

**CORPORATE SERVICES ACTIVITY REPORT - 31 DECEMBER 2018****Strategic Considerations**

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

**Budget, Financial and Resource Implications**

Various items budgeted to achieve the operational plan outcomes for the financial year.

**Asset Management:**

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

**Executive Summary**

This Report is presented for the information of Council and includes an activity update for the six months ended 31 December 2018.

**For Council Decision – Recommendation**

That Council receive and note the information in the report.

## Officers Summary

### 1. Financial Health and Budget Summary

- See Financial Reports

### 2. Capital Projects

- Various projects being managed refer table 2.

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

- Refer table 1.
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## Historical Information

Nil

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## Policy Implications

Budget Policy

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## Risk Management Implications

Nil

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## Statutory Environment

*Local Government Act 2009*

Local Government Regulation 2012

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## Consultation

Nil

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## Attachments

Corporate Services Capital Progress Report

Community Asset Uses

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Table 1 - Community Asset Uses

	Month	Halifax Hall	Ingham Showground	Shire Hall	Hinchinbrook Meeting Place	Park use	Ingham Picture Theatre
2018	December	3	2	1	0	4	2503
	November	1	4	2	0	2	1652
	October	1	3	0	0	3	1601
	September	2	4	0	0	3	1455
	August	4	4	3	0	2	888
	July	2	6	1	0	5	2785
	June	2	4	1	0	2	1648
	May	4	7	0	1	4	1434
	April	2	6	3	1	1	2765
	March	2	3	0	1	0	1238
	February	2	3	1	0	2	1434
	January	1	2	1	0	0	2930
2017	December	3	2	2	0	3	2954
	November	2	2	2	0	2	1319
	October	6	6	0	0	3	963
	September	12	10	2	1	0	2240
	August	15	7	3	0	0	1120
	July	2	7	1	0	6	1710
	June	N/A	6	2	0	7	2519
	May	13	10	3	0	3	1160
	April	7	4	2	11	2	2893
	March	13	21	0	2	2	N/A
	February	12	17	1	0	1	N/A
	January	3	3	2	2	0	N/A

**Halifax Hall**

Herbert River Quilters – Once a week  
2x Private Functions

**Ingham Showground**

Operation Fit – 4 days a week  
Alliance Boxing Club - 5 days a week

**Shire Hall**

Carols by Candlelight

**Hinchinbrook Meeting Place**

Nil

**Park Use**

Rotary Park Markets  
Mercer Lane Markets x 2  
Christmas in Hinchinbrook

2018	CURRENT YEAR FIGURES							
	Month	Junior Squad	Senior Squad	Adult Squad	Learn to Swim	School Swimming	Physio Rehab	Public Swimmers
	December	92	61	27	N/A	N/A	15	312
	November	257	201	67	239	471	25	563
	October	246	178	70	221	464	26	549
	September	206	157	54	N/A	N/A	24	517
	August	246	188	57	N/A	N/A	26	506
	July	237	174	59	N/A	N/A	24	482
	June	10 regulars x 4 sessions per week	6 regulars x 5 sessions per week	6 regulars twice a week	N/A	N/A	6-8 clients once a week	329
	May	10 regulars x 4 sessions per week	6 regulars x 5 sessions per week	7 regulars twice a week	N/A	N/A	6-8 clients once a week	409
	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	Quiet term as per school requirements with	6-8 clients once a week	490*
	*Low numbers due to storms and associated rains, then a 3 day closure due to flooding.							
	February	30 regulars x 4 times per week	18 regulars x 7 sessions per week	10 regulars twice a week	Good numbers attending. Lessons are still \$12.00 and	High school brings 6x classes per week. Only 3	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

2017	COMPARITIVE FIGURES FOR PREVIOUS YEARS							
	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	8 regulars twice a week	Nil	Nil	8-10 clients once a week	1575
2016	*Numbers reduced for Junior and Senior squad after the first week due to school holidays							
	December	22 at regular sessions	N/A	12-15 regulars x 3 sessions a week	Finished 10 December, numbers not	All local primary schools utilising, no figures provided	10	1282



Table 2						
WHOLE OF PROJECT FIGURES (may include more than one financial year)						
Project	Project Budget	Expenditure to 30/06/2018	Expenditure YTD 2018/19	Future Expenditure	Total Forecast Expenditure	Expected Completion
Multi-Purpose Sports Arena Covered arena structure has been erected. Drainage works RFQ released and work commenced. Acquital completed	\$1,257,000	\$1,036,000	\$186,000	\$35,000	\$1,257,000	Jan-19
W4Q2 Toilet Block Contract awarded.	\$300,000	\$1,407	\$4,000	\$294,593	\$300,000	Jun-19
W4Q2 Shade Mercer Lane/Johnstone St - Mercer Lane section Complete	\$52,000	\$2,000	\$49,000	\$1,000	\$52,000	Jan-19
W4Q2 Shade Mercer Lane/Johnstone St - Johnstone St Carpark section Shade n Net awarded contract, construction expected to commence late January 2019.	\$148,000	- -		\$148,000	\$148,000	Jun-19
Solar Report to date presented to Councillor Connect session on 07/09/18.	\$100,000	\$8,000	\$21,000	\$71,000	\$100,000	
Stores equipment and facilities (seal floor) Work in progress.	\$20,000 -		\$14,000	\$6,000	\$20,000	
TYTO Gallery air conditioning Compressor work completed in September Condensers - lengthy lead time, estimated completion Jan-19	\$48,000 -		\$11,000	\$37,000	\$48,000	Jan-19
Photocopiers	\$15,000 -	-		\$15,000	\$15,000	Jun-19
Infrastructure Renewal Project Information Technology Preliminary stage research is taking place.	\$471,000 -	-		\$471,000	\$471,000	Jun-19
UPS Batteries - Depot	\$5,000 -	-		\$5,000	\$5,000	Jun-19
Citrix NetScaler 5550 Unit Replacements In progress	\$60,000 -		\$36,000	\$24,000	\$60,000	Jun-19
HP Wireless Access Points	\$3,000 -	-		\$3,000	\$3,000	Jun-19
Halifax Library Public Wifi and Corp Wifi	\$3,000 -	-		\$3,000	\$3,000	Jun-19
VPN Solution for Council	\$6,000 -	-		\$6,000	\$6,000	Jun-19
Email Archiving Solution	\$4,722 -	-		\$4,722	\$4,722	Jun-19

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

Project	Project Budget	Expenditure to 30/06/2018	Expenditure YTD 2018/19	Future Expenditure	Total Forecast Expenditure	Expected Completion
MS Server License 2012 - Required for Exclaimer solution	\$1,200 -	-		\$1,200	\$1,200	Jun-19
Upgrade to Pest Shed - Microwave Link	\$10,000 -	-		\$10,000	\$10,000	Jun-19
Hinchinbrook Aquatic Centre shade RFQ Closed on 5th December, contract awarded.	\$18,000 -	-		\$18,000	\$18,000	Feb-19
Drainage Improvement at Showgrounds May be repurposed towards arena surface work.	\$50,000 -	-		\$50,000	\$50,000	Jun-19
Shade\Roof Shelter and Seating at Hinchinbrook Aquatic Centre RFQ Closed on 5th December, contract awarded.	\$25,000 -	-		\$25,000	\$25,000	Feb-19
6m x 3m Lockable Storage Shed at Hinchinbrook Aquatic Centre Held pending finalisation of RFQ's for shade	\$12,000 -	-		\$12,000	\$12,000	Mar-19
Paint Inside Kiosk and Toilets - Aquatic Centre Contract awarded	\$12,000 -	-		\$12,000	\$12,000	Apr-19
External Painting of Depot Workshop Work commencing early December	\$12,000 -	-		\$12,000	\$12,000	Jan-19
External Painting of Depot Store Work commencing early December	\$15,000 -	-		\$15,000	\$15,000	Jan-19
Shire Hall - Remove old a/c defuses and replace with new ones	\$50,000 -	-		\$50,000	\$50,000	Apr-19
Upgrade of curly bells	\$21,000 -		\$11,000	\$10,000	\$21,000	Jun-19
Install concrete slab 27m X 5m to southern end of existing slab at Ingham Showgrounds to sit Curley Bells	\$16,000 -	-		\$16,000	\$16,000	Dec-18
Install roof over top of existing concrete roof to building Low Lift Pump Station	\$15,000 -	-		\$15,000	\$15,000	Apr-19
Replace Pool Wave Cleaner (Vacuum) Contract awarded.	\$19,000 -	-		\$19,000	\$19,000	Jun-19
Replace air conditioner - works depot	\$6,000 -	-		\$6,000	\$6,000	Jun-19
Replace 4 x split systems admin building	\$20,000 -	-		\$20,000	\$20,000	Jun-19
Coat floor with expoxy-Showgrounds	\$27,000 -	-		\$27,000	\$27,000	Jun-19

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

Project	Project Budget	Expenditure to 30/06/2018	Expenditure YTD 2018/19	Future Expenditure	Total Forecast Expenditure	Expected Completion
Covered Fuel bowser	\$45,000 -	-		\$45,000	\$45,000	Jun-19
Bar code system	\$5,000 -	-		\$5,000	\$5,000	Jun-19
Upgrade of power boxes	\$12,000 -	-		\$12,000	\$12,000	Jun-19
Lighting for arena	\$30,000 -	-		\$30,000	\$30,000	Mar-19

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CORPORATE SERVICES STATUS REPORT – 31 DECEMBER 2018

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**Strategic Considerations**

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

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**Budget, Financial and Resource Implications**

Not applicable concerning acceptance of this Report.

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**Asset Management**

Not applicable concerning acceptance of this Report.

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**Executive Summary**

Nil Report of Council resolutions relating to Corporate Services for the period ending 31 December 2018.

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**For Council Decision – Recommendation**

That Council receive and note that there were no actions required following the December 2018 General Monthly Council Meeting.

**Officers Summary**

Not applicable concerning acceptance of this Report.

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**Historical Information**

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

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**Policy Implications**

Not applicable concerning acceptance of this Report.

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**Risk Management Implications**

Not applicable concerning acceptance of this Report.

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**Statutory Environment**

*Local Government Act 2009*

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**Consultation**

Chief Executive Officer

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**Attachments**

Nil

**CORPORATE SERVICES FINANCE SUMMARY for period ending 31 DECEMBER 2018****Strategic Considerations**

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

**Budget, Financial and Resource Implications**

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

**Asset Management:** Financial reporting informs the progress on Council's approved capital budget program.

**Executive Summary**

This Report is presented for the information of Council and includes the Finance Summary for the six months ended 31 December 2018, 50% of the financial year.

**For Council Decision – Recommendation**

That Council receive and note the information in the report.

## Officers Summary

### 1. Overview

- The operating financial results for the 6<sup>th</sup> month of the financial year continue to track within budget and in line with progress in the previous financial year.
- Non-employee costs continue to be under budget at this stage. Timing differences rather than genuine cost savings account for the majority of this.

### 2. Capital Expenditure Summary

- The FY budget comprises \$12.659 million original budget plus \$9.593 million approved capital carryovers and new capital items from the September budget review.
- Year to date spend represents 25% of full year budget at 50% of the financial year. Expenditure commitments total approximately \$6 million at reporting date of which \$4 million relate to the Water Treatment Plant construction. Removing the effect of the Water Treatment Plant construction shows total capital expenditure plus commitments to represent 39% of budget.

At 30 November 2018	FY Budget	YTD Spend
	\$000	\$000
Infrastructure Services Delivery	17,811	5,101
Development, Planning & Environmental Services	2,216	138
CEO	360	47
Corporate Services	1,865	335
<b>TOTAL</b>	<b>22,252</b>	<b>5,621</b>

## Historical Information

Nil

## Policy Implications

Budget Policy

## Risk Management Implications

Inform financial outcomes for consideration in decision making.

## Statutory Environment

*Local Government Act 2009*

*Local Government Regulation 2012*

## Consultation

Nil

## Attachments

Nil

# HSC Financial Performance : December 2018

## Operational Activities

Excluding NDRRA					Last Year YTD (excl NDRRA)	Core Activities						NDRRA
Last Year Actual 2017/18	Budget 2018/19	Full Year Forecast 2018/19	Forecast as % of budget			TOTAL YTD (excl NRDDA)	Actual percentage of Full Year Budget	Office of Mayor and CEO	Corporate Services	Development, Planning and Environmental Services	Infrastructure Services Delivery	
24,358	24,953	24,953	100%	Operating Income	11,701	11,935	48%	-	8,304	1,190	2,440	-
1,235	1,169	1,169	100%	Rates	658	847	72%	1	161	637	47	-
887	899	899	100%	Fees and charges	118	282	31%	-	-	2	281	-
2,279	2,626	2,626	100%	Private Works	697	741	28%	41	507	81	113	422
1,542	945	945	100%	Grants	483	590	62%	(8)	468	126	4	(8)
30,301	30,593	30,593	100%	Other								
				OPERATING INCOME	13,657	14,395	47%	34	9,440	2,036	2,884	413
14,933	15,085	15,085	100%	Operating expenses	6,839	7,260	48%	873	1,294	1,925	3,172	159
8,039	9,772	9,772	100%	Employee Related costs	3,897	3,654	37%	234	680	1,700	912	2,171
				Non Employee Related costs								
				Comprising:								
				Materials	426	375		7	31	87	250	8
				Contracts	393	336		0	30	55	250	4
				Contractors	797	823		4	39	621	160	1,935
				Fleet	324	310		8	1	1	300	-
				Property (electricity etc)	477	430		1	87	57	285	0
				Insurance	402	410		10	104	38	131	-
				Contributions/sponsorship	227	147		4	3	121	20	-
				Consultants	214	88		18	14	43	15	180
				Internal loan interest	-	-		-	-	122	(122)	-
				Internal recharges	(812)	(563)		14	(97)	300	(780)	39
				Other	1,438	1,287		168	460	254	406	6
				Finance Costs	12	11		-	10	1	-	-
22,972	24,857	24,857	100%	OPERATING COSTS	10,736	10,914	44%	1,107	1,975	3,625	4,085	2,331
7,329	5,736			SURPLUS / (DEFICIT)	2,921	3,481	61%	(1,073)	7,466	(1,589)	(1,201)	(1,917)
6,237	2,897			Capital Income	3,700	240	8%	-	30	4	205	723



Office of Mayor and CEO Financial Performance : December 2018

Operational Activities

Excluding NDRRA						Core Activities							
Last Year Actual 2017/18	Budget 2018/19	Full Year Forecast 2018/19	Forecast as % of budget			TOTAL YTD	Actual percentage of Full Year Budget	CEO Office	Human Resources	Council General	Elected Members	SES	Disaster Management
-	-	-	na	Operating Income									
27	110	110	100%	Fees and charges	-	1		1	-	-	-	-	-
0	-	-	na	Grants	22	41	37%	-	3	-	-	-	38
				Other	0	(8)		-	-	-	(14)	6	-
27	110	110	100%	OPERATING INCOME	22	34	31%	1	3	-	(14)	6	38
1,698	1,723	1,723	100%	Operating expenses									
322	371	371	100%	Employee Related costs	764	873	51%	346	245	-	245	5	32
				Non Employee Related costs	210	234	63%	130	16	17	18	23	30
				Comprising:									
				Materials	1	7		1	0	0	-	-	6
				Contracts	2	0		-	-	-	0	-	0
				Contractors	0	4		0	-	-	-	0	3
				Fleet	1	8		0	-	-	-	8	-
				Property (electricity etc)	1	1		0	0	0	-	1	-
				Insurance	10	10		1	-	-	-	9	-
				Contributions/sponsorship	1	4		0	3	-	1	0	-
				Consultants	15	18		1	0	16	-	-	-
				Internal recharges	14	14		-	5	-	9	-	-
				Other	165	168		126	8	1	9	4	21
2,020	2,094	2,094	100%	OPERATING COSTS	974	1,107	53%	476	261	17	264	27	62
(1,993)	(1,984)			SURPLUS / (DEFICIT)	(952)	(1,073)	54%	(474)	(259)	(17)	(277)	(21)	(24)

