a Project Development Group to ensure timely and cost effective implementation. Group meeting minutes progressing through to Council's General Meeting ensures transparency of projects.

### **Strategic Considerations**

Not applicable

## **Officers Comment**

Not applicable

Author: Belinda Edwards Position: Executive Assistant Date: 9 May 2018



## PROJECTS DEVELOPMENT GROUP MINUTES

# Thursday 19 April 2018 at 9.00 am

## **Council Chambers**

Mayor Ramon Jayo, Councillors Mary Brown, Wally Skinner, Andrew Lancini, Kate Milton and Marc Tack, Acting CEO James Stewart, EMDPES Rosemary Pennisi, MECD Donna Prentice and MCO Dianne Purnell Attendance:

Councillor Maria Bosworth and CEO Dan McKinlay Apologies:

AGENDA ITEMS	MINUTES	Responsible Officer
1. Minutes of Previous Meeting – 27 March 2018	That the Minutes of the previous meeting held on 27 March 2018 be approved and sent to a General Meeting for Council's information.	

- 2. Council resolutions arising from Ordinary Meeting dated 29 September 2015.
  - 2.1That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works in Rotary Park as per the following:
    - a) Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park
    - b) Design and install tourist information signage in Rotary Park
    - c) Design and install signage for Rotary Park to Lannercost Street walk
    - d) Install Free Wi Fi network in Rotary Park
    - e) Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders.

19/04/2018 – See previous minutes of 27/03/18 – The only project that has commenced with design approved is the replacement of the banners. MECD to allocate relevant imagery and continue with project.

MECD met with lead consultant (Helen Motti) regarding round cement seat/table and a suggestion was to strip them back to polished cement however will continue to investigate further treatments.

Action - EA to set up meeting for MECD to meet with Rotary President, Ed Slater regarding the Club's suggested ideas for the park with funding they are going to provide.

27/03/2018 — Will be completed as required. After works are completed, promotion addressed for Shire through electronic notice board at toilet block.

15/02/2018 - Refer to item 4.

23/11/2017 - Refer to Item 4.

26/10/2017 - Refer to Item 4.

21/09/2017 - Refer to Item 4.

17/08/2017 - Meeting held of stakeholders with Chamber of Commerce. Chamber of Commerce will bring consultation process to Council at Connect Session on 5 September 2017 regarding views of related parties and stakeholders.

#### 16/02/2017 -

2.1 (b) A site inspection with relevant Council Officers and Economic Development and Tourism portfolio Councillors, Deputy Mayor Mary Brown and Councillor Andrew Lancini concluded any development of new infrastructure or signage within Rotary Park should not proceed until Council have workshopped a masterplan for Rotary Park.

The basis for this conclusion was that any new works may significantly compound existing design issues, including the diversity, suitability and placement of street furniture and signage. It is noted the majority of street furniture and signage within the park is poorly located, unsuitable for purpose and collectively presents a low quality experience for locals and visitors.

It is recommended that Item 2.1 (b) be closed and addressed under the new proposed agenda item 10.

MATTER CLOSED - Action — Invite all Rotary Park stakeholders and others to a future meeting.

17/11/2016 -

2.1. (b) Cost per tower: Approx \$20,650. Agreement sought for installation of tower at Rotary Park and TYTO.

Hinchinbrook Way Towers over \$20,000 (1 at Rotary Park and one at TYTO) each-called for tenders in July – local (The Sign Co and Rinaudo Engineering).

**MECD** 

	RFQ sent out recently.	
	Rotary Park – at water fountain - investigate footings.	
	TYTO – frontage of Visitor Information Centre – standard wording – change brown signs – also investigate "I" information sign on to this sign.	
	Looking at late February 2017 for installation.	
<ul> <li>2. Council resolutions arising from Ordinary Meeting dated 29 September 2015.</li> <li>2.1That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works in Rotary Park as per the following: <ul> <li>a) Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park</li> <li>b) Design and install tourist information signage in Rotary Park</li> <li>c) Design and install signage for Rotary Park to Lannercost Street walk</li> <li>d) Install Free Wi Fi network in Rotary Park</li> <li>e) Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders.</li> </ul> </li> </ul>		MECD / CFO
	SEDTO advised that pending confirmation of locality of new toilets will be required prior to finalising design package for wayfinding signage.	

## 22/07/2017 -2.1(c) The meeting noted that coordinates, timing and distances have been confirmed and awaiting internal approval within Department. Internal approval also needs to be sought from Engineering in regards to underground assets for proposed signage locations. RFQ and RCP is being prepared. The meeting also noted that SEDTO is awaiting final design package from DotDash prior to proceeding with installation. 15/06/2017 -2.1(c) EDO advised that a few steps need to be carried out before seeking quotations. Work has commenced in confirming the time and distances on all signage as well as allocating GPS coordinates for the engineering certification drawings. The engineering certification will be completed by the end of the financial year and this is preparation work for the Road Corridor Permit. Once the GPS and time/distances work has been completed. Dot Dash can provide Council with an updated design package and high resolution versions of maps and symbols. A complete package will be available to hand to the appointed contractors to commence work. After that, the next step is to seek quotations for signage and installation. 24/05/2017 -2.1 (c) This is being referred to as the Wayfinding design package from DotDash. Ingham CBD Wayfinding Draft Design Package emailed to PCG members on 27 April. EDO is seeking amendments/approval to commence with construction and installation preparation based on the design package. Resolved – That the Wayfinding Signage Design Package be approved. Action – EDO to proceed to seeking quotations for preparation of signage and installation / construction costs. Council resolutions arising from Ordinary 19/04/2018 – Landing Page is operational. **MECD** Meeting dated 29 September 2015. Action – MECD to action WiFi signage and media release. 2.1That Council proceed with the 2015 / 2016 Action - EMDPES to investigate whether any Telstra credit is left for other district WiFi hubs. Ingham CBD Redevelopment Priority Works in Rotary Park as per the following: 27/03/2018 -WiFi Signage – No action to date. a) Prepare an Expression of Interest for the establishment of a commercial lease in WiFi Landing Page – In progress. Rotary Park WiFi Analytics Report – Quarterly Report will be provided 15 March. Design and install tourist information

Media Release – To be actioned.

Design and install signage for Rotary

signage in Rotary Park

Park to Lannercost Street walk

- d) Install Free Wi Fi network in Rotary Park
- Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders.
- Letter to Telstra re: cleanliness of site No action to date.
- Waiting for brass floor plates to be installed.

15/02/2018 -

Action - Purple WiFi analytics report to be presented at General Meeting.

Action - Signage alerting people as to availability of wifi to be progressed and implemented.

23/11/2017 - The following update was provided:

- Installation works have been finalised at Rotary Park and the Hinchinbrook Visitor Information Lounge.
- Council's Facility Officer advised "the work undertaken for the WiFi connection is very messy there is cement powder left on the concrete and cement up the wall of the iron and the finish on the concrete is not real good. Is the job complete? and or is the job going to be inspected? Due to the site being in the public eye, all contractors are to leave the site clean. Can they go back and clean?" SEDTO following up with Telstra project officer on matter.

Action - SEDTO to send a letter to Telstra to follow up on this matter.

- Telstra Air team have advised network configuration will be finalised on or around Thursday 30 November and the network will go live from this date.
- SEDTO has finalised the Purple platform configuration, including all network access pathways and offline and online splash pages. It is noted further work needs to be done to enhance access pathways to optimise data collection associated with social media platforms.
- SEDTO and CCMO coordinating launch with Telstra Air media team. It is advised we run a soft launch (network activation) to test all access pathways and splash pages prior to formal launch. It is noted that the network will be ready for a formal launch on or around 14 December 2017. As previously discussed there is an opportunity to launch the network in conjunction with the official opening of the Hinchinbrook Way walk;

however brass floor plaques are not likely to arrive until 19 December. As such SEDTO seeks direction from PDG as to the following options:

- Launch the network on or around 14 December:
- ii. Launch the network in the first or second week of January 2018.

Action – SEDTO to check with Telstra Air Media Team if they will be in a position to soft launch locally at the Mayor's Light up the Tree Event / Christmas Carols on Sunday 3 December.

• It is further noted that signage should be installed at both sites advising locals and visitors of the availability of free WiFi.

Dungeness Free WiFi – The following update was provided: SEDTO has had several conversations with Telstra regarding the proposal. A formal request for written quotation has been sent to Telstra's Regional Senior Account Executive David White. Telstra have advised that they will require specifications of any infrastructure associated with Council's proposed CCTV at Dungeness (i.e. locality, power supply, will the CCTV be tower mounted or mounted to existing infrastructure). As a guide Telstra have provided the preliminary advice that project cost will be heavily influenced by the locality of existing Telstra infrastructure. SEDTO has not checked whether an existing phone box exists at the locality (which is the best option!). Alternatively we could seek consent to connect into existing Telstra services at the Marine Safety premises in Dungeness. EMDPES advised further that Council has a credit with Telstra and this money could be utilised towards other WiFi hubs in the district. 26/10/2017 - SEDTO provided the following update: Installation works have commenced and Telstra Air Wi Fi network will be operational by mid-November 2017. SEDTO working with Telstra regarding network configuration, splash page other operational aspects SEDTO and CCMO working on collaborative launch and media release with Telstra team. SEDTO will discuss media and marketing approach at PDG. The meeting agreed that the media and marketing approach is imperative for the launch of the Wi Fi network in November. Details of launch for November yet to be confirmed. Action - SEDTO to also speak with Telstra to obtain a quote regarding installation of nodes at Dungeness for camera data (Purple Wi Fi). SEDTO to follow up with CFO regarding camera systems. 2.2That Council proceed with the 2015 / 2016 19/04/2018 - Brass floor plates installed at Post Office, Mercer Lane, Lee's Hotel, Mini Military **MECD** Museum and Regional Art Gallery. Ingham CBD Redevelopment Priority Works Matter Closed as per the following: 27/03/2018 – Installation was delayed due to the weather. RCP Permit has been extended to 13 April 2018. Installation to occur by end of March after the Commonwealth Games Queens Baton Relay. i. Design and install signage to create a loop walk along existing pathway networks 15/02/2018 from TYTO Information and Wetland Brass floor plates have been received. Centre to Lannercost Street.

 Onsite meeting with Auditore Builders held on 31 January 2018. Installation works to commence in mid-February and will be completed prior to end of February. Traffic Management Control to be conducted by Hinchinbrook Traffic Control in accordance with the relevant RCP permit.

Action - The meeting noted that the road corridor has been re-validated and works are to be completed prior to the Queens Baton coming through on 18 March 2018.

23/11/2017 - The following update was provided:

Worsell Pty Ltd have advised the brass floor plates will be supplied on or around 19 December 2017. Auditore Builders have advised a preference to install the plates after the Christmas shopping period (during Council shutdown period). *Members agreed for Auditore Builders to install plates during Council shutdown period*.

26/10/2017 – SEDTO provided the following update:

All signage has now been installed. Worsell Pty Ltd have been engaged to fabricate and supply brass floor plates. Auditore Builders have been engaged to install plates. Supply date is estimated to be early December. SEDTO to discuss media and marketing associated with launch of the Hinchinbrook Way Walk. It is also noted that one sign (Conzano sign) has been vandalised. Officers are working to replace the sign prior to launch of the Walk.