Corporate Services Financial Performance : December 2018

Operational Activities

Excluding NDRRA			Forecast as % of budget		Last Year YTD	Core Activities								
Last Year Actual 2017/18	Budget 2018/19	Full Year Forecast 2018/19				TOTAL YTD	Actual percentage of Full Year Budget	Stores	Finance	Management Accounts	IT services	Records and Front Counter	Director	Facilities
15,894	16,461	16,461	100%	Operating Income										
94	94	94	100%	Rates	8,159	8,304	50%	-	8,304	-	-	-	-	-
0	-	-	na	Fees and charges	47	161	170%	-	145	-	-	0	-	16
2,052	1,981	1,981	100%	Private Works	-	-		-	-	-	-	-	-	-
1,372	727	727	100%	Grants	537	507	26%	-	15	-	15	15	462	-
				Other	426	468	64%	-	81	20	(0)	-	365	2
19,412	19,263	19,263	100%	OPERATING INCOME	9,169	9,440	49%	-	8,545	20	15	15	827	18
2,430	2,748	2,748	100%	Operating expenses										
1,529	2,007	2,007	100%	Employee Related costs	1,091	1,294	47%	113	205	212	152	223	134	255
				Non Employee Related costs	876	808	40%	(68)	211	3	217	33	(4)	288
				Comprising:										
				Materials	13	31		2	0	-	0	0	0	28
				Contracts	58	30		1	-	-	-	2	-	27
				Contractors	126	39		1	-	-	0	-	-	37
				Fleet	0	1		0	-	-	-	-	-	0
				Property (electricity etc)	100	87		0	0	-	-	-	-	87
				Insurance	285	231		-	-	-	9	-	29	66
				Contributions/sponsorship	8	3		-	-	-	-	-	-	3
				Consultants	(2)	14		-	14	-	-	-	-	-
				Internal recharges	(224)	(97)		(75)	-	-	-	-	(51)	29
				Other	501	460		2	188	3	208	30	18	11
				Finance Costs	11	10		-	10	0	-	-	-	-
3,960	4,756	4,756	100%	OPERATING COSTS	1,967	2,102	44%	45	416	216	369	256	130	543
15,452	14,508			SURPLUS / (DEFICIT)	7,202	7,338	51%	(45)	8,129	(196)	(354)	(241)	698	(525)
1,026	240			Capital Income	408	30	13%	-	-	-	-	-	-	-

### Operational Activities

Infrastructure Services Delivery Financial Performance : December 2018  
Operational Activities

Excluding NDRRA			Forecast as % of budget		Last Year YTD (excl NDRRA)	Core Activities												NDRRA
Last Year Actual 2017/18	Budget 2018/19	Full Year Forecast 2018/19				TOTAL YTD (excl NDRRA)	Actual percentage of Full Year Budget	Workshop & Fleet	Roads & Stormwater	Water	Sewerage	Asset Management	Survey	Design	Engineering Management	RMPC	Open Spaces	
6,145	6,137	6,137	100%	Operating Income	2,372	2,440	40%	-	-	1,171	1,269	-	-	-	-	-	-	-
109	72	72	100%	Rates	77	47	65%	1	(0)	36	5	4	-	0	1	-	(0)	-
873	892	892	100%	Fees and charges	115	281	31%	-	-	-	-	-	-	-	18	263	(0)	-
103	463	463	100%	Private Works	63	113	24%	26	3	-	-	4	-	-	80	-	-	422
2	5	5	100%	Grants	6	4	80%	-	2	0	7	-	-	-	(0)	-	(5)	(8)
2	5	5	100%	Other														
7,231	7,569	7,569	100%	OPERATING INCOME	2,634	2,884	38%	27	4	1,207	1,281	8	-	0	98	263	(6)	413
6,744	6,739	6,739	100%	Operating expenses	3,143	3,172	47%	373	627	339	303	287	112	126	463	105	437	159
2,809	3,636	3,636	100%	Employee Related costs	1,141	912	25%	(1,096)	700	240	226	155	15	3	271	127	272	2,171
				Non Employee Related costs														
				Comprising:														
				Materials	312	250		12	50	50	30	7	1	-	50	22	28	8
				Contracts	310	250		36	98	19	17	2	-	-	14	11	54	4
				Contractors	192	160		2	(0)	20	12	70	-	-	10	(0)	46	1,935
				Fleet	321	300		295	2	1	0	0	-	-	0	0	1	-
				Property (electricity etc)	329	285		4	102	106	37	1	0	-	15	10	9	0
				Insurance	102	131		37	0	30	7	36	0	-	17	-	4	-
				Contributions/sponsorship	47	20		-	13	1	0	1	-	-	3	-	2	-
				Consultants	98	15		-	7	-	7	-	-	-	-	-	-	180
				Internal loan interest	(129)	(122)		-	-	(122)	-	-	-	-	-	-	-	-
				Internal recharges	(871)	(780)		(1,507)	425	105	75	28	10	-	(112)	70	125	39
				Other	430	406		26	2	30	40	10	3	3	274	15	3	6
9,553	10,375	10,375	100%	OPERATING COSTS	4,284	4,085	39%	(724)	1,327	579	529	442	127	129	735	232	709	2,331
(2,322)	(2,806)			SURPLUS / (DEFICIT)	(1,650)	(1,201)	43%	751	(1,322)	628	753	(433)	(127)	(129)	(637)	31	(715)	(1,917)
4,673	2,397			Capital Income	2,822	205	9%	-	163	6	1	34	-	-	-	-	2	723

## Hinchinbrook Shire Council Historic Bank Summary

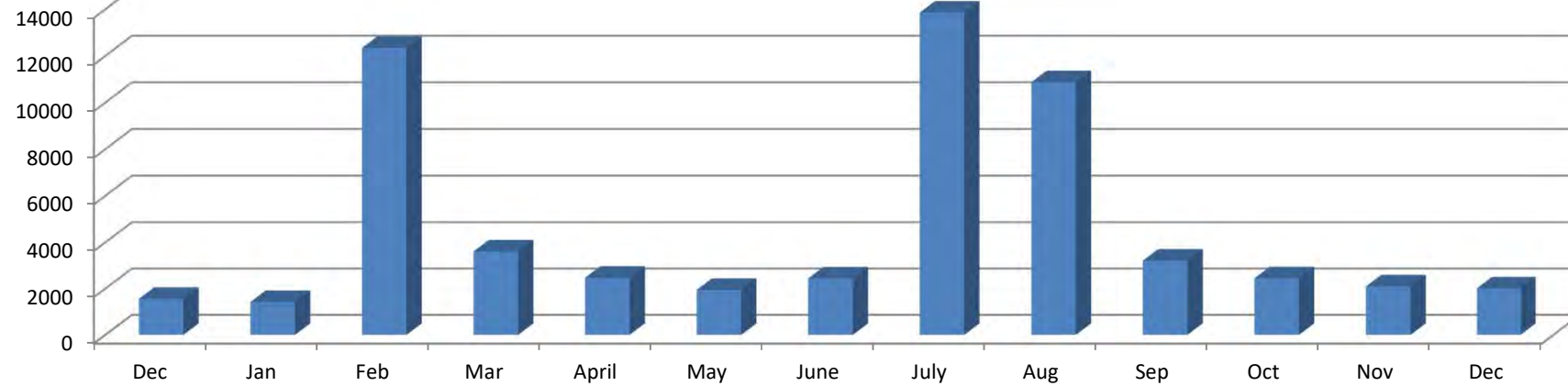
\$m

	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Non Staff costs	NDRRA non staff costs	Closing Bal
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
May	33.0	1.4	0.0	(1.1)	(2.7)	(0.6)	29.9
Jun	29.9	2.1	0.0	(1.3)	(2.2)	(0.1)	28.4
Jul - 18	28.4	1.2	0.0	(1.2)	(2.7)	(0.1)	25.6
Aug	25.6	4.7	0.7	(1.3)	(2.0)	(0.2)	27.5
Sept	27.5	8.4	0.0	(1.2)	(1.9)	(0.1)	32.7
Oct	32.7	1.4	0.0	(1.5)	(1.6)	(0.4)	30.6
Nov	30.6	1.5	0.1	(1.2)	(2.6)	(0.0)	28.5
Dec	28.5	0.8	0.3	(1.2)	(1.0)	(1.5)	25.9

### Forecast Bank Balances

Jan	25.9	1.3	0.7	(1.3)	(3.0)	0.0	23.6
Feb	23.6	5.0	0.0	(1.2)	(3.0)	0.0	24.3
Mar	24.3	5.0	0.0	(1.2)	(3.0)	0.0	25.1
Apr	25.1	1.3	0.0	(1.2)	(3.2)	0.0	22.0
May	22.0	1.4	0.0	(1.2)	(3.3)	0.0	18.8
Jun	18.8	1.2	0.0	(1.2)	(3.2)	0.0	15.6

## HSC Rates and Levies Debtors as at 31 December 2018



figures in \$000s

Note: these rates debtor figures are subject to change pending system error correction

**Estimated Financial Position - Stat Account Format**

all figures in \$'000		YTD actual at	18/19	17/18	16/17	15/16	14/15	13/14
		excluding NDRRA 31/12/2018	Adjusted Budget (Sept Review)	audited	audited	audited	audited	audited
<b>Income</b>								
	Recurrent revenue							
	Rates, levies & charges	11,935	24,953	24,842	24,390	24,140	22,929	22,377
	NDRRA	-		27	50	7,212	17,008	20,636
	Other	2,460	5,634	5,463	6,480	5,384	5,369	4,676
		<u>14,395</u>	<u>30,587</u>	<u>30,332</u>	<u>30,920</u>	<u>36,736</u>	<u>45,306</u>	<u>47,689</u>
	Capital revenue	<u>240</u>	<u>2,880</u>	<u>5,949</u>	<u>3,497</u>	<u>7,580</u>	<u>3,113</u>	<u>5,385</u>
<b>Total Income</b>		<b>14,635</b>	<b>33,467</b>	<b>36,280</b>	<b>34,417</b>	<b>44,316</b>	<b>48,419</b>	<b>53,074</b>
<b>Expenses</b>								
	Recurrent expenses							
	Employee benefits	(7,416)	(14,956)	(15,415)	(14,111)	(13,342)	(13,424)	(13,036)
	Materials and Services	(3,503)	(9,788)	(8,764)	(7,864)	(9,321)	(21,535)	(29,339)
	Finance costs	(10)	(28)	(50)	(28)	(54)	(536)	(46)
	Depreciation and Amortisation (apportioned full year budget)	<u>(4,250)</u>	<u>(8,500)</u>	<u>(8,427)</u>	<u>(8,374)</u>	<u>(9,462)</u>	<u>(8,644)</u>	<u>(9,382)</u>
		<u>(15,179)</u>	<u>(33,272)</u>	<u>(32,656)</u>	<u>(30,377)</u>	<u>(32,179)</u>	<u>(44,139)</u>	<u>(51,803)</u>
	Capital income/(expenses)	<u>95</u>	<u>(16)</u>	<u>(2,600)</u>	<u>(230)</u>	<u>(2,746)</u>	<u>(3,247)</u>	<u>(11,033)</u>
<b>Total expenses</b>		<b>(15,084)</b>	<b>(33,288)</b>	<b>(35,256)</b>	<b>(30,607)</b>	<b>(34,925)</b>	<b>(47,386)</b>	<b>(62,836)</b>
<b>Net result</b>		<b>(449)</b>	<b>179</b>	<b>1,025</b>	<b>3,810</b>	<b>9,391</b>	<b>1,033</b>	<b>(9,762)</b>
Operating Surplus ratio		-5%	-9%	-8%	2%	12%	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 Capital Expenses 17\_18 includes increase in provision for landfill restoration of \$1,975,000

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INFRASTRUCTURE SERVICES DELIVERY ACTIVITY REPORT – 31 DECEMBER 2018

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Strategic Considerations

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

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Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

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Asset Management

Not applicable concerning acceptance of this Report.

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Executive Summary

This report is presented for the information of Council and includes an activity update for the month ending 31 December 2018.

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Council Decision – Recommendation

That Council receive and note the information in the Report.

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### Officers Summary

This report is presented for the information of Council and includes an activity update for the month ending 31 December 2018.

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### Historical Information

Not applicable concerning acceptance of this Report.

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### Policy Implications

Not applicable concerning acceptance of this Report.

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### Risk Management Implications

Not applicable concerning acceptance of this Report.

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### Statutory Environment

*Local Government Act 2009*

Local Government Regulation 2012

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### Consultation

Nil

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### Attachments

Nil

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## WORKSHOP AND FLEET MANAGEMENT

Prestart each morning.

Main Activities of the month

- Work Orders: 34 complete
- 13 Services – 4 Light vehicles, 2 Truck, 4 Heavy Plant, 3 Light Plant
- Tyres and Alignments:
  - Light Vehicle – 4
  - Truck – 2
  - Heavy Fleet – 2
  - Light Fleet - 3
  - Alignments – 1
  - Puncture Repairs - 4
  - Windscreen – 1

Fleet Replacement Program

Several request for quotations have been developed and will be released to market in January 2019:

RF002680 - Supply & Delivery of One [1] 2wd Cab Chassis Drop Side Body Utility

RF002683 - Supply & Delivery of One [1] 4WD Drop Side Utility

RF002684 - Supply & Delivery of One [1] 2wd Drop Side Utility

RF002685 - Supply & Delivery of One [1] 4wd Dual Cab Style Side Utility

RF002686 - Supply & Delivery of One [1] 4wd Space Cab Drop Side Body

RF002687 - Supply & Delivery of One [1] Road Maintenance Truck – Cold Mix

RF002690 - Supply & Delivery of One [1] Multi Tyred Roller

RF002693 - Supply & Delivery of One [1] Heavy Duty Tandem Galvanized Trailer

## WORKS

Capital Projects underway this month – Refer Works Program Report.

Other activities this month:

- Construction and Maintenance crews are currently working on Emergency Works as a result of recent Ex Tropical Cyclone Owen event with the priority to ensure access is restored, roads are made safe and drainage cleared of debris. Crews have commenced pickups on damaged Council assets.
- Footpath Rehabilitation Program (19FR) and Kerb and Channel Rehabilitation Program (19KR) – Lannercost Street /Tweak Fitness Project – Kerbing, exposed aggregate footpath, garden bed kerbing and road profiling tasks are now complete. Crews have completed preparation of the base gravel in the car parks for bitumen sealing.
- 18R5 Zammit's Road Upgrade – The first seal is now complete and crews are currently installing signage and guide posts. The second coat seal will be scheduled when the sealing contractor is available.
- 18R4 Barberos Road Upgrade – The first coat seal is now complete and crews are currently installing signage and guide posts. The second coat seal will be scheduled for when the sealing contractor is available. 18R4 Barberos Road Upgrade – The first coat seal is now complete and crews are currently installing signage and guide posts. The second coat seal will be scheduled for when the sealing contractor is available.
- Wet Tropics Permit for infrastructure maintenance in the World Heritage Area was applied for and granted by Wet Tropics Management Authority. This six year permit allows Council to undertake maintenance works within the World Heritage Area at various localities including Wallaman Falls Road.