SEDTO working towards this coinciding with the Wi Fi launch.

21/09/2017 – SEDTO advised the following update:

- Majority of interpretative signage for the Hinchinbrook Way Walk will be installed by The Sign Company and Firmi Engineering on Tuesday 19 September 2017.
- Two free standing signs within the TYTO parkland requiring additional installation works will be installed by Auditore Builders in late September, early October 2017.
- Procurement process proceeding for brass floor plaques with RFQ closing on Friday 15 September 2017. RFQ assessment to be finalised on or around Wednesday 20 September and final recommendation sent to CEO for final approval to engage the preferred supplier.
- Attached is the web brochure for the new walk.
   The meeting also noted late report provided from SEDTO regarding installation of seven interpretative signs within the TYTO Precinct on 20/09/2017.
- 2.4That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works Lannercost Street Phase One as per the following:

19/04/2018 - No movement.

Action - MECD to check with Engineering firms whether each of the elements can be done.

15/03/2018 – Engineering drawing received. TRAG to undertake project to cost local implementation of key components.

**MECD** 

	15/02/2018 – Yet to be installed.	
i. The development of an entrance statement within the centre median strip at the corner of Townsville Road and	23/11/2017 - Engineering certificate and technical drawings still to be received. Contact made with company to follow up.	
Lannercost Street subject to further	26/10/2017 - Nil movement on this from MECD to date.	
consideration by the Project Control Group.	21/09/2017 – Nil movement on this from MECD to date.	
G.33p.	Full images provided as per request from last meeting for main concept The Hinchinbrook Way and for Entry Statement.	
	Members agreed for MECD to source quotes for construction of The Hinchinbrook Way Entry Statement (with Pelorus Island) (attached to September Meeting Minutes).	
	17/08/2017 - Armsign have produced a design concept with associated costs for the revised arrival at 'Hinchinbrook Way' sign at the Hinchinbrook Visitors Lounge. Engineering quote is yet to be supplied. Manager Community and Economic Development to discuss at meeting.	
	Maria left the meeting at 9.30 am	
	The meeting resolved to purchase the engineering certificate and technical drawings from Armsign.	
	MECD to speak to suppliers for individual elements of the sign to enable quotations to be sourced.	
2.5That Council proceed with the 2015 / 2016	19/04/2018 - No movement. Hemmetts has been contacted regarding electricals.	MECD
Ingham CBD Redevelopment Priority Works – Lannercost Street Phase One as per the	27/03/2018 – Sign was scratched on delivery and poorly lacquered and MECD looking to re-sand. Will advise date. Yet to be installed. Procedure for care to be done and distributed for facilities.	
following:  i. Design and installation of tourism	15/02/2018 — Corten sign has been fabricated and was dispatched to Council Depot before Christmas. Hemmett Electrical will be installing.	
promotional signage on the Council administration building on the Townsville Road frontage subject to further	MECD advised on return from leave that sign had scratches when received and will assess before installation.	
consideration by the Project Control Group.	23/11/2017 - Currently refining the delicate bird section of the logo to ensure a precise cut replicates the logo - working with Engineering and Corporate Communication and Media Officer. All signage dimensions have been double checked with Electrician in regards to lighting and fitting fixtures. Final sign off should be complete by time of PDG meeting. Final product aiming for completion by end of year but this is dependent on weather conditions due to the aging process of the Corten.	
	Action – Members would prefer that the sign be installed before Christmas if possible.	
	26/10/2017 - EDO has confirmed that the installation and lighting is within the scope of Hemmett Electrical Council contract so no further charge will be incurred. EDO met with Hemmett Electrical again to discuss finer details of fixing the sign to the wall and lighting requirements.	

A number of additions have been made to ensure the lighting is evenly distributed at the back of the sign as well as fixing mechanisms.

Townsville Laser Cutting have requoted based on the revised lighting and fixing mechanisms. They have also included the cost of aging/rusting process (\$1,000) and freight to Ingham. The revised cost is \$3,080 (incl GST). No other costs are associated with this sign.

The size of the sign will be 1510mm x 1200mm. There will be a wall mount frame fixed to the wall and the actual sign will be able to be taken off by Council staff (it will be bolted) for easy maintenance.

As per the lead time. The variance is dependent on the finish required taking into account the ageing process is as dependant on the weather conditions as it is on the process used. Temperature and humidity play a big role in the process. Material lead time is about 1 week ex Brisbane usually. Cutting will be done within 24hrs of receiving material. Fabrication will take a day or so then the finish can take anything from 1-4 weeks. All of this is of course needs to take into account other works scheduled.

Direction was sought from Council as to whether they are happy to proceed with this quote and if so advise where exactly on the desired space (to the left of Council front doors between two tiled pillars) the sign will be mounted (ie shoulder height, head height etc).

The meeting approved the costs associated with installation and approved that they are happy for MECD to determine the exact location of the sign.

Action – MECD to determine exact location.

21/09/2017 – The meeting noted that EDO has sought quotes on revised size of sign in Corten to ensure the sign is in one piece/sheet from Townsville Laser Cut and Significant Signs. EDO has also met with Hemmett Electrical and will liaise with Facilities Maintenance to see if the work is within the scope of the Council contract.

The meeting noted quotes and Corten samples provided.

The meeting resolved to proceed with the Corten sign with the depot staff to install the sign.

The meeting noted that the other associated costs for this project are transportation from Townsville to Ingham which is \$98.60.

17/08/2017 - Hugh Markwell has sought quotes in Brisbane for a company to cut/fold the aluminium and then for another to apply the brush finish. Quotes have also been sought to freight between the two companies and then onto Ingham. Costs are summarised below and can be made available if needed:

		Shapecut (cut/fold aluminium): \$1,201.80 ex GST. Please note this is the 4mm which is limited to only 1200 wide sheets however narrower sheet will be higher off the ground and will reduce damage. Original quote in Townsville was for 3mm and 3420x2890mm.	
		Brisbane Custom Metal Polishing (brush finish): \$ 1,300 ex GST	
		Freight between Shapecut and BCMP: \$ 55.68 ex GST	
		Freight between Brisbane and Ingham: \$173.44 ex GST	
		Total cost for brush finish Aluminium sign is \$4,625.92 ex GST (\$2,730.92 as above and \$1,895.00 for Significant Signs re installation, lighting and backing).  Total cost for the mill finish Aluminium sign is \$4,020.53 ex GST (\$2,026.93 from Townsville Laser Cutting, \$98.60 for transport Townsville to Ingham and \$1,895 for Significant Signs).	
		Please note, as per Hugh Markwell's contract, he has now expended his services to Council for this project. Any additional work in relation to this (apart from the installation which he has been appointed to project manage), will require additional funds.	
		EDO has proceeded to obtain a quote to use Corten instead of aluminium. Corten is a weathering steel. It is a group of steel alloys which were developed to eliminate the need for painting, and form a stable rust-like appearance if exposed to the weather for several years.	
		Townsville Laser Cutting (Corten): \$1,068.70 ex GST	
		Please note, as this material is only available in 2400x1200mm sheet sizes the sign would need to be done in multiple pieces. Company has indicated where the sheets will join.	
		The meeting offered no objection for CEO to purchase the corten from Townsville Laser Cutting for the estimated price of \$1,068.70 ex GST plus estimated installation costs of \$1,895.00 from Significant Signs for installation, lighting and backing.	
3.	Hinchinbrook Way Drive - Towers  Maximise use of local contractors (subject to purchasing policy) including graphic designers, printing etc.	19/04/2018 – No movement. Only Halifax does not agree with towers and would prefer something more vintage. Look has been decided for other towers and sites identified. Signage to be re-worded for Halifax. Investigate whether Melissa at Marketing Eye can do the re-wording.  Actions -	MECD
		PDG happy to progress all towers, except Rotary Park x 2 and Halifax. Halifax being left out pending resolution of historical aspect and wording.	
		2 towers for Rotary Park were removed until plan comes up for Rotary Park - on standby - perhaps 1 tower could be located at the northern end (area opposite McDonald's) in Herbert Street also.	

- Wording to be sorted on all towers.
- Look at consultancy to finalise wording without delay.
- Check with contractors for delivery of towers.
- RFQ's for Forrest Beach, Taylors Beach and Lucinda to be issued for construction.
- Check with Halifax Progress Association as to what their preferences would be.

27/03/2018 – MECD to write copy from submitted suggestions via Progress Associations. Halifax Progress Association (HPA) has presented concerns over tower structure suitability for a "heritage" township. MECD suggests "tower" structure to be reviewed for area sensitivity and report for all locations. MECD believes however "towers" are costly and could be unsuitable for some areas if concerns are not addressed. One size does not fit all. Savings could be made and more sensitive tourism 'iconography' could be adopted.

HPA has Mens Shed doing up a proposed prototype to be provided to MECD.

15/02/2018 - Work on the Hinchinbrook Way Drive is on hold whilst the Department concentrates efforts on the implementation of the Walk, new WiFi network, and Wayfinding Signage.

Minor work yet to be carried out – interpretive wording needs to be finalised and to be contracted out. Consultation has occurred in beach areas.

Construction of towers – consultant has been verbally advised. Drawings to be finalised and then issued. Quotes have been renewed with Rinaudo and The Signage Co.

23/11/2017 - Work on the Hinchinbrook Way Drive is on hold whilst the Department concentrates efforts on the implementation of the Walk, new WiFi network and Wayfinding Signage.

26/10/2017 - Work on the Hinchinbrook Way Drive is on hold whilst the Department concentrates efforts on the implementation of the Walk, new WiFi network and Wayfinding Signage.

21/09/2017 - Work on the Hinchinbrook Way Drive is on hold whilst the Department concentrates efforts on the implementation of the Walk, new WiFi network and Wayfinding Signage.

17/08/2017 – Work on the Hinchinbrook Way Drive has been paused whilst the Department concentrates efforts on the implementation of the Walk, new WiFi network and Wayfinding Signage.

22/07/2017 - The meeting noted that Internal approval of see and do panels is currently underway. Progress Associations will then approve.

SEDTO also advised that the information has been provided by Progress Associations and text is being refined subsequent to which quotes will be finalised and installation commenced.

		<ul> <li>15/06/2017 - EDO advised that all Progress Associations have responded. EDO is in process of adding text to top 5 'see &amp; do' and sending back to Progress Associations for approval. This project is also on hold with QTDDIF funding application.</li> <li>24/05/2017 -</li> <li>EDO is currently liaising with the Progress Associations (Halifax, Lucinda, Taylors Beach and Forrest Beach). EDO has called and emailed requesting a list of top 5 activities tourists would be interested in within their area. This information will be put on the drive panels. Currently only heard from Halifax and Forrest Beach.</li> <li>List of outstanding tasks for this project:</li></ul>	
4.	Ingham CBD Master Plan – Lannercost Street Precinct	19/04/2018 – Have met with contractor and a prototype is currently under construction for upcycle of pot planters. Nursery has recommended plants to achieve Council requirements. MECD has requested quote for project to be assisted by a Project Manager. DTMR have provided their suggestions for the approval process. Count has been carried out and photographed.  27/03/2018 – (1) MECD has spoken with Mayor re: idea for bins, planters and seating. Trying to obtain group meeting to advise design requirements to build 1 X prototype for approval. MECD has reviewed EMDPES map for locations and has met with DTMR who have offered advice in what they would be most likely to approve.	MECD

As per action below, MECD has meeting with Ingham Family History Association (IFHA) to commence collection of images. MECD to acquire design specs for each and share to ensure correct imagery is collated and a standardised design is presented. Approval will be sought from Council. Thereafter a 'historical walk' will be designed and implemented as a self guided walking tour to start with. A full guided tour to be designed and implemented. This will be added to Tourism Program.