## DESIGN

- RF002891 – Consultancy Services: Ecological Survey & Environmental Impact Assessment – Dungeness Enterprise Channel Dredging & Beach Replenishment– Successful and Unsuccessful letters have been issued for the project. Works to commence in 2019 when favourable tides permit.

## PARKS AND OPEN SPACES

- Due to the extent and type of damage to the Lucinda Swimming Enclosure net it is unable to be repaired insitu and will require removal and extensive repair. The net will be removed when favourable tides permit.
- Due to rainfall experienced in December, mowing and maintenance of open spaces and parklands was completed in preparation and readiness for increased visitation associated with the 2018 Christmas holiday period.

## SURVEY

Projects underway this month include:

- Lannercost Street Toilet – Detail survey for design of sewer connection and final siting of structures.
- Ingham Pathway Seating Project – Check construction site near TYTO Info Centre for preservation of survey marks.
- Dalrymple Creek Bridge Site – DTM Survey for design of abutment protection works and review of approach grades.
- Industrial Estate – initial document search for new Permit to Occupy plan (Press) and Motoplex Lease plan.
- Lucinda – Investigation Survey of storm water scours through the top of the beach near Vass Street and the Coastguard on Patterson Parade.
- Ingham Showground – Licence Area Agreement plans completed for Kennel Club and Boxing Club.
- Herbert Street Revitalisation – Compile detail survey of Herbert Street from Gedge Street to Cartwright Street to assist in site selection for new shelter structures. Structure siting plan compiled for submission to TMR for corridor permit approval.

### ASSETS AND INFRASTRUCTURE

Projects underway this month include:

- Yanks Jetty – Annual inspection and maintenance has been rescheduled to the week of 28 January 2019, after the school holidays to minimise disruptions to the public.
- Kirks Bridge:
  - An RFQ has been issued on Local Buy seeking a quotation from a timber bridge specialist to carry out an inspection on Kirks Bridge to determine a methodology for possible timber restoration and a cost estimate for budgeting purposes. This assessment will be used as part of the option scoping for rehabilitation or replacement of the structure.
- Macknade Creek and Dalrymple Creek Bridge:
  - An RFQ has been issued seeking a suitably qualified consultant to prepare a specification, bill of quantities and associated design plans for both bridges as well provide construction support by carrying out any necessary hold point and final inspections to ensure the work has been undertaken in accordance with the specification.
- Baillies Bridge Culvert Replacement:
  - The tender for construction works (HSC 18/13) has been issued and closes at 2:00pm on Wednesday, 23 January 2019.
- Dungeness Floating Walkway:
  - Construction works on site has been completed with the pontoon now fully operational.
  - The official opening of the pontoon is scheduled for Tuesday, 29 January 2019.
- QDRRA Program – March 2018 Flood Events – No change from previous month:
  - Wallaman Falls Road Slips – Work is progressing well, no issues to report.
  - Restoration Works (REPA) – Milestone reached - 100% of the submissions to the Queensland Restoration Authority (QRA).
  - Total value of the submissions including Counter Disaster Operations, Emergent Works and Restoration Works is \$6,549,030.95 ex GST.
- QDRRA Program – December 2018 Ex-TC Owen
  - Heavy rainfall event and subsequent flash flooding associated with Ex-TC Owen request for activation has been submitted to QRA. Damage pick up and emergent work is underway.

Other activities this month:

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

### WATER AND SEWERAGE

Please see the Water and Sewerage Works Program Report.

### EXTERNAL MEETINGS

- ISD Portfolio Councillor Inspections – Wednesday, 7 November 2018
  - NQ RRTG Technical Committee Meeting, Charters Towers - Monday, 3 December 2018
  - Dungeness Dredging Onsite Meeting with QPWS - Tuesday, 4 December 2018
  - Road Safety Advisory (HRSAC) Meeting – Wednesday, 5 December 2018
  - McDowell Road Access Meeting with DTMR – Wednesday, 5 December 2018
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INFRASTRUCTURE SERVICES DELIVERY STATUS REPORT – 31 DECEMBER 2018

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Strategic Considerations

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

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Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

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Asset Management

Not applicable concerning acceptance of this Report.

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Executive Summary

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

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Council Decision – Recommendation

That Council receive and note the information in the Report.

#### Officers Summary

Not applicable concerning acceptance of this Report.

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#### Historical Information

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

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#### Policy Implications

Not applicable concerning acceptance of this Report.

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#### Risk Management Implications

Not applicable concerning acceptance of this Report.

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#### Statutory Environment

*Local Government Act 2009*

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#### Consultation

Chief Executive Officer

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#### Attachments

Status of Actions

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*Resolution Number – 121218-33 – Dungeness Dredging – Ecological Survey and Environmental Impact Assessment*

That Council:

- A. Engage FRC Environmental for the sum of \$55,048 (excl. GST) to undertake consultancy services for an Ecological Survey and Environmental Impact Assessment for the Dungeness Enterprise Channel Dredging project, as their offer represents the best value for money for Council.
- B. Allocate a budget estimate of \$65,000 (excl. GST) from the existing discretionary fund budget of \$100,000.

*Status:*

*January 2019 Update – Correspondence dated 18/12/18 sent to successful offerer (ECM # 2274982), and to unsuccessful offerers (ECM Docs # 2274983–2274986). Corporate Services to action the reallocation of funds.*

*Resolution Number – 121218-32 – HSC18/12 – Hinchinbrook Water Security Project – Pipes Works Package*

That Council:

- A. Accept the tender for HSC 18/12 - Hinchinbrook Water Security Project – Pipelines Works Package from Keita Services for the sum of \$1,724,061.35 (excl. GST) as recommended in GHD's Evaluation of Tender Report, subject to satisfactory resolution of DTMR approval as per Keita Services Option 2 proposal; and
- B. Delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to enter into contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract.

*Status:*

*January 2019 Update – Correspondence dated 19/12/18 sent to successful offerer (ECM # 2273974), and dated 20/12/18 to unsuccessful offerers. Matter Closed*

*Resolution Number – 121218-31 – HSC18/11 – Hinchinbrook Water Security Project – Water Treatment Plant Works Project*

That Council:

- A. Accept the tender for HSC 18/11 Hinchinbrook Water Security Project – Pipelines Works Package from Keita Services for the sum of \$2,422,165.50 (excl. GST) as recommended in GHD's Evaluation of Tender report; and
- B. Delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to enter into contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract.

*Status:*

*January 2019 Update – Correspondence dated 19/12/18 sent to successful offerer (ECM # 2273975), and dated 20/12/18 to unsuccessful offerers. Matter Closed*

*Resolution Number – 121218-11 – Forrest Beach Boat Ramp Cost Estimate and Economic Benefit*

That Council:

- A. Receive and note the Technical Memorandum – Forrest Beach Boat Ramp P50 Estimate in the Report;
- B. Distribute Technical Memorandum information to the Forrest Beach Recreational Boating and Tourism Committee for comment and consultation; and
- C. Advise Flanagan Consulting Group that the matter will be considered upon further consultation and that no further actions are required at this stage.

*Status:*

*January 2019 Update – Technical Memorandum sent to FBRBTC on 20/12/18 (ECM # 2273923) requesting feedback. Matter will be tracked and progressed outside of Status Report. Correspondence to Flanagan Consulting Group dated 20/12/18 (ECM # 2273904) advising no further actions required at this time.*

*Matter Closed*

*Resolution Number – 121218-10 – RF002757 – Design and Construct Toilet Facility in Ingham CBD*

That Council approve the alternate position of the toilet facility in Lannercost Street by an approximate distance of 10 metres in a westward direction on the basis it forms the safest and cost effective solution whilst preserving the existing trees.

*Status:*

*January 2019 Update – Approval noted.*

*Matter Closed*

*Resolution Number – 121218-09 – Application for Permanent Road Closure – Irwin Road adjoining Lot 1 on RP714763*

That Council object to the application for Permanent Road Closure as submitted on the grounds that the gazetted access is required for adjoining landowners in the area.

*Status:*

*January 2019 Update – Correspondence dated 19/12/18 sent to Spina Kyle Waldon and DNRM (ECM # 2273910).*

*Matter Closed*

*Resolution Number – 121218-08 – Application for Permanent Road Closure – Bruce Highway adjoining Lot 11 on CWL671*

That Council offer no objection to the Department of Natural Resources, Mines and Energy on the application for Permanent Road Closure of a section of Bruce Highway abutting Lot 11 on CWL671, Locality of Bambaroo.

*Status:*

*January 2019 Update – Correspondence dated 19/12/18 sent to DNRM (ECM # 2273908).*

*Matter Closed*

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

That Council:

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

*Status:*

*January 2019 Update – No progress.*

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

*Resolution Number – 271118-11 – Status Update – Coastal Hazard Adaptation Scheme*

That Council:

- A. Receive and note Phase 1 Stakeholder Communication and Engagement Plan.
- B. Receive and note Phase 2 Scoping Study.
- C. Proceed with procuring consultant services to deliver Phases 3 to 8 in accordance with the Q2100 Funding Agreement.
- D. Add the following action in the 2018/2019 Operational Plan under the Corporate Plan Strategies Heading - 5.4 Natural Disaster Management:

5.4.5 Finalise the remaining Phases of the Coastal Hazard Adaptation Scheme (CHAS) by December 2019.

*Status:*

*January 2019 Update - Tender documentation is being prepared for consultancy services, for release to market in the new year.*

*December 2018 Update – Tender documentation is being prepared for consultancy services, for release to market in the new year.*

*Resolution Number - 271118-09– 2018/2019 Capital Works Funding Reallocation*

That Council:

- A. Approve the recommended changes to the 2018/2019 capital allocations as presented for the purpose of increasing the budget items of:
  - 19PK1 Palm Creek Walkway – Boardwalk;
  - 18R3 Nebbias Road Seal Extension; and
  - 18ESU Emulsion Storage Tank.
- B. Add the following actions in the 2018/2019 Operational Plan under the Corporate Plan Strategies Heading – 1.1 - Plan and execute timely preventative maintenance regimes that extend the useful life of roads, water and sewerage network infrastructure in a cost effective manner:
  - 1.1.4 Installation of 19PK1 Palm Creek Walkway – Boardwalk.
  - 1.1.5 Installation of 18R3 Nebbias Road Seal Extension.
  - 1.1.6 Installation of 18ESU Emulsion Storage Tank.

*Status:*

*January 2019 Update – Corporate Services to action the reallocation of funds.*

*December 2018 Update – Corporate Services to action the reallocation of funds.*

*Resolution Number - 291018-12a – Unmaintained Roads Policy*

That Council review the current Unmaintained Roads Policy.

*Status:*

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

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

*November 2018 Update – Review to be commenced.*



*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:*

*January 2019 Update – A draft document was presented to Council on 23/10/18 at the ISD Portfolio Councillor Meeting, detailing the minimum requirements and Park Hierarchies. No further progress.*

*December 2018 Update – A draft document was presented to Council on 23/10/18 at the ISD Portfolio Councillor Meeting, detailing the minimum requirements and Park Hierarchies.*

*November 2018 Update – A draft document was presented to Council on 23/10/18 at the ISD Portfolio Councillor Meeting, detailing the minimum requirements and Park Hierarchies.*

*October 2018 Update – Assets and Infrastructure have been undertaking compressive data collection on existing parks and installed infrastructure to provide a comparison tool to determine categorisation of each park and identify gaps in levels of service when compared to the LGIP minimum standards.*

*September 2018 Update – Assets and Infrastructure have been undertaking compressive data collection on existing parks and installed infrastructure to provide a comparison tool to determine categorisation of each park and identify gaps in levels of service when compared to the LGIP minimum standards.*

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

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

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

*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:*

*January 2019 Update - Construction project to be included for Council's consideration in the forward capital works program.*

*December 2018 Update – Community consultation meeting held onsite with adjacent landholders. Design and construction estimate currently in progress considering outcomes from meeting. Construction project to be included for Council's consideration in the forward capital works program.*

*November 2018 Update – Community consultation meeting is scheduled for Wednesday, 14 November 2018.*

*October 2018 Update – Community consultation to occur with relevant stakeholders regarding design options.*

*September 2018 Update – Community consultation to occur with relevant stakeholders regarding design options.*

*August 2018 Update – Concrete pipes section is complete. Community consultation to occur with relevant stakeholders regarding design options.*

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

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

*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. Matter Closed*

**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:**

*January 2019 Update – A draft document was presented to Council on 23/10/18 at the ISD Portfolio Councillor Meeting, detailing the minimum requirements and Park Hierarchies. No further progress.*

*December 2018 Update – A draft document was presented to Council on 23/10/18 at the ISD Portfolio Councillor Meeting, detailing the minimum requirements and Park Hierarchies.*

*November 2018 Update – A draft document was presented to Council on 23/10/18 at the ISD Portfolio Councillor Meeting, detailing the minimum requirements and Park Hierarchies.*

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

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

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

*July 2018 Update – As per instructions from Council, a picnic table and bench seats have been installed at Jack Bonning Park. The lighting upgrade is as yet unresolved and will be progressed by developing the minimum requirements for Park Hierarchies classifications – Local, District and Regional Parks.*

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

*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.*

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**WATER and SEWERAGE WORKS PROGRAM REPORT - 31 DECEMBER 2018**

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**Strategic Considerations**

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
<b>Strategic Direction</b>  1.1 Plan and execute timely preventative maintenance regimes that extend the useful life of roads, water and sewerage network infrastructure in a cost effective manner  1.3 Ensure that proposed extensions to road, water or sewerage networks have a demonstrated social and economic imperative	<b>Action</b>  1.1.1 Continued improvement of Asset Data and Condition rating information as identified in the adopted Asset Management Plans, in particular to ensure annual diminution of life is accurately reflected by June 2019  1.3.1 Progress the Como Road Bores duplication and Ingham WTP upgrade project to completion and commissioning by June 2019

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**Budget, Financial and Resource Implications**

- Capital Works Budget
- Operational Works

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**Asset Management**

This Report details progress made on capital renewal, upgrade and maintenance delivery for the Water and Sewerage Department and the assets that it is responsible for.

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**Executive Summary**

For the month of December 2018, the Water & Sewerage Capital Works Progress Report that follows provides a breakdown of projects as approved in the 2018/2019 Capital Works Program.

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**Council Decision – Recommendation**

That Council receive and note the information in the Report.

### Officers Summary

Works Currently in Progress:

#### Major Works Performed During December 2018

- 18W-TPTU-N1 - Hinchinbrook Water Security Project – Pipeline Works Package awarded to Keita Services
- 18W-TPTU-N1 - Hinchinbrook Water Security Project – Water Treatment Plant Works Package awarded to Keita Services
- 19W-MAIN-R1 - Works are completed in Lyon Street
- 19W-GENT-N1 - Emergency generator for Lucinda has been ordered
- 6 Monthly water meter readings were completed

#### Works Scheduled to Commence During January 2019

- 18W-TPTU-N1 - New Como Road Production Bore installation as part of the Hinchinbrook Water Security Project
- 18W-TPTU-N1 - Hinchinbrook Water Security Project – Pipeline Works Package pre-start meeting to be held
- 18W-TPTU-N1 - Hinchinbrook Water Security Project – Water Treatment Plant Works Package pre-start meeting to be held
- 19W-PUMP-R1 - Lucinda BPS Pump Replacement – Design and Procurement Documentation

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### Historical Information

Not applicable concerning acceptance of this Report.

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### Policy Implications

Not applicable concerning acceptance of this Report.

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### Risk Management Implications

Not applicable concerning acceptance of this Report.

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### Statutory Environment

Not applicable concerning acceptance of this Report.