Look possibly to IFHA to conduct tours. Money to be diverted to their organisation. MECD to report back as to PDG.

EDS 2020 – provided for final review, all changes provided have been complete.

MECD meeting with Nick Rinaudo (who built bins) on Wednesday 04/04/18 regarding a prototype to mirror the bins.

15/02/2018 – RFQ responses received in January 2018 for amendments to Master Plan aligning with all changes stemming from change of Council. SEDTO advised by EMDPES to defer assessment until further changes to Master Plan had been confirmed by Council.

Prior to final assessment of submissions, minor amendments to be made.

Waiting on design of chairs. EMDPES is engaging a Project Manager and the CEO has signed off on RFQ.

Aim is to replicate those seats in the main street with a planter box beside it (square ones). Mens Shed to construct with lockable cage on top. Council staff to interchange plants.

Action - Hinchinbrook Way bins with pictorials of historical and old flooding location photos (e.g. in front of canegrowers building) to be progressed and remove old yellow / orange bins.

Mayor to meet with MECD to show example.

Action - Seating to be consistent with seating in front of Council building (with exception concrete footings) — modify to be higher and add arm and back rests.

Action - Repurpose existing seats for other areas of Shire.

Action – MECD to source suitable matching planter boxes with existing plant holders not required to be repurposed.

23/11/2017 - The Mayor advised that a meeting has been requested with Acting District Director Brett Whitbread and new District Director Stephen Mallows regarding various matters. Date yet to be confirmed.

Members requested that it be noted finalisation of CBD master planning is a high priority of Council notwithstanding draft Economic Development Strategy (EDS) content and that EDS should reflect accordingly.

		26/10/2017 – SEDTO advised that the new Economic Development Strategy (EDS) document has not prioritised CBD Master planning, pending Councillor comment.  The meeting noted that the seating project is \$120,000.  Actions –  Invite DTMR Director Brett Whitbread to a meeting to discuss seating conditions for the CBD. (SEDTO and MECD to have styles available for this meeting). DTMR to be asked whether shade sails or covers can also be considered for street.  Design Department to design shelters.  EMDPES to identify proposed sites for seating and come back to Council. Cr Tack to also be consulted regarding the Hinchinbrook Community Support Centre (HCSC). Once Council is happy with this, to be tabled at the Aged Care Committee Meeting. NOTE: Include seat in front of hospital. 23/03/2017 –  i. Pavement and landscaping design as per the Ingham CBD Master Plan be ratified as the standard for all future CBD works  ii. Need to determine the exact area of the CBD area in which we will apply to the Style Guide. SEDTO to comment.  iii. Rubbish bins as per recent installations be confirmed as the standard for all future CBD works  iv. Drinking water fountains as per recent installations be confirmed as the standard for all future CBD works.  Action - Defer this matter to the next PCG Meeting subject to the Entry Statement design being finalised.	
5.	JCU Concept Plans for the Herbert Street Park Precinct	19/04/2018 – Changes received and to be discussed. Hugh Markwell has provided changes.  Action - Design to be marked out by Hugh Markwell to allow members to view conceptualisation.  Action - MECD to circulate the changes out to Members.  Action - Cost comparison by ISD to be provided at next PDG meeting.  27/03/2018 – MECD sent Council requested changes for action. Awaiting changes from Hugh Markwell.  15/02/2018 – The meeting noted Hugh Markwell's two proposed concept schemes for the Herbert Street Activation Area.  The proposed awnings should not be as high as the Tully Street cantilevered awning (dome round and lower) and it was noted that they would tie in with the Hinchinbrook Way colours (different colours for each shelter).	MECD

The meeting also noted the Infrastructure Service Delivery officer's presentation regarding drainage problems from the Fig Trees in that space. A solution could be to progressively remove the Fig Trees causing the significant root intrusion and replace those trees with suitable plants. The whole project to be carried out together i.e. remove old problem trees, plant new trees, fix damaged pipes and install shelters. Costs have been budgeted for drainage and meeting noted costs for mature trees to be planted could be in the vicinity of \$15,000 for a 3m to 4m tree that have a 75% success rate. It was raised that the \$60,000 Rotary Club funds are to be used for Rotary Park only. Perhaps seating at Rotary could be used but seating has to be consistent across all parks. When money is allocated a plague will be erected recognising the funds received from Rotary. Action - Infrastructure Service Delivery to prepare costings (cost analysis - with trees also (not attract bats) and variable design work for Colin Dallavanzi to consider (shade practicality). 23/11/2017 - As per recommendation for Item 4. 26/10/2017 - SEDTO - as per recommendation for Item 4. 21/09/2017 - SEDTO – as per recommendation for Item 4. 17/08/2017 – Meeting scheduled for Monday 14 August. Outcomes will be presented to PCG. Work in progress. Awaiting discussions with Wilmar and other stakeholders to finalise submission to Council. Regarding the Herbert Street Precinct, the meeting noted the seating and potplants etc. aspirations as referenced in Item 4. 22/07/2017 - The meeting noted that this matter was discussed at the Portfolio Meeting and the Department will collate a proposal to Council for consideration on 22 August 2017. 15/06/2017 – Action - To be discussed at Master Planning Meeting. 24/05/2017 -Concept plans emailed to PCG members on 17 May 2017. Concept plans to be printed for Councillors. Frances Creek Rest Area 19/04/2018 - Further details were forwarded to DTMR on 16, 20, 21 March and 5 April 2018. **EMDPES** 6. EMDPES is liaising with DTMR. Budget has been allocated for digital display. 27/03/2018 - Details of the electronic sign was forwarded to DTMR on 7 February 2018. Subsequently a meeting was held with the ČEO, Mayor, EMDPES on 14 February 2018. DTMR advised that due to the weight of the signage it could not be erected on the wall of the driver reviver building and that it would need to be freestanding. Further that the concrete in that area would need to be thicker than the general pad. Further information has been provided to DTMR regarding the requirements of pad area for the freestanding sign.

15/02/2018 – CEO forwarded correspondence to DTMR dated 06/12/17 regarding size and utility of parking area and suggesting roof line be extended. Response from DTMR received 07/12/17 seeking further information of the information system (electronic community notice board) to assess what is required to provide cover for the system. SEDTO looking into requirements for response by CEO.

SEDTO advised that the design specification has been received for the digital display component and was forwarded to DTMR on 07/02/18.

Council met with DTMR regarding the rest area and digital signage board. The weight of the board is not able to be erected on a freestanding post. The sign is weather proof, is 164kg and is only allowed to be bolted to the ground. Overlay with interpretive signage around. No cover area of the toilets. In driver reviver area (about 2.5m) could go there. EMDPES emailed Jason Moule who provides screens requesting footings and engineering specifications.

Action – EMDPES to provide footing plan / design to DTRM urgently. URGENT – 1 week turn around.

23/11/2017 - The following update was provided:

- TMR have advised they will be installing a Landmark K9400 model restroom at the Frances Creek Rest Area. The proposed layout design for the rest area and a copy of relevant pages from Landmark brochure were presented to the meeting.
- TMR advise that there will be a blank wall on the north side of the building which will be visible form both the driver reviver building and the footpath approach which should be suitable for Council's proposed digital tourism information board.
- It was suggested that Council consider negotiating with TMR to extend the roof line as per the solution at Rotary Park.

Action — That CEO ensure correspondence is forwarded to TMR to advise that Council, whilst acknowledging that design is finalised, considers the size and utility of parking area insufficient to accommodate the level of traffic entertained. In addition, Council suggests to TMR that the roof line of the restroom be extended to enable Council to install a digital electronic community notice board for prominent marketing within.

26/10/2017 – SEDTO advised that the imagery of preferred design solution for toilets has been shared with DTMR officers relevant to the Frances Creek Rest Area. Awaiting response.

Action - SEDTO to chase up response from DTMR.

7. Flooding History Pictorials

19/04/2018 – No movement. Use historical or flooding photos.

Action - MECD to liaise with a consultant for this project to progress quickly.

27/03/2018 – Refer item (4) will be a mix of flood and history image and quantity for enlarge. Print process to be factored into project due to low resolution of some images which may not be suitable for the project.

Meeting has not proceeded due to flooding and will be rescheduled.

15/02/2018 - This discussion will occur with the update of the Local History Group MOU on 4 December 2017. Research into styles of interactive points of interest has begun.

The meeting discussed artworks in the Council alleyway (both walls) and connectivity to other history points in the district or establishments. It was suggested that secondary school art students could be requested to participate in these works. \$25,000 budgeted for portraits and murals.

Action – MECD to revisit Public Art Committee and policy.- MECD to review – not done yet

23/11/2017 - NIL movement. This discussion will occur with the update of the Local History Group MOU on 4 December 2017. Research into styles of interactive points of interest has begun.

MECD currently working on delivery mechanisms for pictorials. Ideas will be presented to a future meeting.

The Mayor advised that he has discussed with Mayor of Winton Shire how they obtained shirewide WiFi and the meeting agreed that MECD talk direct to Winton Shire (Alan Rayment) to investigate how they implemented the WiFi.

Action – MECD to contact Mr Rayment at Winton Shire Council. NIL MOVEMENT

26/10/2017 – Perhaps Local History Group can be tasked with this project to assist Council?

Actions -

- MECD to discuss this project with the Local History Group. see 4
- Mayor to investigate Winton Shire's shirewide Wi Fi costs.-Nil Movement

21/09/2017 - Nil movement.

17/08/2017 — Recommendation to install pictorial historical flood display on Palm Creek footpath (between white bridge and Botanical Gardens). Indicative design and quotations being sought for presentation to PCG.