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### Consultation

Nil

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### Attachments

- Water & Sewerage Capital Works Program Report
  - Water & Sewerage Operational Costs Progress Report
  - Water & Sewerage Request Report
  - Water E-Coli Report
  - Water & Sewerage Water Production Report
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Assessment/Design



Procurement



Construction

## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 DECEMBER 2018

## Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/19			2018/2019 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Upgrade Water Switchboards with PLC Control 17-18 (18W-SWBD-N1)	\$25,000	\$0	\$25,000	\$0	<ul style="list-style-type: none"> <li>Equipment ordered. Waiting on contractors to install.</li> </ul>
					Lifetime Expenditure = \$298      Lifetime Budget = \$30,000
					Project Completed      Assets Created/Project Capitalised
					2017/18   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun Forecast <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> Actual <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span>
					2018/19   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun Forecast <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> Actual <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span>
					2017/18   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun Forecast <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> Actual <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span>
					2018/19   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun Forecast <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> Actual <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span>
					2017/18   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun Forecast <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> Actual <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span>
					2018/19   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun Forecast <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> Actual <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span>
					2017/18   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun Forecast <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> Actual <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span>
Install Flowmeter SPS1 (17S-FLOW-N1)	\$14,000	\$0	\$14,000	\$0	<ul style="list-style-type: none"> <li>NO Excavations awarded the contract to supply and install ultrasonic flowmeters.</li> <li>Currently trying to source a suitable tapping band for the installation of the flowmeters.</li> <li>Estimated time of completion will be based on the ability to source a tapping band.</li> </ul>
					Lifetime Expenditure = \$14,058      Lifetime Budget = \$30,000
					Project Completed      Assets Created/Project Capitalised
					2016/17   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun Forecast <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> Actual <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span>
					2017/18   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun Forecast <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> Actual <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span>
					2018/19   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun Forecast <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> Actual <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span>
					2017/18   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun Forecast <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> Actual <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span>
					2018/19   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun Forecast <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> Actual <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span>
					2017/18   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun Forecast <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> Actual <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span>
					2018/19   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun Forecast <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> Actual <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span>







Assessment/Design



Procurement



Construction

## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 DECEMBER 2018

## Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/19			2018/2019 Actual Expenditure	Comments & Project Timeline																
	HSC Budget	Other Source	Total																		
Refurbishment Trickling Filter Ingham STP (17S-TPTU-R1)	\$2,000	\$0	\$2,000	\$0	<ul style="list-style-type: none"><li>Project complete.</li></ul>																
					Lifetime Expenditure = \$81,147      Lifetime Budget = \$110,000																
					Project Completed					Assets Created/Project Capitalised											
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast								P			C					
					Actual													P			
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast								C								
					Actual					P											
					2018/19	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast																
					Actual																
Smoke Testing 17-18 (18S-FLOW-N3)	\$50,000	\$0	\$50,000	\$0	<ul style="list-style-type: none"><li>Works to be carried out by contractors. Possible collaboration with Burdekin SC.</li></ul>																
					Lifetime Expenditure = \$20,000      Lifetime Budget = \$100,000																
					Project Completed					Assets Created/Project Capitalised											
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast											P		C			
					Actual																
					2018/19	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast																
					Actual																
					Manhole Refurbishment 17-18 (18S-MANH-R1)	\$22,000	\$0	\$22,000	\$17,419	<ul style="list-style-type: none"><li>PDM have provided reports on manholes from LiDAR Scanning. Reports currently being reviewed.</li></ul>											
										Lifetime Expenditure = \$75,290      Lifetime Budget = \$100,000											
										Project Completed					Assets Created/Project Capitalised						
2017/18	Jul	Aug	Sep	Oct						Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
Forecast	C																				
Actual	C														P						
2018/19	Jul	Aug	Sep	Oct						Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
Forecast	C																				
Actual				C																	



Assessment/Design



Procurement



Construction

## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 DECEMBER 2018

## Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/19			2018/2019 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Replace Confined Space Trailer and Equipment (18S-PTEQ-R1)	\$35,000	\$0	\$35,000	\$29,290	• Project complete.
					Lifetime Expenditure = \$43,864      Lifetime Budget = \$50,000
					Project Completed <input type="checkbox"/> Assets Created/Project Capitalised <input type="checkbox"/>
					2017/18   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					2018/19   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Structural Refurb SPS 12 & SPS 15 (18S-SPSU-R1)	\$100,000	\$0	\$100,000	\$0	• Project complete.
					Lifetime Expenditure = \$347,160      Lifetime Budget = \$531,000
					Project Completed <input type="checkbox"/> Assets Created/Project Capitalised <input type="checkbox"/>
					2017/18   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					2018/19   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Replace Sewerage Pump Station Lids 17-18 (18S-SPSU-R2)	\$25,000	\$0	\$25,000	\$28,712	• Project complete.
					Lifetime Expenditure = \$28,712      Lifetime Budget = \$25,000
					Project Completed <input type="checkbox"/> Assets Created/Project Capitalised <input type="checkbox"/>
					2017/18   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					2018/19   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



Assessment/Design



Procurement



Construction

## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 DECEMBER 2018

## Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/19			2018/2019 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Replace Switchboard SPS (18S-SWBD-R1)	\$30,000	\$0	\$30,000	\$12,855	<ul style="list-style-type: none"> <li>Platform and pole for SPS 8 completed. Currently determining appropriate location for construction. Possibility to incorporate into SPS 22 &amp; SPS 8 refurbishment.</li> </ul>
					Lifetime Expenditure = \$74,545      Lifetime Budget = \$100,000
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					2017/18   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun Forecast <div></div> <div></div> <div></div> <div></div> <div>P</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>C</div> Actual <div>P</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>A</div> <div>C</div>
					2018/19   Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun Forecast <div>A</div> <div>C</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> Actual <div>A</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Capital Works Carry Overs	\$565,000	\$0	\$565,000	\$297,199	



Assessment/Design



Procurement



Construction

## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 DECEMBER 2018

## Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/19			2018/2019 Actual Expenditure	Comments & Project Timeline															
	HSC Budget	Other Source	Total																	
2018-2019 Capital Projects																				
Replace Hypo Storage Tanks (19W-CHEM-N1)	\$42,500	\$0	\$42,500	\$0	<ul style="list-style-type: none"><li>Looking at different types of storage tanks.</li></ul>															
					Project Completed					Assets Created/Project Capitalised										
					2018/19	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast								P						C	
					Actual					A										
Installation of New Water Connections 18-19 (19W-CONN-N1)	\$30,000	\$0	\$30,000	\$12,033	<ul style="list-style-type: none"><li>To be delivered by Council staff.</li><li>New connections installed as required.</li></ul>															
					Project Completed					Assets Created/Project Capitalised										
					2018/19	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast	C														
					Actual					C										
Renewal of Existing Water Connections 18-19 (19W-CONN-R2)	\$20,000	\$0	\$20,000	\$1,244	<ul style="list-style-type: none"><li>To be delivered by Council staff.</li><li>Replacements as required.</li></ul>															
					Project Completed					Assets Created/Project Capitalised										
					2018/19	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast	C														
					Actual								C							
Emergency Generator Lucinda BPS (19W-GENT-N1)	\$60,000	\$0	\$60,000	\$52	<ul style="list-style-type: none"><li>Lahtinen Electrical &amp; Refrigeration have been awarded the contract to supply emergency generator.</li></ul>															
					Project Completed					Assets Created/Project Capitalised										
					2018/19	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast						P			C						
					Actual			A		P										
Fire Hydrant Replacements 18-19 (19W-HYDT-R1)	\$25,000	\$0	\$25,000	\$20,818	<ul style="list-style-type: none"><li>To be delivered by Council staff.</li><li>Replacements as required.</li></ul>															
					Project Completed					Assets Created/Project Capitalised										
					2018/19	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast	C														
					Actual			C												



Assessment/Design



Procurement



Construction

## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 DECEMBER 2018

## Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/19			2018/2019 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Water Main Replacements 18-19 (19W-MAIN-R1)	\$200,000	\$0	\$200,000	\$70,760	<ul style="list-style-type: none"> <li>Lyons Street water main replacement has been completed.</li> <li>Survey for Fraser Street water main replacement has been completed.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2018/19</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>A</div> <div>P</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>C</div>
					<div>Actual</div> <div>A</div> <div>P</div> <div></div> <div></div> <div>C</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
UPS Backup System for Water Towers (19W-PTEQ-R1)	\$30,000	\$0	\$30,000	\$0	<ul style="list-style-type: none"> <li>Works to be undertaken by contractors with consultation from I.T.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2018/19</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div></div> <div></div> <div>P</div> <div></div> <div></div> <div>C</div> <div></div> <div></div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Replace Lucinda Booster Pump Sets (19W-PUMP-R1)	\$60,000	\$0	\$60,000	\$0	<ul style="list-style-type: none"> <li>Sizing of pumps being checked.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2018/19</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div></div> <div>P</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>C</div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>A</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Upgrade Water Switchboards with PLC Control 18-19 (19W-SWBD-N1)	\$30,000	\$0	\$30,000	\$0	<ul style="list-style-type: none"> <li>Works to be undertaken by contractors with consultation from I.T.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2018/19</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>P</div> <div>C</div> <div></div>
					<div>Actual</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Depot Treatment Plant Upgrade 18-19 (18W-TPTU-N1)  (Budget consists of \$1,520,000 in the 18/19 budget and \$667,000 in carryover)	\$2,187,000	\$1,000,000	\$3,187,000	\$179,031	<ul style="list-style-type: none"> <li>Keita Services have been awarded the contracts for both the Water Treatment Plant Upgrade Works and Pipeline Works.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2018/19</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>A</div> <div>P</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div>A</div> <div>P</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>



Assessment/Design



Procurement



Construction

## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 DECEMBER 2018

## Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/19			2018/2019 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Valve Replacements 18-19 (19W-VALV-R1)	\$15,000	\$0	\$15,000	\$1,170	<ul style="list-style-type: none"> <li>To be delivered by Council staff.</li> <li>Replacements as required.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2018/19</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>C</div>
					<div>Actual</div> <div>C</div>
Replace Hypo Storage Tanks (19S-CHEM-R1)	\$12,500	\$0	\$12,500	\$0	<ul style="list-style-type: none"> <li>Looking at different types of storage tanks.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2018/19</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div> <div>C</div>
					<div>Actual</div> <div>A</div>
Bypass Rising Mains (19S-MAIN-N1)	\$100,000	\$0	\$100,000	\$17,724	<ul style="list-style-type: none"> <li>Designs for Sartoresi Street and Davidson Street bypass main being completed.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2018/19</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div> <div>A</div>
					<div>Actual</div> <div>A</div> <div>P</div> <div>C</div> <div>A</div>
Reline 150mm Gravity Sewers 18-19 (19S-MAIN-R1)	\$250,000	\$0	\$250,000	\$0	<ul style="list-style-type: none"> <li>Works to be undertaken by contractors. Looking at collaboration with Burdekin SC.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2018/19</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div> <div>C</div>
					<div>Actual</div> <div>A</div>
SPS 1 Rising Main Duplication Design (19S-MAIN-R2)	\$50,000	\$0	\$50,000	\$0	<ul style="list-style-type: none"> <li>Works to be undertaken by consultants.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2018/19</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div> <div>A</div>
					<div>Actual</div>



Assessment/Design



Procurement



Construction

## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 DECEMBER 2018

## Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/19			2018/2019 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Manhole Refurbishment 18-19 (19S-MANH-R1)	\$100,000	\$0	\$100,000	\$2,647	<ul style="list-style-type: none"> <li>To be delivered by Council staff and contractors.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2018/19</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>C</div>
					<div>Actual</div> <div>C</div>
Replacement Instruments Hinchinbrook Community Wetlands (19S-PTEQ-R1)	\$15,000	\$0	\$15,000	\$0	<ul style="list-style-type: none"> <li></li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2018/19</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div> <div>C</div>
					<div>Actual</div>
General Sewerage Pump Replacement 18-19 (19S-PUMP-R2)	\$40,000	\$0	\$40,000	\$5,582	<ul style="list-style-type: none"> <li>To be delivered by Council staff.</li> <li>Replacements as required.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2018/19</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>C</div>
					<div>Actual</div> <div>P</div>
Structural Refurb SPS 22 & SPS 08 (19S-SPSU-R1)	\$300,000	\$0	\$300,000	\$3,535	<ul style="list-style-type: none"> <li>Works to be undertaken by contractors.</li> <li>AECOM is finalising design and creating tender documents.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2018/19</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div> <div>C</div>
					<div>Actual</div> <div>P</div> <div>A</div>
Replace SPS Switchboard (19S-SWBD-R1)	\$100,000	\$0	\$100,000	\$52	<ul style="list-style-type: none"> <li>Works to be undertaken by contractors.</li> <li>Lahtinen Electrical &amp; Refrigeration have been awarded the contract to supply switchboards.</li> </ul>
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2018/19</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div> <div>C</div>
					<div>Actual</div> <div>P</div>



Assessment/Design



Procurement



Construction

## WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 DECEMBER 2018

## Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/19			2018/2019 Actual Expenditure	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
Upgrade Sewer TLC-02-01 to TLX 18-19 (19S-TELM-R1)	\$15,000	\$0	\$15,000	\$0	• Works to be undertaken by contractors.												
					Project Completed					Assets Created/Project Capitalised							
					2018/19	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
ISTP Inlet and Bypass Design (19S-TPTU-N1)	\$50,000	\$0	\$50,000	\$0	• Geotechnical works to be carried out by contractors.												
					Project Completed					Assets Created/Project Capitalised							
					2018/19	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
2018/2019 Capital Works	\$3,732,000	\$1,000,000	\$4,732,000	\$314,648													



## Water and Sewerage Operational Costs Progress Report

Work Type	Financial Year 18/19 YTD Costs			Financial Year 18/19 YTD Total Costs	December 18/19 Total Costs	Financial Year 17/18 YTD Costs			Financial Year 17/18 YTD Total Costs	Financial Year 17/18 Total Costs	December 17/18 Total Costs
	Reactive	Scheduled	Operational			Reactive	Scheduled	Operational			
Water Connection Operations & Maintenance	\$48,485.63	\$38,287.17	\$1,279.01	\$88,051.81	\$17,584.77	\$44,580.98	\$43,473.95	\$2,283.63	\$90,338.56	\$228,867.00	\$22,799.20
Water Fire Hydrant Operations & Maintenance	\$15,059.64	\$1,825.48	\$3,109.13	\$19,994.25	\$786.54	\$27,553.15	\$793.76	\$1,504.64	\$29,851.55	\$19,365.32	\$2,078.79
Water Mains Operations & Maintenance	\$13,603.69	\$0.00	\$3,936.46	\$17,540.15	\$3,266.25	\$1,358.39	\$0.00	\$2,260.82	\$3,619.21	\$26,680.51	\$636.91
Water Valve Operations & Maintenance	\$2,600.65	\$0.00	\$781.98	\$3,382.63	\$58.87	\$4,765.95	\$0.00	\$3,919.04	\$8,684.99	\$9,117.80	\$1,868.62
Water Pump Station Operations & Maintenance	\$1,904.79	\$5,644.46	\$87,751.70	\$95,300.95	\$20,318.22	\$7,965.78	\$2,591.98	\$120,177.14	\$130,734.90	\$293,966.06	\$19,113.97
Water Pumps Operations & Maintenance	\$23,237.83	\$99.42	\$0.00	\$23,337.25	\$6,510.50	\$21,465.16	\$0.00	\$0.00	\$21,465.16	\$47,328.51	\$741.74
Water Switchboard Operations & Maintenance	\$4,406.62	\$7,116.08	\$0.00	\$11,522.70	\$230.32	\$15,620.49	\$4,540.77	\$0.00	\$20,161.26	\$15,874.74	\$535.64
Water Treatment Plant Operations & Maintenance	\$606.27	\$33,634.66	\$117,258.78	\$151,499.71	\$28,644.08	\$0.00	\$11,558.48	\$109,167.74	\$120,726.22	\$302,920.56	\$29,244.60
Water Tower Operations & Maintenance	\$189.23	\$0.00	\$2,516.22	\$2,705.45	\$496.31	\$7.50	\$0.00	\$4,722.32	\$4,729.82	\$8,659.76	\$785.85
Water General Operations	\$269.72	\$853.00	\$52,355.01	\$70,367.65	\$7,491.14	\$0.00	\$0.00	\$56,483.89	\$56,483.89	\$79,306.21	\$6,091.25
Sewer Connection Operations & Maintenance	\$0.00	\$0.00	\$3,950.70	\$3,950.70	\$779.29	\$1,239.07	\$124.03	\$0.00	\$1,363.10	\$14,434.28	\$0.00
Sewer Mains Operations & Maintenance	\$10,031.19	\$4,486.60	\$1,209.74	\$15,727.53	\$2,114.46	\$2,309.83	\$1,047.36	\$723.47	\$4,080.66	\$8,914.12	\$953.94
Sewer MHoles Operations & Maintenance	\$1,159.79	\$0.00	\$745.90	\$1,905.69	\$0.00	\$1,000.27	\$0.00	\$1,043.01	\$2,043.28	\$1,501.13	\$39.15
Sewer Pump Station Operations & Maintenance	\$0.00	\$0.00	\$95,878.77	\$95,878.77	\$16,626.14	\$0.00	\$0.00	\$84,629.88	\$84,629.88	\$280,979.73	\$24,060.24
Sewer Switchboard Operations & Maintenance	\$11,996.27	\$5,053.07	\$0.00	\$17,049.34	\$1,899.20	\$13,105.68	\$4,903.38	\$0.00	\$18,009.06	\$36,274.11	\$1,755.22
Sewer Treatment Plant Operations & Maint	\$7,638.57	\$1,062.91	\$96,856.90	\$105,558.38	\$15,653.30	\$2,965.91	\$2,016.86	\$108,428.17	\$113,410.94	\$253,688.22	\$18,875.80
Sewer Pumps Operations & Maintenance	\$24,170.24	\$0.00	\$0.00	\$24,170.24	\$3,847.57	\$28,067.57	\$2,862.92	\$0.00	\$30,930.49	\$56,362.30	\$2,461.63
Sewer General Operations	\$0.00	\$0.00	\$40,473.97	\$40,473.97	\$5,519.38	\$0.00	\$0.00	\$48,224.84	\$48,224.84	\$91,176.99	\$7,673.82
Sewer Wetlands Operations & Maintenance	\$0.00	\$0.00	\$17,339.08	\$17,339.08	\$945.99	\$0.00	\$723.39	\$21,249.00	\$21,972.39	\$31,604.00	\$2,749.69
	\$165,360.13	\$98,062.85	\$525,443.35	\$805,756.25	\$132,772.33	\$172,005.73	\$74,636.88	\$564,817.59	\$811,460.20	\$1,807,021.35	\$142,466.06
	• Total Water Budget			\$1,000,609.00							
	• Total Sewerage Budget			\$1,195,625.00							

Lyons Street Water Main Replacement





Lyons Street Water Main Replacement



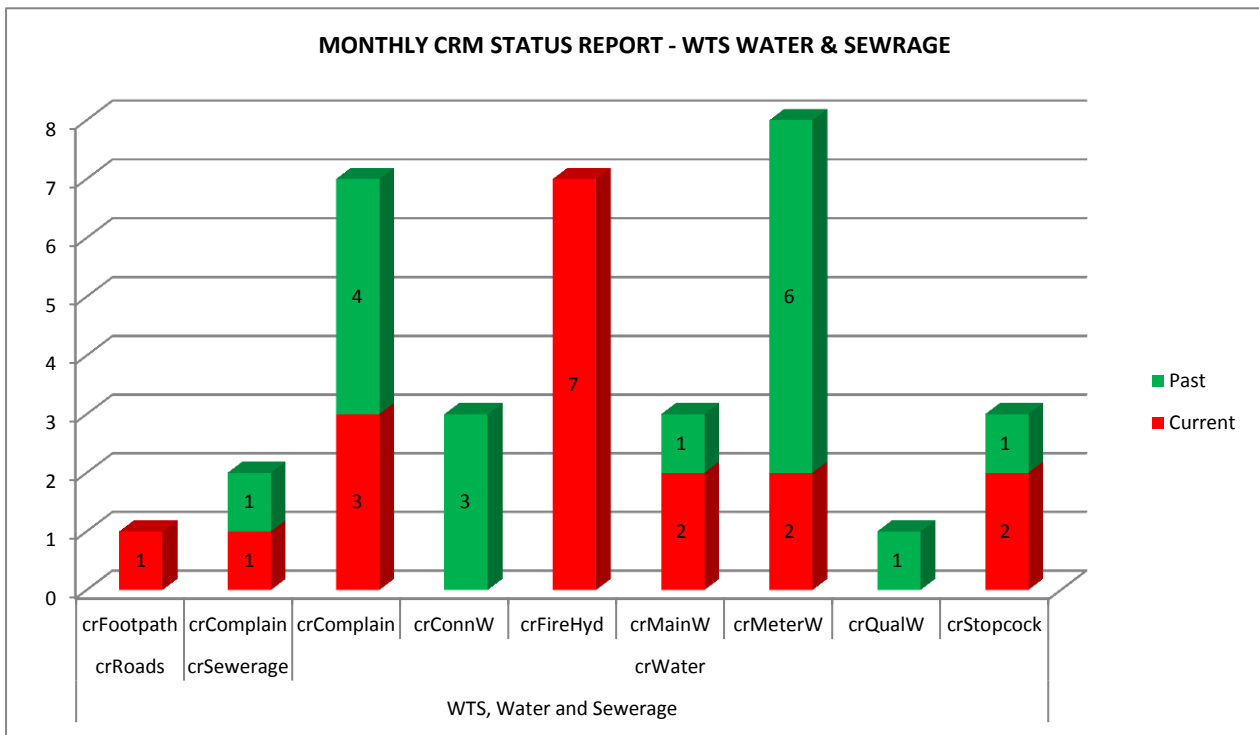
Lyons Street Water Main Replacement



**CUSTOMER REQUEST MANAGEMENT (CRM) REPORT**

**Water and Sewerage Requests - Month of December 2018**

Row Labels	Current	Past	Grand Total
Water and Sewerage	18	17	35
<u>Roads</u>	1		1
Footpath	1		1
<u>Sewerage</u>	1	1	2
Complaint	1	1	2
<u>Water</u>	16	16	32
Complaint	3	4	7
Water Connection		3	3
Fire Hydrant	7		7
Water Main	2	1	3
Water Meter	2	6	8
Water Quality		1	1
Stopcock	2	1	3
<u>Grand Total</u>	18	17	35





# HINCHINBROOK SHIRE COUNCIL

## SHIRE WATER and SEWERAGE SCHEMES REPORT DECEMBER 2018



### 1. WATER

	Ingham River PS	Martin St. Depot WTP	Halifax WTP	Macknade WTP	Forrest Beach WTP
Total KI Pumped	21620	100270	598	20218	17068
Previous Month	95521	67326	290	28357	26383
	Halifax Depot	Ing to F/Bch Flow			
Total KI Pumped	6993	4526			
Previous Month	15656	6262			

### 2. WATER CONSUMPTION

	Total KI	Mean Day	Max Day	Min Day	l/c/d	Prev. Month
SCHEME 1 - Ingham/Toobanna/Trebonne	110371	3560	7127	2714	583	744
SCHEME 2 - Halifax/Lucinda/Cordelia/Macknade/Taylors Beach	27810	897	1805	616	303	483
SCHEME 3 - Forrest Beach	17068	422	483	310	438	676

### 3. SEWERAGE

	Total KI	Mean Day	Max Day	Min Day	Prev Month Total KI	Prev Month Mean Day
Ingham Sewerage Treatment Plant - Inlet Flow	177998	5742	15121	1105	35023	1167
Ingham Sewerage Treatment Plant - Pumped to Community Wetlands	58678	1893	2787	341	27263	909
Ingham Sewerage Treatment Plant - Outlet Flow to Herbert River - W3	101143	3263	12121	0	0	0
Hinchinbrook Community Wetlands - Inlet Flow	48402	1561	1987	489	19667	787
Hinchinbrook Community Wetlands - Outlet Flow - W1	83088	2680	4187	1287	24065	963
Lucinda Sewerage Treatment Plant - Outflow to Irrigation	1670	54	259	7	431	14
Lucinda Sewerage Treatment Plant - Outflow _ W2 - Ocean	0	0	0	0	0	0
Trebonne Sewerage	3442	111	314	21	1965	66

## Escherichia Coli Health Compliance Quarterly Report

Ingham Water Supply - Raw Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	4	1	0	0	5
Tests Failures	2	1	0	0	3
Tests Passed	2	0	0	0	2
% Passed	50.00%	0%	#DIV/O!	#DIV/O!	40%

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

Ingham Water Supply - Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	18	20	1	0	39
Tests Failures	0	0	0	0	0
Tests Passed	18	20	1	0	39
% Passed	100%	100%	100%	#DIV/O!	100%

Forrest Bch Water Supply - Raw Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	2	2	0	0	4
Tests Failures	0	1	0	0	1
Tests Passed	2	1	0	0	3
% Passed	100%	50%	#DIV/O!	#DIV/O!	75%

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

Forrest Bch Water Supply- Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	13	12	2	1	28
Tests Failures	0	0	0	0	0
Tests Passed	13	12	2	1	28
% Passed	100%	100%	100%	100%	100%

Lower Herbert Water Supply - Raw Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	2	3	1	0	6
Tests Failures	0	2	1	0	3
Tests Passed	2	1	0	0	3
% Passed	100%	33%	0%	#DIV/O!	50%

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

Lower Herbert Water Supply- Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	17	14	2	0	33
Tests Failures	0	0	0	0	0
Tests Passed	17	14	2	0	33
% Passed	100%	100%	100%	#DIV/O!	100%

	NO. of TESTS	NO. of Passes	FAILURES	Compliance
INGHAM Reticulation	20	20	0	100%
TREBONNE Reticulation	7	7	0	100%
TOOBANNA Reticulation	5	5	0	100%
BLACKROCK Reticulation	7	7	0	100%
FORREST BCH Reticulation	27	27	0	100%
TAYLORS BCH Reticulation	8	8	0	100%
MKD/BEM Reticulation	8	8	0	100%
HALIFAX Reticulation	9	9	0	100%
LUCINDA Reticulation	6	6	0	100%
CORDELIA Reticulation	2	2	0	100%
TOTAL	99	99	0	100%

SCHEME 1 - INGHAM SUPPLY	39	39	0	100%
SCHEME 2 - L/HERBERT SUPPLY	33	33	0	100%
SCHEME 3 FORREST BCH SUPPLY	27	27	0	100%
HINCHINBROOK WATER SUPPLY	99	99	0	100%



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**INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT – 31 DECEMBER 2018**

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**Strategic Considerations**

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

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**Budget, Financial and Resource Implications**

- Capital Works Budget
- Operational Works

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**Asset Management**

This report details progress made on capital renewal, upgrade and maintenance delivery for the Works Department and the assets that it is responsible for.

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**Executive Summary**

For the month of December 2018, the Works Capital Works Progress Report that follows provides a breakdown of projects as approved in the 2018/2019 Capital Works Program.

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**Council Decision – Recommendation**

That Council receive and note the information in the Report.



### Officers Summary

Works Currently in Progress:

#### Major Works Performed During December 2018

- 18R4 - Barberos Road Rehabilitation to Rural Standard
- 18ESU - Emulsion Storage Tank
- 18R2 - Insitu Stabilising of Class 5 Roads (Roads included in program: Altofts, Moores, Mudies, McKells, Seris and Seris Offset)
- 19D1 - Grated Kerb Entry Replacement Program
- 18R5 - Zammits Road Rehabilitation Works
- 18K1 - Kerb Crossing Improvements
- 19KR - K & C Rehabilitation Program (corner of Hawkins Street and Lannercost Street)
- 19FR - Footpath Rehabilitation Program (corner of Hawkins Street and Lannercost Street)

#### Works Scheduled to Commence During January 2019

- 19T9 - Mt Gardiner Road Seal Extension
- 19T3 - Hawkins Creek Road - Pavement Sealing and Drainage Works
- 19P1 - Palm Street - Bitumen Reseal of Gravel Car Park
- 19T8 - Cooks Lane Pavement Upgrade
- 18R9 - Taylors Beach Boat Ramp Road
- 19R2 - Sealing Turnout Program
- 19PK1 - Palm Creek Walkway - Boardwalk

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### Historical Information

Not applicable concerning acceptance of this Report.

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### Policy Implications

Not applicable concerning acceptance of this Report.

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### Risk Management Implications

Not applicable concerning acceptance of this Report.

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### Statutory Environment

Not applicable concerning acceptance of this Report.