MECD and SEDTO to investigate appropriate structures and fixtures suitable to affix flood display as suggested including suggested sites at which the fixtures may be installed for purposes of enhancing visitor attraction throughout the precincts for the Committee's further consideration.- See  $^4$ 

MECD

22/07/2017 - The meeting noted EDO's advice that if Council proceed with the Charters Towers example, this could also be used in this space. Grants Officer has not found any available funding. There are existing items of flood history in the town such as flood height chart on Seymour Hotel and the Sacred Heart Monument in the Ingham Cemetery which could be used in a flood tour. NOTE: Council's philosophy is to develop a pictorial historical flood display in a suitable area to be determined. Action - SEDTO to investigate suitable areas and ideas for the display. - Decision MADE bins through The Lannercost and Herbert St Precincts. 20/04/2017 - EDO advised that she met with Grants Officer and Records Department to discuss and was advised that there are photos available that can be sought. Grants might be available such as RACQ Get Ready Queensland Initiative that is more so aimed at residents to prepare them for natural disasters. In regards to a grant aimed at a tourism tour, in the initial search EDO has not yet found any grants. EDO suggested that if PCG would like to go ahead with this project that it be incorporated into long term plan in March 2018. Action – Acting EMDP to progress project. NOTE: Council's philosophy is to develop nodes in various suitable areas portraying historical photos of flooding and other historical aspects of Lannercost and Herbert Streets with an overall view to enhancing the visitor walking experience along the Hinchinbrook Way Loop Walk. 23/03/2017 – SEDTO advised that this will be incorporated into the Visitor Lounge. Action - SEDTO will write a strategic long term plan for the Visitor Lounge incorporating matters such as flood history pictorials. No –this is now a part of bins .see point (4) 8. Straloch Building 19/04/2018 – Await feedback from Chamber – this is no longer a Council project. MECD Action – MECD to investigate wrap around the building (Plan B). 27/03/2018 – MECD has requested budget regarding Council water and sewerage maintenance on water towers to contribute to funding from Council if applicable, otherwise HSC to provide letter of support to gain funding for project. Water and Sewerage has confirmed that there is no budget for painting of water tower in their budget and Gerhard advised that there is no budget from facilities point of view. James advised that money may be allocated in Tokalon Water Tower in next financial year but whether this is the money they were talking about. Perhaps this is where the confusion lies. MECD to check with Chamber as to what is happening with the funding application. 15/02/2018 – Hinchinbrook Chamber of Commerce, Industry and Tourism presented to Council at the Connect Session on 06/02/18. Council HCCIT proposal in principle, dependent on overall grants received through Community Activity Grants and RADF for components of \$60,000 plus inkind. Inkind requests to be reviewed as they seem to be short and recommendation to be advised.

Directives provided to relevant staff to follow up on areas to assist as at 07/02/18.

It was noted that Council's Letter of Support was provided on 06/02/18.

23/11/2017 - Await application from Madeleine D'Urso.

EMDPES advised that Madeleine D'Urso is progressing with the project and investigating public art in rural areas and requires dimensions of the building. It was noted that RADF funding only applied to art that can be removable. Madeleine is investigating a funding application through Qld Art Showcase where up to \$100,000 is available.

Further discussion ensued regarding use of building / construction wraps instead. The wrap could be used as an advertising tool / billboard and further uses of the wrap could be that it is rented out as a billboard. TMR conditions would require to be investigated though.

Action - MCED to look at investigating "billboard" type wrapping to further consider in the event that funding applications fail. COMPLETE cost without installation approx. \$1200.

26/10/2017 - RADF paperwork supplied to Madeleine D'Urso to submit application.

21/09/2017 - RADF has been successful and henceforth Project Champion Madeleine D'Urso has been sent application forms to apply for funding. Await round and Committee to address application.

17/08/2017 – RADF decision delayed until 31/08/17.

Committee requests that a concept / project specific to this building be designed / sourced to expedite original intent for possible beautification work.

22/07/2017 – The meeting noted that the RADF Funding will not be known until the end of July 2017. A full scope of the application will be required to see if it would meet funding guidelines and/or be assessed through the RADF Committee.

15/06/2017 - EMDP advised that they will apply for RADF funding for Madeline D'Urso.

#### 24/05/2017 -

- A rough quote was obtained to clean the structures facade and provide it with one coat of paint.
- The project will require traffic management.
- Clean and paint \$2,100 \$3,100.
- Traffic Management approx \$700.

Resolved - Committee noted advice provided. TPM investigating person to conduct Mural workshop.

Action - Cr Brown to speak with TPM to progress.

9.	Footpath Seating	19/04/2018 – EMDPES had developed a draft location plan. MECD has progressed the matter to look at repurposing the existing planters.	EMDPES/ MECD
		27/03/2018 – Handed to MECD - see (4). All combined in works re; seating, bins and pot plants. MECD meeting with Nick Rinaudo (who built the bins) on Wednesday 04/04/18 regarding a prototype to mirror the bins.	
		15/02/2018 - This is a segment of the overall Master Planning. Refer to recommendation in Item 4.	
		23/11/2017 - This is a segment of the overall Master Planning. Refer to recommendation in Item 4.	
		26/10/2017 - This is a segment of the overall Master Planning. Refer to recommendation in Item 4.	
		21/09/2017 - This is a segment of the overall Master Planning. Refer to recommendation in Item 4.	
		17/08/2017 – Grant funding of \$100,000 confirmed. Will bring total project to \$120,000. MCED working on street furniture project as part of Items 4 and 5.	
		22/07/2017 – The meeting noted that a full seat with back and planters was discussed in recent Master Planning Meeting and Portfolio Meeting to be scoped for inclusion into the style guide. Model is based on a combination of approved seating. This is to incorporate planter boxes for streetscaping in one module. MCED to address agreed sample and supply price estimate.	
		Refer also to Items 6 and 7 for reporting.	
		15/06/2017 – The meeting noted that the Grants Officer is working on application for funding for 30 benchseats.	
		24/05/2017 — Consideration of request from Cr Bosworth regarding request from CBD shop keeper for Council to consider more seating in the CBD so as public (elderly) do not have to sit on street pot plant edges killing the plants.	
		Resolved - Committee noted update provided and notes that money has been budgeted for footpath seating in Council's 2017/2018 Budget.	
10.	Hanging Pot Plants in Lannercost Street	19/04/2018 – This project will form part of the overall seating and planter considerations.	EMDPES/
		Matter Closed	MECD
		27/03/2018 – Handed to MECD - see (10) and (4)	
		15/02/2018 - This is a segment of the overall Master Planning. Refer to recommendation in Item 4.	
		23/11/2017 - This is a segment of the overall Master Planning. Refer to recommendation in Item 4.	
		26/10/2017 - This is a segment of the overall Master Planning. Refer to recommendation in Item 4.	
		21/09/2017 - This is a segment of the overall Master Planning. Refer to recommendation in Item 4.	

		17/08/2017 – Part of street furniture project (as above).	
		Refer to Items 4 and 5.	
11.	Update Key Projects - Funding applied  Grants Officer and respective Executive	19/04/2018 – EMISD advised that the budget for Picanniny Park has now been changed to a recreational precinct at Forrest Beach.	EMISD / GO
	Managers to give update	Regarding the MIPP, Council has made an application for the Menzies Street bridge.	
		W4Q proceeding as previously programmed and no concerns have arisen n this space.	
		27/03/2018 – EMISD advised as follows:	
		<ul> <li>Picanniny Park is on hold pending outcome regarding Native Title.</li> <li>Wattle Street needs to be reallocated.</li> <li>Bosworths Road is now proceeding to construction phase for Forrest Beach end to the Causeway only.</li> <li>All other projects are proceeding as planned.</li> </ul>	
		Discussions were held with Grants Officer regarding the following funding:	
		Maturing the Infrastructure Pipeline Program 2 (MIPP2) Round 2 currently open through the Department of State Development, Manufacturing, Infrastructure and Planning.	
		Focus of this program is for funding studies and investigations which will assist local governments to form a strategic view of their key infrastructure priorities and needs; and/or business cases and designs for the development of local government infrastructure proposals to provide better clarity on investment decisions. Resolved the 3 existing project proposals from Round 1, being Forrest Beach Sewerage Scheme, Herbert River Water Intake System and the Lucinda Long Term Marina Access are yet to be completed, therefore no applications will be put forward and submitted for this current round.	
		Get in the Game 2018-2015: Get Planning Spaces This funding through the Department of National Parks, Sport and Racing closes 18 April 2018. This program will provide funding to develop quality infrastructure planning documents, which in turn will contribute to the evidence base regarding future infrastructure needs for sport and recreation in Queensland.	
		Action - resubmit the Wallaman Falls Strategic Masterplan (unsuccessful application from the previous round) with amendments based on feedback received from the Department.	
		Work for Queensland 2017-2019 This funding is through the Department of Local Government, Racing and Multicultural Affairs (attach table detailing current and possible project proposals).	

Regarding the table below, it was resolved to replace existing approved projects, being Wattle Street Footpath \$60,000 and Picaninny Park \$200,000 with a Bitumen Reseal of the gravel carpark located on Palm Street, Forrest Beach \$60,000 and the distribution of the \$200,000 between the upgrading of picnic tables and shade shelters and additional play equipment for children at the Forrest Beach park.

With reference to the Department's guidelines, "works involving planning and design only" are ineligible projects.

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

To bitumen reseal on Palm Street, Forrest Beach

To go toward "Possible Project Proposals" for Forrest Beach play area for kids , tables upgrade and

shelters

### Regional Capital Fund - Building Our Regions - Round 4

Round 4 is currently open through the Department of State Development, Manufacturing, Infrastructure and Planning (attach PowerPoint Presentation).

The Queensland Government is providing funding for infrastructure in regional Queensland, with a focus on significant economic infrastructure projects that will deliver sustainable economic outcomes for regional communities.

Two stage assessment process consists of an EOI and if invited, submission of a detailed application. Guidelines currently specify bridges are ineligible, however Mayor awaiting response from Minister pertaining to possibility of submitting EOI for bridge spanning Cartwright Street to Dutton Street. Another project proposal is lifting the airport taxi way.

15/02/2018 – All 2016/2017 W4Q projects complete and financial acquittal completed in December 2017. 2017/2019 W4Q projects commence in January 2018.

Mayor had discussions with traditional owners for Picanniny Park – EMISD has preliminary scope from early 2000 from Wattle Street through to beach front.

## Action – EMISD to send 2000 scope to Mayor for Nywaigi traditional owners.

EMISD advised that Bosworth's Road, Jourama Road, Jourama Falls Road and others to be added to local Roads of Regional Significance for consideration at next General Meeting.

EMISD advised that the Long Pocket Road works is current out for tender and closes shortly.

The meeting noted that for the Shade Structure at Mercer Lane / Johnstone Street, there is a variation in steel prices and the Townsville company is not prepared to give prices.

## Action - Acting CFO to provide a report to the next PDG meeting.

Mayor advised he has been having discussions regarding marine science for a Lucinda marina as a pipeline project for the Government to look at as it is an underutilised asset. Discussions were held about sand drift issues. The consultants have advised that money needs to be spent on consultation, however we already know what the community want and the money needs to be utilised for the marine science instead.

23/11/2017 - EMISD advised that all projects are expected to be completed by the end of November.

26/10/2017 – EMISD advised that rain has held up progress on the W4Q projects. Timelines will now be extended.

GO provided an update on Council grants.

Regarding agriculture diversification, the Mayor advised that he recently met with Director General of Department of Agriculture and Fisheries who indicated they will work with Council for a study of suitable crops for Ingham and will provide funding as we are the only Shire that does not have a study for growing crops.

Wilmar has agreed to release soil mapping to Council and will send us a licence agreement. Mayor will prepare a scope for submission to DAF for funding for funding for alternate crops complimentary to cane growing rotations.

An EOI regarding preparation of a study of what suitable crops to be grown in the district is being formulated. A funding application is with the CRC and money set aside in budget. This Shire has never carried out a study to say what will grow complimentary to cane to gain soil health. TEL is doing up documentation for us and a media release is to be done when funding announced?

Cr Skinner advised that in regards to wetlands, North Queensland is not receiving the same funding as the south.

Action - Invite Terrain to a future Connect Session regarding wetlands and river / stream health.