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### Consultation

Nil

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### Attachments

- Works Capital Works Program Report
  - Works Request Report
-

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/2019			2017/2018 Budget Carry Forward	2018/2019 Expenditure incl. commitments	Comments & Project Timeline																																																						
	HSC Budget	Other Source	Total																																																									
2018-2019 Capital Projects																																																												
TIDS Program																																																												
Wallaman Falls Road - Reseal Works (19T1)	\$50,000	\$50,000	\$100,000		\$1,290	<ul style="list-style-type: none"><li>Construction works are scheduled on completion of NDDRA works on the range.</li><li>After discussions with the NDDRA contractor Keita Services, they are scheduled to be completed NDDRA works by mid February 2019 (weather permitting). Sealing works have been scheduled accordingly.</li></ul> <table><tr><td></td><td colspan="5">Project Completed</td><td colspan="5">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2018/2019</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td>A</td><td></td><td></td><td></td><td></td><td></td><td></td><td>P</td><td>C</td><td></td><td></td></tr><tr><td>Actual</td><td></td><td>A</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed					Assets Created/Project Capitalised							2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast		A							P	C			Actual		A												
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Actual		A																																																										
Hawkins Creek Road - Pavement Sealing and Drainage Works (19T3)	\$25,000	\$25,000	\$50,000		\$4,219	<ul style="list-style-type: none"><li>Proposed sites confirmed between Design and the Works Department.</li><li>Design received by Works Department.</li><li>Pre-Start Meeting held on Friday, 30 November 2018. Works are scheduled to commence in January.</li></ul> <table><tr><td></td><td colspan="5">Project Completed</td><td colspan="5">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2018/2019</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td>A</td><td></td><td>P</td><td></td><td>C</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td></td><td>A</td><td></td><td>P</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed					Assets Created/Project Capitalised							2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast			A		P		C						Actual			A		P									
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Forecast			A		P		C																																																					
Actual			A		P																																																							
Elphinstone Pocket Road - Resealing Works (19T4)	\$51,500	\$51,500	\$103,000		\$70,124	<ul style="list-style-type: none"><li>Line marking is completed.</li></ul> <table><tr><td></td><td colspan="5">Project Completed</td><td colspan="2">P</td><td colspan="5">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2018/2019</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td>A</td><td></td><td></td><td>P</td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td>A</td><td></td><td>P</td><td>C</td><td></td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed					P		Assets Created/Project Capitalised							2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast		A			P	C							Actual	A		P	C		C						
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Taylor's Beach Road - Resealing Works (19T5)	\$57,500	\$57,500	\$115,000		\$59,320	<ul style="list-style-type: none"><li>Sealing works were completed 16 November 2018. Line marking works were completed on 27 November 2018.</li></ul> <table><tr><td></td><td colspan="5">Project Completed</td><td colspan="2">P</td><td colspan="5">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2018/2019</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td>A</td><td></td><td></td><td>P</td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td>A</td><td></td><td>P</td><td>C</td><td></td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed					P		Assets Created/Project Capitalised							2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast		A			P	C							Actual	A		P	C		C						
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Four Mile Road - Resealing Works (19T7)	\$39,000	\$39,000	\$78,000		\$56,045	<ul style="list-style-type: none"><li>Sealing works are now complete, line marking works were completed on 22 November 2018.</li></ul> <table><tr><td></td><td colspan="5">Project Completed</td><td colspan="2">P</td><td colspan="5">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2018/2019</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td>A</td><td></td><td></td><td>P</td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td>A</td><td>P</td><td>C</td><td>C</td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed					P		Assets Created/Project Capitalised							2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast		A			P	C							Actual		A	P	C	C	C						
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Cooks Lane (19T8)	\$85,000	\$85,000	\$170,000		\$812	<ul style="list-style-type: none"><li>Construction plans have been received by the Works Department.</li><li>Pre-Start Meeting held on Wednesday, 12 December 2018. Works are scheduled to commence in the new year.</li></ul> <table><tr><td></td><td colspan="5">Project Completed</td><td colspan="5">Assets Created/Project Capitalised</td><td colspan="2"></td></tr><tr><td>2018/2019</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td>A</td><td></td><td></td><td></td><td>P</td><td>C</td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td></td><td>A</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed					Assets Created/Project Capitalised							2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast			A				P	C					Actual			A											
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Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/2019			2017/2018 Budget Carry Forward	2018/2019 Expenditure incl. commitments	Comments & Project Timeline																																																					
	HSC Budget	Other Source	Total																																																								
Mount Gardiner Road - Seal Extension - Ch 900 to Ch 3500 (19T9)	\$99,779	\$99,779	\$199,558		\$1,428	<div>• Construction Plans have been received by the Works Department. Pre-Start Meeting held on Thursday, 22 November 2018.</div> <div>• As a result of the Pre-Start Meeting, it was determined that preliminary works would be undertaken in December. However, as a result of the recent wet weather event these works have been re-scheduled for January.</div> <table><tr><td></td><td colspan="6">Project Completed</td><td colspan="6">Assets Created/Project Capitalised</td><td></td></tr><tr><td>2018/2019</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td colspan="3">A</td><td>P</td><td>C</td><td></td><td>C</td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td></td><td colspan="3">A</td><td>P</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed						Assets Created/Project Capitalised							2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast			A			P	C		C				Actual			A			P						
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Forecast			A			P	C		C																																																		
Actual			A			P																																																					
Bridge Projects																																																											
Bridge Inspections and Design (19B1)	\$150,000	\$0	\$150,000		\$0	<div>• Budget required for procurement for bridges due for Level 2 and 3 inspections in the 2018/19 financial year to be undertaken (12x Level 3 inspections, 11x Level 2 inspections).</div> <table><tr><td></td><td colspan="6">Project Completed</td><td colspan="6">Assets Created/Project Capitalised</td><td></td></tr><tr><td>2018/2019</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td colspan="10">A</td></tr><tr><td>Actual</td><td></td><td></td><td>A</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed						Assets Created/Project Capitalised							2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast			A										Actual			A									
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Forecast			A																																																								
Actual			A																																																								
Dalrymple Creek Bridge - Hawkins Creek Road (19B2)	\$120,000	\$0	\$120,000		\$0	<div>• RF002922 has been issued seeking a consultant to undertake the design and provide construction support for both Dalrymple Creek and Macknade Creek Bridge (Budget from 18B1). RFQ closed on 17 December 2018 with 3 quotations received. Contract to be assessed and awarded in the new year.</div> <table><tr><td></td><td colspan="6">Project Completed</td><td colspan="6">Assets Created/Project Capitalised</td><td></td></tr><tr><td>2018/2019</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>P</td><td colspan="2">C</td></tr><tr><td>Actual</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>P</td><td></td><td></td><td></td><td></td></tr></table>		Project Completed						Assets Created/Project Capitalised							2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast										P	C		Actual								P				
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Forecast										P	C																																																
Actual								P																																																			
Macknade Creek Bridge - Old Wharf Road (19B3)	\$70,000	\$0	\$70,000		\$0	<div>• RF002922 has been issued seeking a consultant to undertake the design and provide construction support for both Dalrymple Creek and Macknade Creek Bridge (Budget from 18B1). RFQ closed on 17 December 2018 with 3 quotations received. Contract to be assessed and awarded in the new year.</div> <table><tr><td></td><td colspan="6">Project Completed</td><td colspan="6">Assets Created/Project Capitalised</td><td></td></tr><tr><td>2018/2019</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>P</td><td colspan="2">C</td></tr><tr><td>Actual</td><td></td><td></td><td></td><td></td><td></td><td></td><td>P</td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed						Assets Created/Project Capitalised							2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast										P	C		Actual							P					
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Forecast										P	C																																																
Actual							P																																																				
Rehabilitation Programs																																																											
K&C Rehabilitation Program (19KR)	\$150,000	\$0	\$150,000		\$58,755	<div>• Funds to be directed to Covell Street K&amp;C rehabilitation and Lannercost Street adjacent to Iweak Fitness.</div> <div>• Kerbing at Tweak Fitness Lannercost Street is complete. Reinstatement of the pavement adjacent to the kerbing commenced on 28 November 2018.</div> <div>• Works were anticipated to be completed in December, however due to the recent wet weather event completion works have been rescheduled for January.</div> <table><tr><td></td><td colspan="6">Project Completed</td><td colspan="6">Assets Created/Project Capitalised</td><td></td></tr><tr><td>2018/2019</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td>P</td><td colspan="3">C</td><td></td><td>C</td><td>A</td><td>P</td><td colspan="2">C</td></tr><tr><td>Actual</td><td></td><td></td><td>P</td><td></td><td>C</td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed						Assets Created/Project Capitalised							2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast			P	C				C	A	P	C		Actual			P		C	C						
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Forecast			P	C				C	A	P	C																																																
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Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/2019			2017/2018 Budget Carry Forward	2018/2019 Expenditure incl. commitments	Comments & Project Timeline												
	HSC Budget	Other Source	Total															
Footpath Rehabilitation Program (19FR)	\$171,000	\$0	\$171,000		\$117,429	<ul style="list-style-type: none"><li>Funds to be directed to Lannercost Street adjacent to Tweak Fitness.</li><li>Michael Bartolini Concreting commenced pouring the exposed aggregate footpath on 15 November 2018 and the remainder of the exposed aggregate footpath was completed on 23 November 2018.</li><li>Works were anticipated to be completed in December, however due to the recent wet weather event completion works have been rescheduled for January.</li></ul>												
							Project Completed				Assets Created/Project Capitalised							
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast				P		C		C				
						Actual			A	P		C						
Annual Reseal Program (19RS)	\$355,920	\$0	\$355,920		\$320,966	<ul style="list-style-type: none"><li>Line marking is now complete.</li></ul>												
							Project Completed				Assets Created/Project Capitalised							
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		C			C							
						Actual		C			C							
Replace Grated Entry with Kerb Entry (19D1)	\$20,000	\$0	\$20,000		\$19,185	<ul style="list-style-type: none"><li>All three sites completed.</li><li>Post-Construction Meeting to be scheduled.</li></ul>												
							Project Completed				Assets Created/Project Capitalised							
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		A			P		C					
						Actual		A			P		C					
Miscellaneous Projects																		
Dungeness Commercial Wharf (19DCW)	\$75,000	\$0	\$75,000		\$0	<ul style="list-style-type: none"><li>Request for Quotation for replacing fender posts, arch fenders, handrails and bollards to be prepared and issued.</li></ul>												
							Project Completed				Assets Created/Project Capitalised							
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast				P		C						
						Actual							P					
Taylors Beach Dredging (19TBAM)	\$100,000	\$0	\$100,000		\$68,292	<ul style="list-style-type: none"><li>Works completed.</li></ul>												
							Project Completed				Assets Created/Project Capitalised							
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		P	C									
						Actual		P	C									
Ingham Aerodrome (19AER)	\$21,000	\$0	\$21,000		\$13,633	<ul style="list-style-type: none"><li>Aerodrome Management Services was awarded the contract to supply the replacement gable markers for the airstip. Delivery is expected by end of January 2019.</li></ul>												
							Project Completed				Assets Created/Project Capitalised							
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast						P		C				
						Actual						P	P					

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/2019			2017/2018 Budget Carry Forward	2018/2019 Expenditure incl. commitments	Comments & Project Timeline												
	HSC Budget	Other Source	Total															
Drainage Projects																		
Drainage Upgrade Program (19D2)	\$258,000	\$0	\$258,000		\$3,469	• Design reviewing scope of works for Trebonne Drainage.												
						Project Completed			Assets Created/Project Capitalised									
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast							A				P	C
Actual							A											
Road Projects																		
Lyons Street (19R1)	\$493,000	\$0	\$493,000		\$0	• Allocated to complete with the 2017/18 budget. • Awaiting outcomes from discussions between Mayor and residents.												
						Project Completed			Assets Created/Project Capitalised									
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast							A				P	C
Actual																		
Sealing Turnout Program (19R2)	\$87,000	\$0	\$87,000		\$0	• Design plans have been completed for this project. Job folders to be developed and Pre-Start Meeting to be held.												
						Project Completed			Assets Created/Project Capitalised									
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast					A			C				
Actual					A													
Neilsen Street (19R3)	\$220,000	\$0	\$220,000		\$10,935	• Survey completed. • RFQ awarded to Langtree Consulting and design work has commenced.												
						Project Completed			Assets Created/Project Capitalised									
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		P			A				P		C	
Actual		P			A													
Marina Parade - Cul-de-sac Works (19R4)	\$134,000	\$0	\$134,000		\$10,811	• Survey completed. • RFQ awarded to Langtree Consulting and design work has commenced, with preliminary plans completed for review.												
						Project Completed			Assets Created/Project Capitalised									
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		P			A				P		C	
Actual		P			A													
River Avenue (19R5)	\$38,000	\$0	\$38,000		\$0	• Design in progress. Awaiting advice from MAMS regarding bin collection point.												
						Project Completed			Assets Created/Project Capitalised									
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast						A			P		C	
Actual						A												
Cassady Beach Access Road Improvements (19CBA)	\$30,000	\$0	\$30,000		\$0	• Design plans have been completed for this project. Job folders in progress and to be released to the Works Department.												
						Project Completed			Assets Created/Project Capitalised									
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast						A						
Actual						A			C									



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 DECEMBER 2018

## Works Capital Works Progress Report

Project Description <i>(Project Code)</i>	Programme Estimate 2018/2019			2017/2018 Budget Carry Forward	2018/2019 Expenditure incl. commitments	Comments & Project Timeline												
	HSC Budget	Other Source	Total															
Footpath Projects																		
Kerb Crossing Improvements to Non Compliant Crossings (18K1)	\$290,000	\$0	\$290,000		\$58,059	• Kerb crossings at Macrossan Street (TYTO), Abbott Street (Our Lady of Lourdes) and Lannercost Street (adjacent to JK's) are completed.												
						Project Completed			Assets Created/Project Capitalised									
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast			P	C		C		C				
						Actual			P	C		C						

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/2019			2017/2018 Budget Carry Forward	2018/2019 Expenditure incl. commitments	Comments & Project Timeline													
	HSC Budget	Other Source	Total																
Sir Arthur Fadden Parade - Palms Aged Care to Victoria Mill Road (17F2)	\$100,000	\$0	\$100,000		\$0	<ul style="list-style-type: none"><li>• Survey completed.</li><li>• RFQ awarded to Langtree Consulting and design work has commenced.</li><li>• Langtree Consulting has provided Council with preliminary design plans. Public Consultation has been scheduled for Tuesday, 8 January 2019.</li></ul>													
							Project Completed			Assets Created/Project Capitalised									
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast			P	A			P			C			
						Actual			P	A									
Palm Creek Walkway - Boardwalk (19PK1)	\$80,000	\$0	\$80,000		\$58,868	<ul style="list-style-type: none"><li>• Scope of works confirmed by Works Department.</li><li>• RFQ released to market for boardwalk and awarded.</li></ul>													
							Project Completed			Assets Created/Project Capitalised									
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast				P						C			
						Actual				P									
Safety Projects																			
Safety and Amenity Improvement Program (19R6)	\$0	\$0	\$0		\$0	<ul style="list-style-type: none"><li>• Request to Council submitted for budget provision to be directed at alternative projects.</li></ul>													
							Project Completed			Assets Created/Project Capitalised									
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast													
						Actual													
17/18 Budget Carryovers																			
Safety and Amenity Improvement Program (18R1)	\$19,000	\$0	\$19,000		\$16,921	<ul style="list-style-type: none"><li>• Scope of works has been confirmed with adjacent land owner and Works Manager.</li></ul>													
							Project Completed			Assets Created/Project Capitalised									
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast					A	C			C				
						Actual						C							
Nebbias Road Seal Extension (18R3)	\$335,000	\$0	\$335,000		\$322,811	<ul style="list-style-type: none"><li>• This project is now complete.</li><li>• Post construction meeting is scheduled for 31 January 2019.</li></ul>													
							Project Completed			P		Assets Created/Project Capitalised							
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast	A		P	C									
						Actual			P	C									
Barberos Road Rehab to Rural Standard (18R4)	\$134,000	\$0	\$134,000		\$202,923	<ul style="list-style-type: none"><li>• Sealing works complete. Second coat seal to be undertaken early 2019.</li></ul>													
							Project Completed			Assets Created/Project Capitalised									
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast			A	P	C		C		C				
						Actual					C	C							
Zammits Road - Road Rehabilitation (18R5)	\$130,000	\$0	\$130,000		\$149,468	<ul style="list-style-type: none"><li>• Sealing works complete. Second coat seal to be undertaken early 2019.</li></ul>													
							Project Completed			Assets Created/Project Capitalised									
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast					P	C		C					
						Actual					C	C							



## Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/2019			2017/2018 Budget Carry Forward	2018/2019 Expenditure incl. commitments	Comments & Project Timeline												
	HSC Budget	Other Source	Total															
Jourama Road - Road Upgrade (18R6)	\$158,000	\$0	\$158,000		\$152,315	• This project commenced on 4 June 2018 and was completed on 31 August 2018 and a post construction meeting has been conducted.												
							Project Completed			P		Assets Created/Project Capitalised						
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	C											
						Actual	C											
Insitu Stabilisation of Class 5 Roads (18R2)	\$296,000	\$0	\$296,000		\$240,409	• Contract has been awarded to Timrith Transport. • Pre Construction meeting was conducted on 13 November 2018. • Construction commenced on Altofts Road on 16 November 2018.												
							Project Completed					Assets Created/Project Capitalised						
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		A	P			C						
						Actual		A	P			C						
Supplement Road (17R3)	\$115,000	\$0	\$115,000		\$33,076	• Gravel Resheeting is completed, approximately 80% of the culvert works are complete. Works to be scheduled for completion when site conditions allow.												
							Project Completed					Assets Created/Project Capitalised						
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		C							C			
						Actual		C										
Annual Reseal Program (18RS)	\$40,000	\$0	\$40,000		\$22,149	• Line marking is now complete.												
							Project Completed			P		Assets Created/Project Capitalised						
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	C				C							
						Actual	C				C							
Lucinda Groynes (18LG)	\$164,000	\$0	\$164,000		\$13,336	• Construction is scheduled for the next set of favourable tides in January and February.												
							Project Completed					Assets Created/Project Capitalised						
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast			C		C			C				
						Actual			C		C							
Kerb and Channel Rehabilitation Program (18KR)	\$59,000	\$0	\$59,000		\$72,383	• Works on the McIlwraith Street sites commenced on 17 July 2018 and was completed on 13 August 2018. • Post construction was conducted. • This project is now complete.												
							Project Completed			P		Assets Created/Project Capitalised						
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast		C										
						Actual		C										
Building Our Regions Footpaths (17F2)	\$745,000	\$0	\$745,000		\$505,852	• Footpath construction works are at practical completion. Awaiting finalisation of three Telstra pits to fully complete project. Sir Arthur Fadden Footpath to be included as part of project.												
							Project Completed					Assets Created/Project Capitalised						
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	C											
						Actual	C											





## Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/2019			2017/2018 Budget Carry Forward	2018/2019 Expenditure incl. commitments	Comments & Project Timeline															
	HSC Budget	Other Source	Total																		
Long Pocket Road - Road Widening (17R9)	\$700,000	\$0	\$700,000		\$699,590	• Works completed.															
						Project Completed			P		Assets Created/Project Capitalised										
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast	C														
						Actual	C														
DILGP Flood Monitoring Instruments (18FM)	\$53,100	\$35,400	\$88,500		\$45,444	Four rain gauges have been installed and comissioned. RFQ for the installation of two river height CCTV systems at the Igham Pump Station and the Gairloch River height stations has been awarded to Prospect Group. Installation scheduled for February 2019.															
						Project Completed					Assets Created/Project Capitalised										
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast									P	C					
						Actual									P						
Bridge Inspections and Design (18B1)	\$150,000	\$0	\$150,000		\$44,757	• RF002948 has been issued via Local Buy to engaged a timber specialist to carry out an inspection of Kirks Bridge and provide a remedial method and estimated project costings. RFQ closes on 15 January 2019.															
						• RF002922 has been issued seeking a consultant to undertake the design and provide construction support for both Dalrymple Creek and Macknade Creek Bridge. RFQ closed on 17 December 2018 with 3 quotations received. Contract to be assessed and awarded in the new year.															
						Project Completed					Assets Created/Project Capitalised										
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast									P	C					
Actual									P												
Ballies Road Bridge - Balllies Road (18B2)	\$449,000	\$0	\$449,000		\$56,374	• Tender has been released to market, construction forecast to commence just after the 2019 wet season.															
						Project Completed					Assets Created/Project Capitalised										
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast								P	P	P				C	C
						Actual									P						
DTMR Boating Infrastructure - Dungeness Pontoon (17M1)	\$713,000	\$0	\$713,000		\$706,105	Construction has been completed, finalising payments and funding aquittalls.															
						Project Completed					Assets Created/Project Capitalised										
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast					C	C	C								
						Actual					C	C									
Emulsion Storage Tank (18ESU)	\$90,000	\$0	\$90,000		\$71,588	• Crews are currently constructing the foundations and bunded area for installation. Concrete pour was completed on 23 November 2018. On installation of the Emulsion Storage Unit the bund wall will be erected prior to commissioning.															
						Project Completed					Assets Created/Project Capitalised										
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast				P	C		C		C						
						Actual				P	C		C								

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/2019			2017/2018 Budget Carry Forward	2018/2019 Expenditure incl. commitments	Comments & Project Timeline											
	HSC Budget	Other Source	Total														
Works for Queensland (W4Q) - Carry Overs																	
Lucinda Swimming Enclosure (18SE)	\$43,755	\$0	\$43,755		\$20,305	<ul style="list-style-type: none"><li>Design and development assessment consultant has been awarded with pre-lodgement meeting held to determine development requirements.</li><li>Consultant has undertaken design options review for potential solutions. Presented to Council for consideration.</li><li>Report to Council will be provided regarding alternatives, usage data and proposed direction.</li></ul>											
						Project Completed			Assets Created/Project Capitalised								
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast											
						Actual											
Bosworth Road (18R11)	\$441,118	\$91,118	\$532,236		\$0	<ul style="list-style-type: none"><li>Design currently in progress for release to the market.</li><li>Includes \$182,236 of TIDS funding.</li></ul>											
						Project Completed			Assets Created/Project Capitalised								
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast											
						Actual											
Wallis Street Trebonne (18R8)	\$91,025	\$0	\$91,025		\$3,320	<ul style="list-style-type: none"><li>Public consultation has been undertaken.</li><li>Design completed for release to the market.</li></ul>											
						Project Completed			Assets Created/Project Capitalised								
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast											
						Actual											
Taylors Beach Boat Ramp Road (18R9)	\$112,624	\$0	\$112,624		\$70,858	<ul style="list-style-type: none"><li>RFQ has closed and Timrith Transport were the successful tenderer.</li></ul>											
						Project Completed			Assets Created/Project Capitalised								
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast											
						Actual											
Stone Street (18R10)	\$190,381	\$0	\$190,381		\$17,844	<ul style="list-style-type: none"><li>Langtree Consulting currently progressing design.</li><li>Langtree Consulting has provided Council with preliminary design plans. Public Consultation has been scheduled for Tuesday, 8 January 2019.</li></ul>											
						Project Completed			Assets Created/Project Capitalised								
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast											
						Actual											
Palm Street Parking (19P1)	\$60,000	\$0	\$60,000		\$42,775	<ul style="list-style-type: none"><li>Three contractors were approached to submit offers with only two contractors supplying quotes. Timrith Transport were the successful tenderer.</li><li>Pre construction meeting was conducted on 22 November 2018.</li></ul>											
						Project Completed			Assets Created/Project Capitalised								
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast											
						Actual											



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 DECEMBER 2018

## Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/2019			2017/2018 Budget Carry Forward	2018/2019 Expenditure incl. commitments	Comments & Project Timeline												
	HSC Budget	Other Source	Total															
Vince Corbett/Progress Park Playground (19PK2)	\$199,950	\$0	\$199,950		\$198,279	• Urban Play currently manufacturing equipment for installation.												
						Project Completed						Assets Created/Project Capitalised						
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast											C	
						Actual												
	\$8,859,652	\$534,297	\$9,393,949	\$0	\$4,642,519													

## Roads Operational Costs 2018/2019

Work Type	Financial Year 18/19 YTD Costs					Financial Year 18/19 YTD Total Costs	December 18/19 Total Costs	Financial Year 17/18 YTD Costs					Financial Year 17/18 YTD Total Costs	Financial Year 17/18 Total Costs	December 17/18 Total Costs
	Operational	SEALED Reactive	SEALED Scheduled	UNSEALED Reactive	UNSEALED Scheduled			Operational	SEALED Reactive	SEALED Scheduled	UNSEALED Reactive	UNSEALED Scheduled			
Administration	\$ 6,680.15					\$ 6,680.15	\$ 355.48	\$ 18,657.41					\$ 18,657.41	\$ 18,747.31	\$ 4,955.73
Drainage		\$ 28,047.69	\$ 43,877.38	\$ 12,956.23	\$ 21,723.74	\$ 106,605.04	\$ 18,923.67		\$ 23,756.93	\$ 25,654.21	\$ 32,037.22	\$ 21,408.97	\$ 102,857.33	\$ 186,430.77	\$ 15,180.55
Footpath		\$ 16,250.94	\$ 43,323.37	\$ 220.00	\$ 1,944.95	\$ 61,739.26	\$ 3,068.38		\$ 12,767.48	\$ 58,820.99	\$ 4,354.24	\$ 3,995.12	\$ 79,937.83	\$ 110,545.85	\$ 14,131.86
Kerb & Channel		\$ 15,827.47	\$ 66,775.13			\$ 82,602.60	\$ 6,867.16		\$ 20,878.75	\$ 48,585.74			\$ 69,464.49	\$ 117,724.68	\$ 5,465.13
Not Applicable	\$ 5,958.60					\$ 5,958.60	\$ 310.70	\$ 109.04					\$ 109.04	\$ 2,398.72	\$ -
Pavement		\$ 44,430.31	\$ 46,624.46	\$ 25,494.10	\$ 253,078.37	\$ 369,627.24	\$ 36,362.58		\$ 58,955.15	\$ 66,896.02	\$ 186,236.35	\$ 346,736.88	\$ 658,824.40	\$ 841,857.28	\$ 127,286.30
Road Traffic Devices		\$ 9,867.29	\$ 10,863.28	\$ 2,841.07	\$ 4,800.31	\$ 28,371.95	\$ 1,037.61		\$ 4,700.27	\$ 20,205.76	\$ 1,427.93	\$ 13,165.78	\$ 39,499.74	\$ 59,565.01	\$ 9,534.54
Signage		\$ 14,029.72	\$ 32,558.50	\$ 3,347.42	\$ 6,399.45	\$ 56,335.09	\$ 10,235.76		\$ 8,144.91	\$ 53,985.90	\$ 4,243.30	\$ 7,692.07	\$ 74,066.18	\$ 138,851.54	\$ 24,003.91
Surface		\$ 26,375.22	\$ 17,853.10			\$ 44,228.32	\$ 2,943.29		\$ 17,932.00	\$ 58,742.12			\$ 76,674.12	\$ 157,364.28	\$ 5,643.96
Sweeping		\$ 12,340.09	\$ 23,257.65			\$ 35,597.74	\$ 3,052.52		\$ 4,527.19	\$ 24,007.61			\$ 28,534.80	\$ 55,813.87	\$ 3,826.70
Vegetation Control		\$ 40,509.66	\$ 178,898.48	\$ 6,621.22	\$ 29,881.91	\$ 255,911.27	\$ 14,829.75		\$ 20,872.84	\$ 106,427.85	\$ 9,700.48	\$ 26,160.36	\$ 163,161.53	\$ 386,473.19	\$ 54,069.66
	\$ 12,638.75	\$ 207,678.39	\$ 464,031.35	\$ 51,480.04	\$ 317,828.73	\$ 1,053,657.26	\$ 97,986.90	\$ 18,766.45	\$ 172,535.52	\$ 463,326.20	\$ 237,999.52	\$ 419,159.18	\$ 1,311,786.87	\$ 2,075,772.50	\$ 264,098.34

• Total Transport Budget = \$3,237,428

# INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 DECEMBER 2018

## Roads Operational Costs - Rural/Urban/State Controlled 2018/2019

Road Classification	Financial Year 18/19 YTD Total Costs	December 18/19 Total Costs	Financial Year 17/18 YTD Total Costs	Financial Year 17/18 Total Costs	December 17/18 Total Costs
Classification not allocated	\$ 22,638.75	\$ 10,666.18	\$ 18,766.45	\$ 21,146.03	\$ 4,955.73
Rural	\$ 768,259.49	\$ 54,062.51	\$ 1,052,704.68	\$ 1,606,300.16	\$ 230,965.07
State Controlled Road	\$ 5,327.16	\$ 973.67	\$ 12,329.33	\$ 29,805.66	\$ 178.43
Urban	\$ 257,431.86	\$ 32,284.54	\$ 227,986.41	\$ 418,520.65	\$ 27,999.11
	\$ 1,053,657.26	\$ 97,986.90	\$ 1,311,786.87	\$ 2,075,772.50	\$ 264,098.34