21/09/2017 – The meeting noted the following:

One suggestion for possible funding could be to look into information for agriculture diversification via hosting a Conference for Region. This would entail looking into a number of others based around our Economic Development initiatives.

Overs and unders still to be considered.

Approval received from Department of Infrastructure, Local Government and Planning dated 13 September 2017 regarding 2017-19 Works for Queensland Projects – Round 2 in the sum of \$2,300,000 as follows:

Lucinda Swimming Enclosure	\$	50,000
Improvement to Horse Arena	\$	400,000
Toilet Block Lannercost Street	\$	300,000
<ul> <li>Bosworth Road (Forest Beach Road turnoff to Forrest Beach side of causeway)</li> </ul>	\$	350,000
Shade Structure Mercer Lane and Johnstone Street	\$	200,000
Wallis Street Trebonne – Bitumen Widen	\$	100,000
<ul> <li>North End Taylors Beach near ramp – Bitumen</li> </ul>	\$	120,000
Stone Street	\$	200,000
Herbert Street – Activate Space	\$	320,000
Wattle Street Footpath – Stage 2	\$	60,000
<ul> <li>Forrest Beach Picaninny Park – pathway, boardwalk, bench seats</li> </ul>	\$	200,000
TOTAL	\$2	,300,000

Updates from Council's top 10 projects are as follows:

1. Creating Deep Water Access

The Mayor advised that on 20/09/17 he met with Member for Hinchinbrook Andrew Cripps MP and Andrew Powell MP Shadow Minister for Transport and Main Roads and Shadow Minister for Local Government and they visited Dungeness regarding deep water access.

- 2. Development of Vital Places Awaiting contact from Maturing Pipeline Project and AECOM design for sewerage nodes for purposes of progressing.
- 3. Bridge Development

EMISD advised that the Maturing Infrastructure Pipeline Project – 1 and 2 State Govt picked up with bi-partisan support.

- 4. Pelorus Island Tenure under Local Law is 3 years Council call for Expressions of Interest after finalisation of the management plan.
- 5. Agriculture Diversification

Mayor advised that he recently met with Director General of Department of Agriculture and Fisheries who indicated they will work with Council for a study of suitable crops for Ingham and will provide funding as we are the only shire that does not have a study for growing crops.

Wilmar has agreed to release soil mapping to Council and will send us a licence agreement. Mayor will prepare a scope for submission to DAF for funding for alternate crops complimentary to cane growing rotations.

- 6. Mountain Bike / Hiking Recreational Complex no update.
- 7. Aerodrome

Mayor advised that Council should consider lifting the hangar area out of flood to use for recreational plane hangar space and for recovery / relief activities in flood times and develop a concept plan for the Aerodrome to enable funding applications. It was noted that the previous expenditure included (\$20,000) for previous master plan – overall project was \$70,000 – resilience funding coming out.

- 8. Herbert River Weir no update
- 9. Tertiary Education Opportunities

Close this item out as the universities have indicated they are not interested in coming here due to availability of online courses and the vicinity of Ingham to Townsville and due to the CQU trial carried out in Charters Towers which was not successful because of these factors.

Report for Edu-Tourism - follow up draft agreement with TEL for edu-tourism = next meeting on 09/10/17

Economic Development Workshop to be followed up - One thing that changed in the Economic Development Strategy is the word "edu-tourism" which has been changed to "Knowledge Economy".

10. Ageing Population – no update.

LGGSP - (DILGP) 2017 / 2019 Update:

## **Disaster Management Funding**

Flood monitors and two cameras on Gairloch Bridge and Ingham Pumping Station which monitor the height of the river and attach to the river height gauges. These cameras would be like the cameras used by DTMR at Cattle and Francis Creeks etc. which act as a back up if the gauges fails.

As this State government funding is for 60/40, the Mayor advised that this is a matter which needs to be considered by Council.

### **Innovation Fund**

Lidar flood signs together with IT platform for system (100% funding) - Opens end of October.

### Get Ready Funding (QRA)

Brochures etc - Disaster management budget needs to be topped up at budget review for be ready and prepared videos.

15/06/2017 -

## Works for Queensland Projects (INITIAL ROUND)

## **Environment and Community Services:**

Netball Court – Amenities Upgrade	\$ 80,000
Hinchinbrook Aquatic Centre	\$ 500,000
Halifax Transfer Station	\$ 120,000
Kelly Theatre	\$ 50,000

## **Engineering Services:**

	Gort Street and Fanning Street	\$ 255,000
	John Dory Street	\$ 220,000
	Acacia Street	\$ 140,000
	Long Pocket Road	\$ 555,000
	Forest Glen to Leichhardt Street	\$ 300,000
TOTAL		\$2,220,000

	Other Key Projects – Funding Updates			
	<ul> <li>State – Black Spot Funding – Abergowrie Road Dips</li> <li>Queensland Tourism Demand Driver – Infrastructure</li> </ul>	\$436,500 reje	ected	
	<ul><li>– Main Street Signage</li><li>\$225,500</li></ul>	\$451,000 rejected	Funding	
	Building Better Regions (Federal Infrastructure Fund) – Catalyst \$2,250,000	\$3,000,000 rejected	Funding	
	Building Better Regions (Federal Community Fund) – Broadwater \$97,500	•	Funding	
	<ul> <li>Building Our Regions (State) – Hinchinbrook Water Security \$2,000,000approved</li> </ul>	,	Funding	
	Funding – Strategic Plan			
	<ul> <li>Identify projects</li> <li>Grants Officer investigate</li> <li>Assign essential officers for Grants Officer</li> <li>Shovel ready</li> <li>Provide briefing each month as to what they need at that time progressing – shelf / shovel ready.</li> </ul>	e to enable proje	ects to be	
12. Toilets in CBD	19/04/2018 – RFQ for design of toilet block closed Tuesday 9 Apquotations. Waiting on aspirational designs.	pril 2018. Curre	ently evaluating	CFO
	27/03/2018 – Report was considered at General Meeting 27 Febru Staff organising a RFQ for the design of the toilet block as per Council		ocality finalised.	
	15/02/2018 – As per Item 2.1(c) - The meeting considered a draft rethe results from the community toilet survey.	eport provided by	y Acting CFO on	
	Action — Report to be considered at February General Meeting for architecture and design of toilet block.	or an RFQ to b	e sent out for	
	23/11/2017 - Toilet Survey open on 18 November and will close on 1	1 December 201	7.	
	26/10/2017 – The meeting noted that the CFO was to discuss conc October 2017.	epts with Hugh N	Markwell on 23	
	Action — CFO to formulate a toilet survey for the CBD area for consider Perhaps add in scenarios e.g. \$90,000 for main street or price of John		nmunity.	
	21/09/2017 – Initial cost estimates are that sewerage connection street would be around \$90,000 compared to \$5,000 at Johnstone to be gravity fed (for sewerage infrastructure only) plus electricity cost	Street carpark a	as it only needs	

		Action - CFO still looking at building costs.	
		17/08/2017 – \$300,000 included in new Works for Queensland projects (to be confirmed). SEDTO requires confirmation of locality of new toilet facilities prior to finalising wayfinding package.	
		It was noted that the toilets be located on the western side of the Coles Lannercost Street walkway with separate toilets (male and female and mothers room) pending engineering determination for suitability of sewerage main access.	
		Action - CFO AND EMISD to liaise regarding sewerage connection and provide information back to the next meeting.	
13.	Expressions of Interest for Hinchinbrook	19/04/2018 - Nil movement.	MECD
	Island	Cr Tack advised that GBRMPA are approving 22 public moorings – 4 around Palm Island Group and 2 around Hinchinbrook Island. 24 going in between Townsville and Cairns. Coast Guard are talking with Liddle's regarding the Pelorus Island mooring. Coastguard are also discussing with Remote Area Dive possible locations for a registered mooring for them.	
		Action - EMDPES to chase up new licences for Hinchinbrook Island.	
		27/03/2018 -Nil movement.	
		15/02/2018 – SEDTO advised that an EOI will go out for Hinchinbrook Island for 2 or 3 operators. Current plan provides scope for guided walk.	
		Meeting held with DNRM and SEDTO has been working closely with Mungalla, Department of State Development and Marine Media Group to develop eco-facility at Mungalla with boat facility also.	
		Michael Harris still has an appetite and discussed strategy with him recently.	
		23/11/2017 - SEDTO has been in contact with Australian Walking Company and Trek Tours Australia. SEDTO is currently facilitating onsite meeting with prospective ecotourism developer and local Traditional Owners and supply services (i.e. ferry).	
		Action – EMDPES to arrange meeting for Mayor and EMDPES to meet with DNRM regarding development lease issues for Lucinda Reserves.	
		26/10/2017 – Refer to draft Economic Development Strategy document.	
		SEDTO advised that he is yet to write an opportunities package to be sent to relevant people / various stakeholders which is specific marketing documentation to seek leverage from stakeholders. It needs to advise of opportunities available in Hinchinbrook.	
		The Mayor is talking to DNRM and Ports Authority regarding land at Lucinda e.g. tourism shed for guide accommodation.	
		SEDTO advised that a trail is currently being scoped and an EOI could possibly come out next year (possibly March or April). Has not been released yet.	

		21/09/2017 –	
		Action - SEDTO to provide details on the "opportunities" he believes will flow from and action items needed to capitalise for next meeting.	
		Action – SEDTO to do up an information package specifically for potential businesses for this Shire as if we don't move quickly, there is potential for Cassowary to get the work.	
14.	Cricket Pitch Area at Lucinda	19/04/2018 – Letter sent by CEO to DNRME. Follow-up email sent by Council to the Department on 22 March 2018. EMDPES liaising with Department.	EMDPES
		Action – EMDPES to ensure public consultation is carried out to change Reserve classification.	
		27/03/2018 — Await information from DNRM regarding possibility of having a Development Lease.	
		Action — EMDPES to chase up response from DNRM.	
		15/02/2018 — Await information from DNRM regarding possibility of having a Development Lease.	
		The meeting noted that DNRM agreed to give Council a licence to develop the land and then a developer then needs to purchase the land.	
		Council is in discussions with the Port Authority. They do not wish to relinquish land near road into jetty, however near the sewerage facility we could use the front portion and make this a commercial hub and the hotel side as village.	
		23/11/2017 - Cricket pitch area not in Nywaigi claim area. Further investigation to continue as to which clan the area comes under. Refer to Action in Item 16.	
		26/10/2017 - EMDPES advised that this area is not identified on the list of properties under the ILUA process. EMDPES has emailed Gilkersons asking for further information.	
		21/09/2017 – Action – EMDPES to follow up Native Title constraints for the cricket pitch area at Lucinda.	
15.	Heritage Village for Recreational Reserve at	19/04/2018 – Follow up email sent to DNRM.	EMDPES
	Argaet Street, Halifax	27/03/2018 –No further progress to date. Chase up DNRM.	
		15/02/2018 – Meeting yet to be arranged. Mayor spoke with Deanna Holder from DNRM recently and discussed the fact that Council wants to convert this land from recreation to recreation, cultural and heritage pursuits.	
		Action – EMDPES to write letter to DNRM to have reserve definition changed. Public consultation with Halifax for facility. Speak to Ambulance Bearer to donate barracks. Meet with Museum members.	
		23/11/2017 - No further progress at this point in time.	

		Mayor advised that he has had discussions with DNRM who are happy with the proposed idea i.e. there should be no impediment to change the classification of land to Heritage.	
		Action - Suggest that a meeting be held at Halifax in the New Year to seek interest from residents and Herbert River Museum and Gallery.	
		26/10/2017 – CEO and EMDPES met with Hitch-n-Ride to ascertain their interest in using the land which they are not.	
		DNRM representative Deanna Holder will be attending Connect Session with Council on 7 November 2017.	
		The proposal is a Village like Herberton e.g. a hub for barracks and implements etc. Need to change tenure is an issue.	
		21/09/2017 – Action - Discussions to occur with DNRM to conversion of purpose of land.	
16. WTF Recreation	onal Group	19/04/2018 – Meeting re-scheduled for 26/04/18.	MECD
		27/03/2018 – Meeting was scheduled for 15/03/18 with Mayor, however due to flood is to be rescheduled.	
		15/02/2018 - NIL movement.	
		Action - Meeting to be set up with Nugget Hodgetts from the WTF Recreational Group, Mayor, MECD, MCO and I&WCS.	
		23/11/2017 - Meeting has not occurred as yet.	
		26/10/2017 – Meeting has not occurred as yet.	
		21/09/2017 – WTF are attracting people to the Shire and are holding rallies on weekends. Their marketing fell over for their recent cancelled event.	
		Action - The Mayor is going to their next meeting and will provide a report back to PDG. Perhaps the MECD could attend the meeting also?	
17. Referdex for 0	Great Walks / Riding Tracks	19/04/2018 - Nil movement.	MECD
		Action – Mayor to follow up Wallaman Falls Working Group established in 2006 with the objective to reinvigorate the Committee.	
		27/03/2018 -Nil movement.	
		15/02/2018 - NIL movement. Research being addressed. Looking into different sites for tours and walking tracks and investigate links to other biking trails.	
		23/11/2017 - Nil movement on this.	

	EMPDES advised that trails are advertised on Hinghinbreak Way website	1
	EMDPES advised that trails are advertised on Hinchinbrook Way website.	
	Action - Try to link both sites (Wallaman and Broadwater).	
	26/10/2017 – Nil movement on this.	
	Action - Information to be publicised on the Hinchinbrook Way website.	
	21/09/2017 – EMDPES has GPS locations for these (catalogue of walks there). SEDTO advised that these are available on the Hinchinbrook Way website.	
	Action – SEDTO to advertise this fact to the public.	
	Action - MECD to speak to Mark Hutchinson to run an event at TYTO.	
18. RV Rally	19/04/2018 – Awaiting feedback from CMCA.	MECD
	Cr Brown advised she recently spoke with Richard Barwick when he visited Ingham and CMCA would like to promote the event this year through their network to formalise an event next year.	
	Action - Cr Brown to send letter to the Australian Italian Festival request the Committee to promote the event to the CMCA site.	
	27/03/2018 – Mary Brown advised CMCA agree to concept and will come back to Council with clear EOI. "Dam Fine Rally" in Ross River June 2018, "TSV XMAS in JULY", Mareeba and then rally in Hinchinbrook week after Australian Italian Festival in first week of August. Further advice to come.	
	Mary spoke with Kim and they are still very interested and they will get back to Mary. They are meeting next week.	
	15/02/2018 – MECD yet to contact. Cr Brown met with a member prior to Christmas.	
	23/11/2017 - Board Meeting to be held on 29 November where it is being tabled and will advise thereafter.	
	26/10/2017 – MECD has discussed with Cr Mary Brown. CMCA have been advised that Council is interested and CMCA were going to liaise with their team and report back to Council. To date no return contact received.	
	Action – Cr Brown to follow up with CMCA.	
	21/09/2017 – RV approached Council and want to run an event similar to the Mareeba event and the Dam Fine Rally next year following the Australia Italian Festival. To be held at showgrounds, CMCA site and TYTO site. Council has expressed its interest and are in talks with Cr Brown.	
19. Proposed Dutton Street Bridge	19/04/2018 – Council has made an application for the Menzies Street bridge to the Maturing the Infrastructure Pipeline Program 2 (MIPP2).	EMISD

	27/03/2018 – Post flood event, the Mayor has raised this with the Premier for funding. QRA officer Matt Elphick and EMISD have discussed high level estimate of \$6-8M for a two lane bridge. It is understood that the project is being considered by the State and Federal Government.	
	15/02/2018 – EMISD advised no further action. Funding needs to be allocated in order to progress analysis of construction options, detailed drawings, specifications and accurate estimates.	
	23/11/2017 - EMISD advised that conceptual only plans exist and a high level estimate would be \$10M. Seeking further direction if more detailed plans or estimate is required.	
	Mayor advised that further consideration needs to be given to the Building Better Regions Fund – Round Two for the purpose of a basic design for tender for the purpose of obtaining an idea on funding requirements for both grant opportunities and Council contribution.	
	26/10/2017 – EMISD advised that a bridge was scoped and costed in the feasibility studies by SMEC but did not include construction ready plans.	
	21/09/2017 – It was mentioned that the proposed bridge could have possibly been estimated in the past as \$4M or \$10M.	
	Action – EMISD to investigate whether there are any bridge plans for previously proposed Dutton Street bridge.	
20. Solar Farm	19/04/2018 – Project Manager, Joel Harris on site on Monday 16/04/18. Joel visited a number of possible sites and his preferred sites being further explored are as follows:	CEO
	<ol> <li>Water Pump Station, Halifax – good site</li> <li>Sewerage Treatment Plant – to further check details with Gerhard</li> <li>Old Dump – Fairford Road – dumpsite issues – higher construction</li> </ol>	
	In relation to rooftop, Council building rooftop more viable than TYTO. 6 – 8 week program.	
	27/03/2018 — A range of information sent to Project Manager who was to be on site on 14/03/2018 to look at sites, however attendance is to be re-scheduled due to flood.	
	15/02/2018 — Information on electrical tariffs provided to Project Manager prior to Christmas. Further information since requested for possible sites. Currently being finalised. Details of the relevant Planning Scheme on the website and sent to Joel Harris.	
	Action - CEO to send further information by the end of this week.	
	23/11/2017 - Project Manager Joel Harris from Resource Analytics met with Council on 14/11/17 and will be providing his proposal shortly.	
	and this be providing the proposal shortly.	

	26/10/2017 – The meeting noted Councillors Skinner and Tack recent trip to the Sunshine Coast trip which clarified a lot regarding rooftop solar / solar farm.	
	Councillor Skinner was able to obtain a contact through the Ergon Network and he has talked with the retail person so far.	
	The budget would be from Economic Development.	
	Mark Jamieson has already been spoken to and he has indicated his willingness to assist.	
	Solar council be on an old dump site.	
	Google Sunshine Coast Solar Farm for further information.	
	Actions –	
	<ul> <li>Contact and invite the Project Manager to attend Ingham to talk with Council for the purpose of obtaining a quote first for further consideration by Council at a General Meeting.</li> <li>Send an update of trip through to Mayor.</li> </ul>	
21. Dungeness Dredging	19/04/2018 – Report has been sent to ARUP. Maturing the Infrastructure Pipeline Program 2 (MIPP2) report as to further course of action anticipated by June 2018 as part of MIPP program.	EMISD
	27/03/2018 – Jacobs Group final dredging report is expected to be completed by 23 March 2018 and not received as at meeting date. Preliminary information indicates there is acid sulphate present in the area of the proposed dredging channel.	
	15/02/2018 – EMISD advised Geotechnical Testing has been awarded via Council resolution at the 30 January 2018 General Meeting. Jacobs Group will be mobilising in the next couple of weeks.	
	Action – Council to be aware when they are in the area as publicity needs to occur when they commence.	
	23/11/2017 - Mayor advised that further consideration needs to be given to the Building Better Regions Fund for the purpose of having a plan of attack to start the process.	
	It was previously mentioned that EMISD was going to call a Request for Quote (RFQ) to carry out soil testing to see what material we are dealing with.	
22. Ingham Aerodrome	19/04/2018 – Design Department currently formulating a design to enable the flood study to be progressed.	EMISD / EMDPES
	27/03/2018 – PDM is in the process of completing the town planning requirements for the project.	
	15/02/2018 – EMISD advised this is a joint project with Planning and Development.	
	EMISD sourced costings from BMD to transport the fill to the Aerodrome; on the basis the Mayor has indicated Council is willing to contribute a maximum of \$50,000 towards the transportation of the required fill.	

	Material is available to Council for free however the cartage costs are not and Council does not have a budget for this cartage of fill.  It was originally thought to use the Aerodrome for disaster management functions as relief operations during flooding are conducted under water. Council was going to apply for grant funding. QFES has now indicated that if the need arises their plan would now be to ferry people etc from Bambaroo to the High School.  Action – EMISD to map out an area and apply for future grant funding.  Action - EMDPES to advise BMD that Council will be investigating where the fill is being dumped.  No further action at this stage.	
23. International Fishing Series	19/04/2018 – Report to be considered at April General Meeting. Await decision/ directive. Meeting with IFS scheduled with Council 08/05/18.  27/03/2018 – Report being finalised. All information received for Council decision and Report will be tabled at April General Meeting. Mungalla discussions to be included also.  Proposal is \$45,000 per year for 3 years and Council will be able to use clips from their videos. Answer required by 30/06/18. Budget to be set and some funds to be repurposed.  Council to investigate how to convert Asian market and approach travel agents.  15/02/2018 – SEDTO advised that he would be provided a report to MECD regarding the International Fishing Series (IFS) regarding Milson media report and the Channel 10 distribution of the IFS which had an audience of 600,000 for the full series and a value of \$234,000 for Hinchinbrook.  This years series has been presented going to a further 3 + 1 countries and advertised during a round of NRL. 1 series will be just of barramundi and Burdekin is also attempting to run 1 series.  This year Council would pay \$45,000 as opposed to \$50,000 paid last year.  Action – MECD to provide Report to the next PDG meeting also included what our return on capital was and whether we can gain support from TEL.	MECD
24. Mutarnee Billboard	19/04/2018 – Quotes being sought for billboard skin replacement. IP approval received and artwork complete.  27/03/2018 - Hinchinbrook Shire Entry Billboard at Mutarnee – design to be presented for review after rejection of last design.  The meeting agreed that the "Flat Out" design is the best.	MECD

25.	Hinchinbrook Snap Shot	19/04/2018 – Nil movement.	MECD
	·	27/03/2018 - Hinchinbrook Snap Shot presented. Information has been revised and received. Artwork in progress.	
		Regarding the Investment Prospectus for planning and economic development, MECD setting up a collateral folder. MECD has spoken with Economy ID who will assist in pulling all information together.	
		The following businesses to be included in the case studies:	
		Carta & Co	
		Moduline	
		Daniel Cordner	
		Coral Sea Prawns	
26.	Seniors Week Community Partnership Overview	Support Centre (HCSC) and Everglow. Grants by Council, HCSC, Everglow and another group of \$1,000 each to COTA (Council on the Ageing) complete. HCSC are looking after the entertainment and Council is doing the layout. Budget being formulated and will be sent out to organisations to commence set up arrangements. Entry fee of \$5/head applicable.  Councillor Tack suggested that he will raise at the next Ingham Meals on Wheels to also support the event with approximately \$1,000.  27/03/2018 - Seniors Week Community Partnership overview.	MECD
		Everglow and HCSC requested a similar event as Council's Christmas event for seniors for the 2018 National Seniors Week in August. TYTO will partner with them and will apply for grants.	
27.	Heritage Lighting at Halifax	19/04/2018 – Nominal funds have been included in the 2018/2019 preliminary budget. Awaiting further information from the Halifax Progress Association regarding estimates of work.  Councillor Lancini advised that electricians are quoting.	EMDPES
		27/03/2018 – Consideration of request from Halifax Progress Association for heritage lighting at Halifax similar to that installed in Rotary Park. If Council proceeds with the Heritage Village project at the recreation reserve then this may well fit in with that theme. This proposal considered a number of years ago and the cost estimated by Council was considerably higher.	
		Should Council consider this matter formally, then there needs to be a capital budget set aside for it, which could possibly be reallocated from some of the CBD capital budget should there be a surplus of funds.	

	Action — That HPA be advised to obtain quotes from local electricians and price of heritage lights prior to it being considered at a future General Meeting.	
28. Marketing Campaign for Disaster Recovery	19/04/2018 – Update provided at Council meeting 17/04/18. Actions have commenced re Office of Small Business Workshop and mentoring 16-17/4/18. Planning for Marketing activities is well underway. Will be included in Economic Development Business Action Plan (ED BAP) for action/reporting.	MECD
	10 people attended the workshops and 6 people for the networking event. Dept of Small Business held one-on-ones all day.	
	TEL and HSC will host a series of Instagrammers and bloggers to showcase and provide recommendation about the region through their significant social media networks. This project will also generate new and updated imagery for the Hinchinbrook Shire to use for ongoing marketing efforts. Potential holiday makers are strongly influenced by social media and peer recommendations with 52% of travellers so influenced by social media that they admit to changing their travel plans (Sprout Social).	
	Marketing Eye full brief will be sent through shortly to MECD. Concentration is from Victoria and NSW. MECD also meeting with Scott Hillier.	
	27/03/2018 – MECD has approached Marketing Eye who quoted \$5,500 per month for over 3 months for the marketing campaign.	
	TEQ advised at the recent Tourism Futures Forum they will provide between \$20,000 and \$30,000 for Council (through TEL) for increased marketing with kpi's.	

Next Meeting: 17 May 2018

Meeting Closed: 10.30 am

Minutes Recorded By: Belinda Edwards





#### COUNCILLOR OPPORTUNITIES - ATTENDANCE AT NORTHERN ALLIANCE OF COUNCILS INC 2018 **CONFERENCE**

#### Executive Summary

The Northern Alliance of Councils Inc (NAOC) is now accepting registrations for the Northern Alliance of Councils Inc 2018 Conference to be held at TYTO from Tuesday 21 to Thursday 23 August 2018.

It is considered usual for the Mayor, available Councillors and the Chief Executive Officer to attend this Conference (formerly known as the North Queensland Local Government Association of Qld Conference) which is a great opportunity to network with other councillors and local government stakeholders. As Council is hosting this Conference in Ingham this year, it will be expected that all Councillors attend.

The NAOC has also called for agenda items / motions for consideration at the Annual General Meeting to be held at 12 noon on Tuesday 21 August and motions are to be submitted by 22 June 2018.

#### For Council Decision – Recommendation

That the Mayor, Chief Executive Officer and all Councillors attend the NAOC Conference at TYTO from Tuesday 21 to Thursday 23 August 2018.

#### Background

The Mayor and Councillors Skinner and Milton and the Chief Executive Officer attended the NQLGA Conference at Atherton in July 2017.

Council did not lodge any Notice of Motions for the 2017 Conference.

A decision was made at the 2017 NQLGA Conference to change the name of the North Queensland Local Government Association of Queensland to the Northern Alliance of Councils.

#### **Attachments**

2018 Conference Program not yet available

#### Statutory Environment

Local Government Regulation 2012

Councillors Expenses Reimbursement Policy

#### Policy Implications

There is no Councillor Conference Attendance Policy as such, only that a resolution is required for attendance at Conferences.

> Author: Belinda Edwards Position: Executive Assistant

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.

#### Consulted With

Chief Executive Officer

#### Financial and Resource Implications

The 2017 / 2018 Budget for Councillors individual conference attendance and training will accommodate Councillors attendance at this Conference.

#### **Risk Management Implications**

Not applicable

#### Strategic Considerations

Corporate Plan – Strategic Direction Three – Responsive and Responsible Local Representation

Operational Plan 2017 / 2018 – Strategic Direction Three – 3.3 Influencing other levels of Government – Membership of LGAQ and participation in relevant discussions and agendas

#### Officers Comment

Council will need to consider whether it would like to put forward any motions for the Annual General Meeting. Motions are to be submitted by 22 June 2018.

Conference expenses will be deducted from the 2018 / 2019 budget. As the Program is not yet available, registration to attend the 2017 Annual NQLGA Conference was \$495 if paid prior to the earlybird closing date.



# COUNCILLOR ACTIVITY REPORT

AS AT 30 APRIL 2018

### MAYOR RAMON JAYO COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

04/04/2018 04/04/2018 04/04/2018 05/04/2018 05/04/2018 05/04/2018 06/04/2018 06/04/2018 06/04/2018 08/04/2018 08/04/2018 08/04/2018 09/04/2018	WORKSHOP  ncillor Connect Session	e.g. List of Crs Portfolio  SDCC teleconference	TRAINING	COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	
03/04/2018 Counc 04/04/2018 Counc 04/04/2018 O4/04/2018 04/04/2018 05/04/2018 05/04/2018 05/04/2018 05/04/2018 Budge 06/04/2018 Budge 06/04/2018 O6/04/2018 09/04/2018 09/04/2018 09/04/2018 Counc 10/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 13/04/2018 13/04/2018 13/04/2018 13/04/2018 13/04/2018 13/04/2018 13/04/2018 13/04/2018 13/04/2018 13/04/2018 13/04/2018 13/04/2018 13/04/2018 13/04/2018 13/04/2018	ncillor Connect Session					10.00am - 11.00am
03/04/2018 Counc 04/04/2018 04/04/2018 04/04/2018 04/04/2018 05/04/2018 05/04/2018 05/04/2018 05/04/2018 06/04/2018 07/04/2018 08/04/2018 09/04/2018 09/04/2018 09/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 13/04/2018	ncillor Connect Session	SDCC teleconference				10.00am - 10.30am
04/04/2018 04/04/2018 04/04/2018 05/04/2018 05/04/2018 05/04/2018 06/04/2018 06/04/2018 06/04/2018 06/04/2018 09/04/2018 09/04/2018 09/04/2018 10/04/2018 10/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 13/04/2018 13/04/2018	ionio Cominaci Coccion	ODGG telegomerence				9.00am - 5.00pm
04/04/2018 04/04/2018 05/04/2018 05/04/2018 05/04/2018 06/04/2018 06/04/2018 06/04/2018 07/04/2018 08/04/2018 09/04/2018 09/04/2018 10/04/2018 10/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 13/04/2018 13/04/2018		DDMG Meeting				9.00am - 11.00am
04/04/2018 05/04/2018 05/04/2018 06/04/2018 06/04/2018 06/04/2018 06/04/2018 06/04/2018 08/04/2018 09/04/2018 09/04/2018 10/04/2018 10/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 13/04/2018 13/04/2018		IGEM Capability Review				11.00am - 1.00pm
05/04/2018 05/04/2018 06/04/2018 06/04/2018 07/04/2018 07/04/2018 09/04/2018 09/04/2018 09/04/2018 10/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 13/04/2018 13/04/2018					CYDC Mini Forum Teleconference	6.00pm - 7.30pm
05/04/2018 Budge 06/04/2018 Budge 06/04/2018 Budge 06/04/2018 O7/04/2018 O8/04/2018 O9/04/2018 O9/04/2018 D9/04/2018 Counc 10/04/2018 Counc 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 13/04/2018 13/04/2018 13/04/2018 13/04/2018 13/04/2018 13/04/2018 13/04/2018		LDMG Meeting and debrief				9.30am - 11.30am
06/04/2018 Budge 06/04/2018 07/04/2018 08/04/2018 09/04/2018 09/04/2018 09/04/2018 10/04/2018 10/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 12/04/2018 13/04/2018 13/04/2018		Townsville DDMG debrief				2.00pm - 4.00pm
06/04/2018 Budge 06/04/2018 07/04/2018 08/04/2018 08/04/2018 09/04/2018 09/04/2018 10/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 13/04/2018 13/04/2018						
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07/04/2018 08/04/2018 09/04/2018 09/04/2018 09/04/2018 10/04/2018 10/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 12/04/2018 13/04/2018 13/04/2018 13/04/2018	jet Discussions					9.00am - 2.00pm
08/04/2018 09/04/2018 09/04/2018 10/04/2018 10/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 12/04/2018 13/04/2018 13/04/2018		Shortlisting CFO Position				2.00pm - 3.00pm
09/04/2018 09/04/2018 10/04/2018 10/04/2018 10/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 12/04/2018 13/04/2018 13/04/2018 13/04/2018					Gold Coast Commonwealth Games Reception	3.30pm - 5.00pm
09/04/2018 Counc 10/04/2018 Counc 10/04/2018 Counc 10/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 12/04/2018 13/04/2018 13/04/2018 13/04/2018 13/04/2018 13/04/2018		FNQROC Welcome Dinner				6.30pm - 9.00pm
10/04/2018 Counc 10/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 12/04/2018 13/04/2018 13/04/2018 13/04/2018		FNQROC Meeting				9.00am - 12.30pm
10/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 12/04/2018 13/04/2018 13/04/2018			<b> </b>		Discussions with CEO	2.00pm - 3.00pm
11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 12/04/2018 13/04/2018 13/04/2018	ncillor Briefing Session		<b> </b>			9.00am - 5.00pm
11/04/2018 11/04/2018 11/04/2018 11/04/2018 11/04/2018 12/04/2018 13/04/2018 13/04/2018			<del>                                     </del>		Meeting with ARUP	2.00pm - 3.00pm
11/04/2018 11/04/2018 11/04/2018 12/04/2018 13/04/2018 13/04/2018			<del></del>		Citizenship Ceremony Discussions with ARUP	9.30am - 10.00am 11.00am - 11.45am
11/04/2018 11/04/2018 12/04/2018 13/04/2018 13/04/2018 13/04/2018		-			Meeting with resident	11.45am - 12.00pm
11/04/2018 12/04/2018 13/04/2018 13/04/2018 13/04/2018		-			Funeral - Sheahan	1.00pm - 3.00pm
12/04/2018 13/04/2018 13/04/2018 13/04/2018		CFO Interviews	<del> </del>		rulleral - Sileanan	4.00pm - 5.00pm
13/04/2018 13/04/2018 13/04/2018		Mayoral Meeting				10.30am - 12.00pm
13/04/2018 13/04/2018		Master Recovery Meeting				9.00am - 10.00am
13/04/2018		made recovery meeting			First 5 Forever Carnival and Baby Welcoming Ceremony	10.00am - 12.30pm
		+	<del> </del>		Discussions with DILGP	12.30pm - 1.00pm
		+			Discussions with EMDPES and officers	1.00pm - 1.30pm
16/04/2018		ANZAC Day Meeting			Discussions with LIVIDI ES and officers	9.00am - 9.30am
16/04/2018		71142/10 Day Weeting			On site inspection (Botanical Gardens)	9.30am - 10.00am
16/04/2018					Meeting with SMEC - MIPP Forrest Beach	11.00am - 1.00pm
16/04/2018		CFO Interview				3.00pm - 4.00pm
16/04/2018		Business Flood Recovery Workshop				4.00pm - 5.00pm
17/04/2018					Meet with Internal Auditors	8.00am - 8.30am
17/04/2018 Counc	ncillor Portfolio Meeting					8.30am - 5.00pm
					Meet with Steve Minnikin MP, Shadow Minister for	
17/04/2018					Transport and Main Roads	2.15pm - 3.00pm
18/04/2018					Discussions with Cr Brown	8.30am - 9.00am
	get Discussions	1	<b></b>	ļ		9.00am - 4.00pm
18/04/2018		+	<b></b>	<u> </u>	On site meeting with resident	4.00pm - 5.00pm
	hly PDG Meeting	+	<del>                                     </del>			9.00am - 12.00pm
19/04/2018 Budge 20/04/2018	get Discussions	+	<del> </del>	<del>                                     </del>	Native Title Consent Determination	1.00pm - 5.00pm 9.30am - 1.00pm
20/04/2010		+	<del>                                     </del>	Ingham State School ANZAC Day	ivalive Tille Consent Determination	9.30am - 1.00pm
20/04/2018		1	1	Commemoration		2.00pm - 2.45pm
23/04/2018		+	<del>                                     </del>	Commemoration	Morning Tea - Nev Louk Retirement	9.00am - 10.00am
	et Discussions	<del> </del>	<u> </u>			10.00am - 1.00pm
23/04/2018	,	†			Discussions with Cr Tack	3.00pm - 3.30pm
	eral Meeting	†				9.00am - 1.15pm
	et Discussions	†				2.00pm - 5.00pm
25/04/2018		1		ANZAC Day Commemorations		4.15am - 11.00am
26/04/2018					NQ Agriculture Study Update	8.00am - 9.00am
26/04/2018					Meeting with residents	9.00am - 9.30am
26/04/2018					Meeting with officers and resident	10.00am - 11.00am
26/04/2018						1.00pm - 4.30pm
28/04/2018		<u> </u>			Discussions with DNRM Regional Director	
30/04/2018				Catholic Anglican Debutante Ball	·	6.30pm - 9.30pm
30/04/2018				Catholic Anglican Debutante Ball	Meeting with Rotary Representatives and MCED	6.30pm - 9.30pm 8.00am - 8.30am
30/04/2018				Catholic Anglican Debutante Ball	·	6.30pm - 9.30pm 8.00am - 8.30am 11.00am - 12.00pm
30/04/2018 30/04/2018		RED-ROC Priority Regional Meeting		Catholic Anglican Debutante Ball	Meeting with Rotary Representatives and MCED	6.30pm - 9.30pm 8.00am - 8.30am

### 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 ATTE
03/04/2018	Councillor Connect				,,	All Dav
05/04/2018					4KZ - Hinchinbrook Segment	07.00am-07.1
08/04/2018		FNQROC Dinner-Royal Hotel			<u> </u>	06.30pm-09.0
09/04/2018		FNQROC - Tyto				09.00am-12.0
10/04/2018	Councillor Briefing	,				09.00am-03.0
11/04/2018	· ·	EMDPES & MCED F/Night Update				09.30am-11.1
11/04/2018		Hinchinbrook Subgroup Recovery meetings				12.00pm-03.0
12/04/2018					4KZ - Hinchinbrook Segment	07.00am-07.1
12/04/2018		Hinchinbrook Subgroup Recovery meetings				11.00am-12.0
12/04/2018				My Family Dental-Donation	4KZ - Hinchinbrook Segment	01.00pm-02.0
13/04/2018		Hinchinbrook Master Recovery Group				09.00am-10.0
13/04/2018		First Five Forever-Tyto				10.00am-01.0
13/04/2018		TEQ/TEL Marketing Teleconference				01.00pm-02.0
16/04/2018		Recovery Workshop Dept SD & SB & Dinner				02.30pm-08.0
17/04/2018	Portfolio Meetings					12.00pm-04.0
17/04/2018		Hinchinbrook Chamber of Commerce				05.30pm-07.3
18/04/2018	Budget Discussions					09.00am-05.0
19/04/2018		EMDPES & MCED F/Night Update				09.00am-11.3
19/04/2018	Budget Discussions				4KZ - Hinchinbrook Segment	01.00pm-05.0
20/04/2018		Complete Hinchinbrook Recovery Plan				11.00am-05.0
23/04/2018	Budget Discussions				Nev Louk Retirement Smoko	09.00am-01.3
24/04/2018	Monthly Meeting & Budget Meetings					09.00am-05.0
26/04/2018	, , , , , , , , , , , , , , , , , , ,			1	4KZ - Hinchinbrook Segment	07.00am-07.1
27/04/2018		Marketing Eye	-	1		01.30pm-02.3
30/04/2018		Integrity Commissioner & Marketing Eye				09.00am-12.0
30/04/2018				2018 Allamanda Tournament		03.30pm-04.3

## 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 ATTENI
03/04/2018	Councillor Connect Session					9.00am - 4.00pr
04/04/2018		Fortnightly update with EMDPES and ES supervisors				10.30am - 11.30
05/04/2018					LDMG Meeting and debrief	9.30am - 11.30a
06/04/2018	Budget Discussions					9.00am - 11.45a
10/04/2018	Councillor Briefing Session					9.00am - 3.00pi
11/04/2018		HRIT Meeting				9.00am - 12.00p
11/04/2018		Economic Recovery Sub Group Meeting				12.00pm - 1.00p
11/04/2018					Infrastructure Recovery Sub Group Meeting	2.00pm - 3.00p
13/04/2018		Master Recovery Meeting				9.00am - 10.00
16/04/2018		, ,			Business Recovery Meeting	2.30pm - 4.15p
17/04/2018	Councillor Portfolio Session					8.30am - 5.00p
18/04/2018	Budget discussions					9.00am - 12.00
19/04/2018	Monthly PDG Meeting					9.00am - 10.30
19/04/2018		HRIT discussions with EHP				11.00am - 12.3
19/04/2018	Budget discussions					12.30pm - 3.15
23/04/2018	Budget discussions					9.00am - 1.30p
24/04/2018	General Meeting					9.00am - 1.15p
24/04/2018	Budget discussions					2.00pm - 4.30p
26/04/2018		HRIT Meeting and HRIT Meeting with DNRM Regional Director, Andrew Buckley and Mayor				11.00pm - 2.30
30/04/2018					Meeting with Integrity Commissioner	9.00am - 10.00

## COUNCILLOR KATE MILTON COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTE
04/04/2018	WORKSHOP	e.g. List of Crs Portfolio  EMECS Portfolio meeting	/ TRAINING	WEETINGS	only)	10.30am-12pm
05/04/2018		LDMG and debrief				9.30am-11.30a
05/04/2018		LDIVIG and debrier		Flood Wardens BBQ		5.30pm-7.30pr
06/04/2018	Budget Discussions			1 1000 Wardens BBQ		9am-12pm
10/04/2018	Budget Discussions	Portfolio Briefing sessions				9am-3pm
10/04/2018		Totalio Enoming decelorio		Forrest Beach Progress Assn		6.30pm-7.30pr
11/04/2018				Citizenship ceremony		9.30am-10.30a
11/04/2018		Ecomomic Recovery sub group meeting				12pm-1pm
11/04/2018		Environment Recovery sub group meeting				2pm-3pm
13/04/2018		Master recovery group meeting				9am-10am
16/04/2018				Business recovery workshop		3pm-5pm
17/04/2018		Portfolio meetings				8.30am-5.15pr
18/04/2018	Budget Discussions					9am-3.30pm
19/04/2018		PDG Meeting				9am-11.30am
19/04/2018	Budget Discussions					1pm-4pm
23/04/2018				Nev Louk Retirement		9am-9.30am
23/04/2018	Budget Discussions				·	9.30am-1pm
24/04/2018	General Meeting					9am-1pm
24/04/2018	Budget Discussions					2pm-5pm

### 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 ATTENDE
04-Apr		HRSAC Meeting				2
05-Apr				Flood Wardens Appreciation Dinner		2
06-Apr	Budget planning session					6
06-Apr				Gallery Opening		2
10-Apr	Councillor Briefing					8
11-Apr		HRIT Meeting				4
11-Apr		Disaster Recovery Group meetings				3
12-Apr			Terrain Gaining Ground Workshop			8
12-Apr				TAG Meeting		1
13-Apr		Master Recovery Group meetings				3
17-Apr	Councillor Portfolio Meetings					7
18-Apr	Budget planning session					7
19-Apr		PDG meeting				3
19-Apr		HRIT meet with EHP re Halifax Levee				2
19-Apr	Budget planning session					4
23-Apr	Budget planning session					7
24-Apr	Council General Meeting					4
24-Apr	Budget planning session					3
26-Apr		HRIT Reconstruction Grant Application process				2
26-Apr		Meet with Andrew Buckley DNRM re flood impacts				2

### CR. MARC TACK COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
03 04 2018	Councillor Connect Session	_				9.00am - 5.00pm
05 04 2018					LDMG Meeting	9.30am - 11.30am
05 04 2018					LDMG Function	5.30pm - 7.30pm
06 04 2018	Budget Meeting					9.00am - 2.00pm
06 04 2018		Short list CFO Applications				2.00pm - 3.30pm
10 04 2018	Council Briefing Sesssion					9.00am - 5.00pm
11 04 2018		Short list CFO Applications				4.00pm - 5.00pm
12 04 2018		LDMG Recovery Human Services				11.00am - 12.00pm
13 04 2018					LDMG Master Recovery meeting	9.00am - 10.00am
16 04 2018		HCSC Board Meeting			-	9.00am - 11.00am
16 04 2018		CFO interviews				3.00pm - 4.30pm
17 04 2018	Councillor Portfolio Meeting					8.30am - 5.00pm
17 04 2018		HR Show Assoc				7.30pm - 9.30pm
18 04 2018	Budget Meeting					9.00am - 1.00pm
18 04 2018		HCSC Board Meeting				1.00pm - 2.30pm
18 04 2018	Budget Meeting					2.30pm - 4.30pm
18 04 2018		LMAC Meeting				6.30pm - 9.30pm
19 04 2018		Projects Development Group				9.00am 12.00pm
19 04 2018	Budget Meeting					1.00pm - 5.00pm
23 04 2018	Budget Meeting					9.00am - 5.00pm
23 04 2018					Farewell Nev Louk	8.30am - 9. am
24 04 2018	General Meeting		-			9.00am - 2.00pm
24 04 2018	Budget Meeting					2.00pm - 5.00pm
30 04 2018					Discussions Integrity Commissioner	9.00am - 10.00am