• Total Transport Budget = \$3,237,428

• 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 2018/2019

Park Name	Park Type	Financial Year 18/19 YTD Costs			Financial Year 18/19 YTD Total Costs	December 18/19 Total Costs	Financial Year 17/18 YTD Costs			Financial Year 17/18 YTD Total Costs	Financial Year 17/18 Total Costs	December 17/18 Total Costs
		Operational	Reactive	Scheduled			Operational	Reactive	Scheduled			
Ingham Memorial Gardens	District		\$418.07	\$54,836.61	\$55,254.68	\$5,208.50		\$2,109.09	\$48,310.31	\$50,419.40	\$103,728.99	\$5,146.54
Garbutt Park	District		\$17,011.73	\$6,435.30	\$23,447.03	\$3,584.87		\$800.00	\$8,656.92	\$9,456.92	\$19,564.64	\$904.38
Palm Creek Lakes	District		\$464.08	\$4,143.84	\$4,607.92	\$523.27		\$628.99	\$5,021.52	\$5,650.51	\$14,359.76	\$289.68
Leo Park	District		\$0.00	\$3,542.49	\$3,542.49	\$244.52		\$168.83	\$5,551.18	\$5,720.01	\$11,138.17	\$850.94
Interact Park	District		\$486.84	\$3,034.72	\$3,521.56	\$302.63		\$65.29	\$2,156.12	\$2,221.41	\$6,893.77	\$209.15
Johnson Park	District		\$589.02	\$2,719.44	\$3,308.46	\$654.49		\$22.98	\$420.76	\$443.74	\$1,294.94	\$230.12
Cassady Park	District		\$839.76	\$2,270.82	\$3,110.58	\$37.37		\$132.54	\$883.19	\$1,015.73	\$2,077.76	\$72.42
Ingham Skate Park	District		\$356.03	\$1,665.46	\$2,021.49	\$149.52		\$609.05	\$1,633.23	\$2,242.28	\$4,532.69	\$210.41
Lucinda Lions Park	District		\$0.00	\$1,562.17	\$1,562.17	\$102.88		\$212.50	\$2,095.06	\$2,307.56	\$3,805.51	\$218.32
Heard Park	District			\$453.60	\$453.60	\$39.76			\$642.60	\$642.60	\$1,603.43	\$220.29
Taylor's Beach Foreshore Park	Local		\$938.34	\$9,918.52	\$10,856.86	\$1,537.67		\$2,652.65	\$8,332.93	\$10,985.58	\$21,335.62	\$1,665.30
Palm Creek Park	Local		\$800.00	\$6,826.14	\$7,626.14	\$632.06		\$1,846.21	\$12,521.92	\$14,368.13	\$26,503.41	\$1,981.04
John Dory Park	Local		\$5,958.01	\$1,052.67	\$7,010.68	\$834.49		\$48.00	\$698.34	\$746.34	\$7,246.77	\$90.00
Periwinkle Park	Local		\$193.52	\$3,649.14	\$3,842.66	\$804.34		\$0.00	\$1,021.00	\$1,021.00	\$4,651.23	\$296.84
Jack Bonning Park	Local		\$542.20	\$1,487.33	\$2,029.53	\$27.27		\$35.99	\$667.12	\$703.11	\$3,671.87	\$191.98
Rural Youth Park	Local		\$632.29	\$1,154.48	\$1,786.77	\$167.11		\$105.27	\$2,077.32	\$2,182.59	\$2,976.99	\$0.00
Lions Merv Wacker Park	Local		\$290.97	\$1,419.51	\$1,710.48	\$149.52		\$0.00	\$2,340.03	\$2,340.03	\$5,181.15	\$194.86
Stone River Park	Local		\$784.91	\$771.92	\$1,556.83	\$76.86		\$0.00	\$113.70	\$113.70	\$1,415.88	\$71.19
Rotaract Park	Local		\$39.27	\$1,415.32	\$1,454.59	\$0.00		\$0.00	\$1,074.90	\$1,074.90	\$4,880.42	\$277.20
Neilsen Park	Local		\$181.59	\$1,003.44	\$1,185.03	\$112.13		\$0.00	\$883.90	\$883.90	\$2,425.90	\$144.84
Apex Park	Local		\$255.75	\$898.79	\$1,154.54	\$230.35		\$5.40	\$1,397.31	\$1,402.71	\$3,383.25	\$189.72
Fred Heard Memorial Park	Local		\$0.00	\$486.78	\$486.78	\$0.00		\$0.00	\$617.89	\$617.89	\$1,509.72	\$120.00
Park Operations	Not Applicable			\$95,511.00	\$95,511.00	\$14,451.70			\$87,467.40	\$87,467.40	\$184,707.93	\$12,994.57
Parks Staff Training	Not Applicable	\$2,010.84			\$2,010.84	\$80.00	\$5,744.11			\$5,744.11	\$7,501.09	\$1,298.86
Vandalism	Not Applicable		\$794.03		\$794.03	\$27.62		\$526.52		\$526.52	\$2,221.19	\$0.00
Parks & Garden Drug & Alcohol Testing	Not Applicable		\$425.84		\$425.84	\$0.00		\$71.99		\$71.99	\$71.99	\$0.00
Rotary Park	Regional		\$18,188.78	\$21,602.19	\$39,790.97	\$8,237.32		\$6,222.56	\$22,574.68	\$28,797.24	\$78,958.35	\$3,019.28
Borello Park	Regional		\$3,620.57	\$9,732.32	\$13,352.89	\$2,727.51		\$2,145.78	\$6,532.40	\$8,678.18	\$16,759.05	\$1,109.61
Forrest Beach Foreshore Park	Regional		\$3,808.95	\$8,336.62	\$12,145.57	\$125.25		\$1,630.93	\$3,666.60	\$5,297.53	\$13,127.40	\$60.00
Lucinda Foreshore Park	Regional		\$4,079.63	\$5,809.50	\$9,889.13	\$489.10		\$822.29	\$6,400.94	\$7,223.23	\$19,510.68	\$0.00
Forrest Beach Progress Park	Regional		\$209.36	\$5,905.98	\$6,115.34	\$109.09		\$935.63	\$4,946.15	\$5,881.78	\$12,420.27	\$397.66
Forrest Beach Lions Park	Regional		\$5,021.78	\$1,055.45	\$6,077.23	\$103.03		\$481.97	\$170.94	\$652.91	\$1,173.97	\$96.97
Taylor's Beach Progress Park	Regional		\$2,451.05	\$2,332.31	\$4,783.36	\$1,659.94		\$1,182.53	\$3,389.88	\$4,572.41	\$7,969.61	\$455.12
Dungeness Park	Regional		\$96.76	\$4,592.68	\$4,689.44	\$302.71		\$628.74	\$5,660.35	\$6,289.09	\$20,765.03	\$363.16
Vince Corbett Park	Regional		\$275.39	\$2,609.17	\$2,884.56	\$56.26		\$1,036.78	\$2,348.24	\$3,385.02	\$6,245.41	\$293.00
Lucinda Foreshore Riparian	Regional		\$0.00	\$682.94	\$682.94	\$0.00		\$22,711.35	\$0.00	\$22,711.35	\$43,097.29	\$14,253.93
Taylor's Beach Lions Park	Regional		\$0.00	\$284.67	\$284.67	\$0.00		\$0.00	\$90.82	\$90.82	\$429.65	\$90.82
Melvin Park	Reserve		\$571.36	\$4,131.41	\$4,702.77	\$194.04		\$7.04	\$3,451.11	\$3,458.15	\$5,786.09	\$430.66
Jackson Park	Reserve		\$1,400.00	\$2,208.78	\$3,608.78	\$199.58		\$230.48	\$1,361.83	\$1,592.31	\$3,544.53	\$144.84
Sandy Waterhole Park	Reserve		\$22.73	\$1,738.93	\$1,761.66	\$667.32		\$0.00	\$1,940.44	\$1,940.44	\$4,424.31	\$430.66
Acacia Park	Reserve		\$0.00	\$1,068.96	\$1,068.96	\$196.62		\$0.00	\$1,590.97	\$1,590.97	\$4,136.63	\$1,360.91
Cockburn Park	Reserve			\$876.98	\$876.98	\$74.76			\$254.56	\$254.56	\$926.95	\$37.42
Thynne Park	Reserve		\$354.46	\$516.38	\$870.84	\$275.23		\$0.00	\$452.10	\$452.10	\$1,249.38	\$72.42
Mungalla Park	Reserve		\$180.29	\$485.17	\$665.46	\$0.00		\$436.32	\$466.82	\$903.14	\$2,264.75	\$556.32
Eddie Burke Park	Reserve		\$0.00	\$544.11	\$544.11	\$15.45		\$0.00	\$543.03	\$543.03	\$4,744.07	\$72.42
Henry Stone Park	Reserve			\$533.65	\$533.65	\$74.76			\$453.58	\$453.58	\$1,537.51	\$154.62
Euclid Park	Reserve		\$0.00	\$306.34	\$306.34	\$0.00		\$72.40	\$108.59	\$180.99	\$482.38	\$36.21
Myreia Park	Reserve		\$0.00	\$74.71	\$74.71	\$0.00		\$44.99	\$528.31	\$573.30	\$1,428.71	\$72.42
Herb Gough Park	Sports		\$1,428.02	\$795.66	\$2,223.68	\$322.40		\$0.00	\$989.19	\$989.19	\$2,763.33	\$0.00
Ingham Lions Park	Unknown		\$161.78	\$1,147.94	\$1,309.72	\$149.52		\$96.95	\$1,097.70	\$1,194.65	\$2,844.92	\$177.95
Riverdowns Estate Park	Unknown		\$0.00	\$619.05	\$619.05	\$0.00		\$0.00	\$883.98	\$883.98	\$1,567.05	\$450.00
Mt Fox Playground	Unknown		\$40.16	\$475.83	\$515.99	\$0.00		\$0.00	\$141.98	\$141.98	\$462.47	\$0.00
Palm Scrub	Unknown			\$13.30	\$13.30	\$0.00			\$12.90	\$12.90	\$25.80	\$0.00
Grand Total		\$2,010.84	\$73,913.32	\$284,740.52	\$360,664.68	\$45,958.82	\$5,744.11	\$48,728.04	\$264,642.74	\$319,114.89	\$707,329.66	\$52,005.05

• Total Budget = \$1,613,366

• Note: Expenditure under Parks Operations identifies costs associated with supervision of the Park and Garden operations not associated with an individual park. The costs include but are not limited to the managerial roles such as the Parks & Garden

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/2019			2018/2019 Expenditure includes commitments	Comments & Project Timeline														
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total																
2018-2019 Fleet Replacement Projects																			
Utility 2WD Cab Chassis Drop Side Body (PA00007)	\$38,000.00	\$0.00	\$38,000.00		• RF002680 has been developed and will be released to market in January 2019.														
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Utility 4WD Drop Side Body (PA00019)	\$45,000.00	\$0.00	\$45,000.00		• Developing specifications for RFQ documents.														
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Utility 4WD Space Cab Drop Side Body (PA00042)	\$48,000.00	\$0.00	\$48,000.00		• Developing specifications for RFQ documents.														
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Utility 4WD Drop Side Body (PA00043)	\$61,000.00	\$0.00	\$61,000.00		• RF002683 has been developed and will be released to market in January 2019.														
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Utility 2WD Dual Cab Drop Side Body (PA00045)	\$40,000.00	\$0.00	\$40,000.00		• RF002684 has been developed and will be released to market in January 2019.														
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Utility 4WD Dual Cab Style Side Body (PA00078)	\$55,000.00	\$0.00	\$55,000.00		• RF002685 has been developed and will be released to market in January 2019.														
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Utility 4WD Space Cab Drop Side Body (PA00116)	\$48,000.00	\$0.00	\$48,000.00		• RF002686 has been developed and will be released to market in January 2019.														
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													

## Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/2019			2018/2019 Expenditure includes commitments	Comments & Project Timeline														
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total																
2018-2019 Fleet Replacement Projects																			
Road Maintenance Truck Cold Mix (PA00058)	\$175,000.00	\$0.00	\$175,000.00		• RF002687 has been developed and will be released to market in January 2019.														
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Roller Pedestrian (PA00088)	\$15,000	\$0.00	\$15,000.00		• Developing specifications for RFQ documents.														
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Excavator (PA00031)	\$50,000	\$0.00	\$50,000.00		• Developing specifications for RFQ documents.														
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Roller Multi-Tyred (PA00066)	\$150,000	\$0.00	\$150,000.00		• RF002690 has been developed and will be released to market in January 2019.														
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Mower Ride-On (PA00025)	\$85,000	\$0.00	\$85,000.00		• Developing specifications for RFQ documents.														
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Mower Ride-On (PA00026)	\$85,000	\$0.00	\$85,000.00		• Developing specifications for RFQ documents.														
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Trailer Linemarker (PA00141)	\$8,000	\$0	\$8,000.00		• RF002693 has been developed and will be released to market in January 2019.														
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													



Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/2019			2018/2019 Expenditure includes commitments	Comments & Project Timeline													
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total															
2018-2019 Fleet Replacement Projects																		
Car Trailer (Workshop) Equipment Recovery	\$12,000	\$0	\$12,000.00		• Developing specifications for RFQ documents.													
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	D												
					Actual	D												
Gantry Hoist 0.5Tx6m pneumatic	\$5,000	\$0	\$5,000.00		• Developing specifications for RFQ documents.													
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	D												
					Actual	D												
Mobile Work at Height Anchor Point	\$20,000	\$0	\$20,000.00		• Developing specifications for RFQ documents.													
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	D												
					Actual	D												
Two Post Hoist	\$6,000	\$0.00	\$6,000.00		• Developing specifications for RFQ documents.													
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	D												
					Actual	D												
GPS Tracking (Rest of Fleet)	\$55,000	\$0.00	\$55,000.00	\$49,245	• Received.													
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	D												
					Actual	D												
Landfill Compactor	\$290,000	\$0	\$290,000.00		• RFQ closed 8/8/18. Report to Council prepared for September meeting. This is within the allocated budgeted amount of \$500k, comprised of \$290k in 18/19 fleet budget for the loader and \$210k proposed 17/18 carryover.													
					• Report to Council was put on hold until further notice, not presented to September General Meeting.													
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	D												
Actual	D																	

## Works Capital Works Progress Report

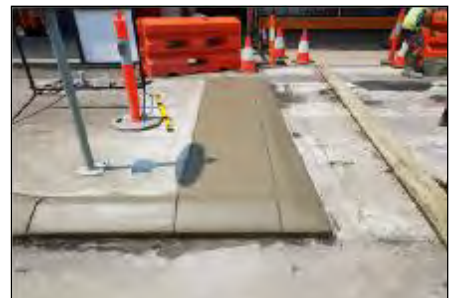
Project Description (Project Code)	Programme Estimate 2018/2019			2018/2019 Expenditure includes commitments	Comments & Project Timeline														
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total																
2018-2019 Fleet Replacement Projects																			
17/18 Budget Carryovers																			
2 x Trucks	\$290,000	\$0	\$290,000.00	\$290,206	Job Truck 1 - has been delivered and has been commissioned Job Truck 2 - has been delivered and has been commissioned														
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Loader	\$259,000	\$0	\$259,000.00	\$259,000	Loader has been delivered and is in operation.														
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Grader	\$456,000	\$0	\$456,000.00	\$456,000	Grader has been delivered and is in operation.														
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
W&S Ute	\$38,000	\$0	\$38,000.00	\$0	RFQ is in draft format, with a report to Council aimed for March General Meeting.														
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
DPES Loader	\$210,000	\$0	\$210,000.00	\$0	This loader has been carried over as a result of discussions with Council and was originally going to be replacing the existing loader at Warrens Hill with a tracked excavator. However this has since been abandoned and a straight replacement is now requested.														
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
	\$2,544,000	\$0	\$2,544,000	\$1,054,451															



(18R5) Zammits Road Upgrade



(19FR&19KR) Footpath and Kerb and Channel Rehabilitation



(19K1) Kerb Crossing Improvements



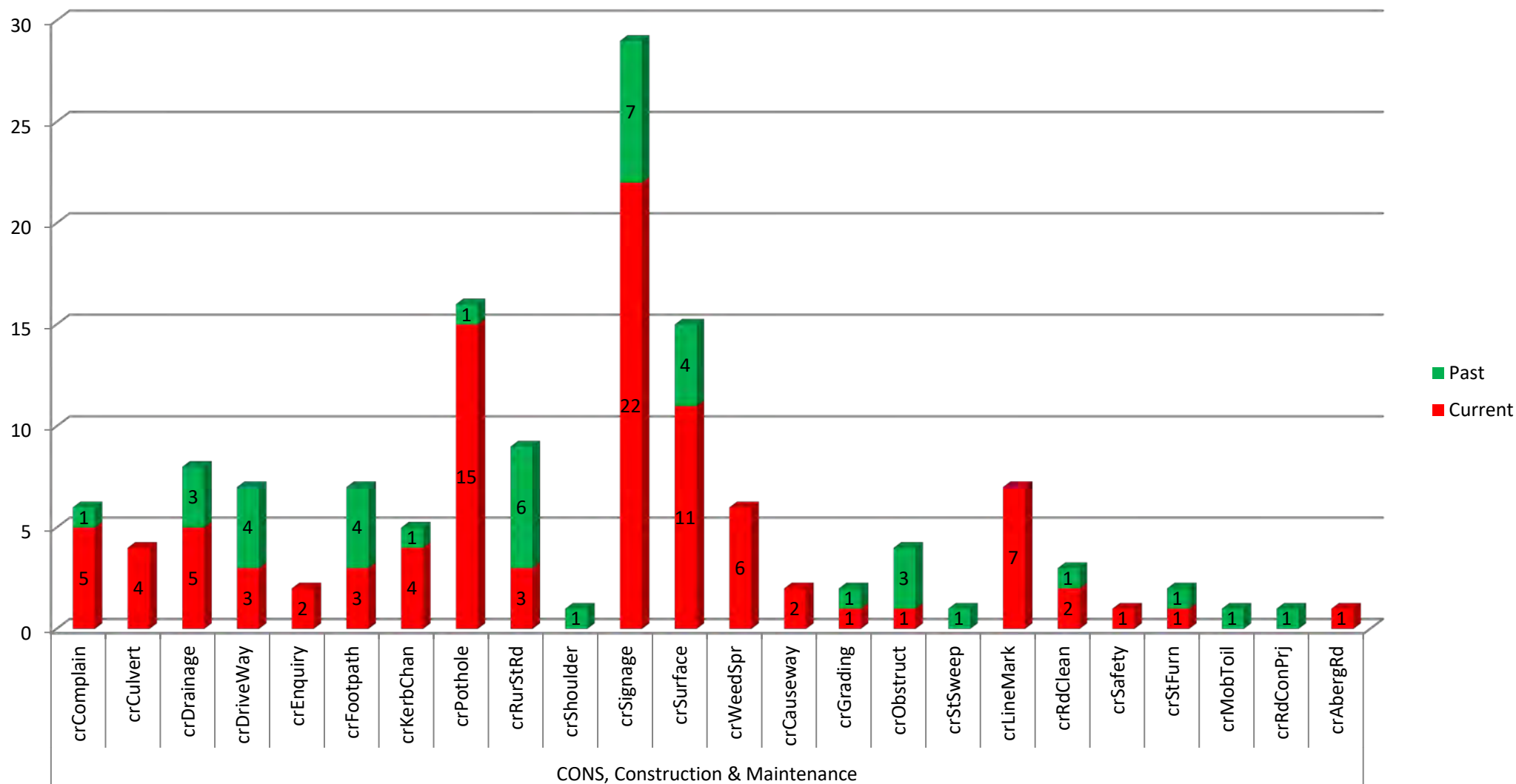
(19T5) Taylors Beach Road TIDS

CUSTOMER REQUESTS MANAGEMENT (CRM) REPORT

ISD Construction and Maintenance Requests – Month of December 2018

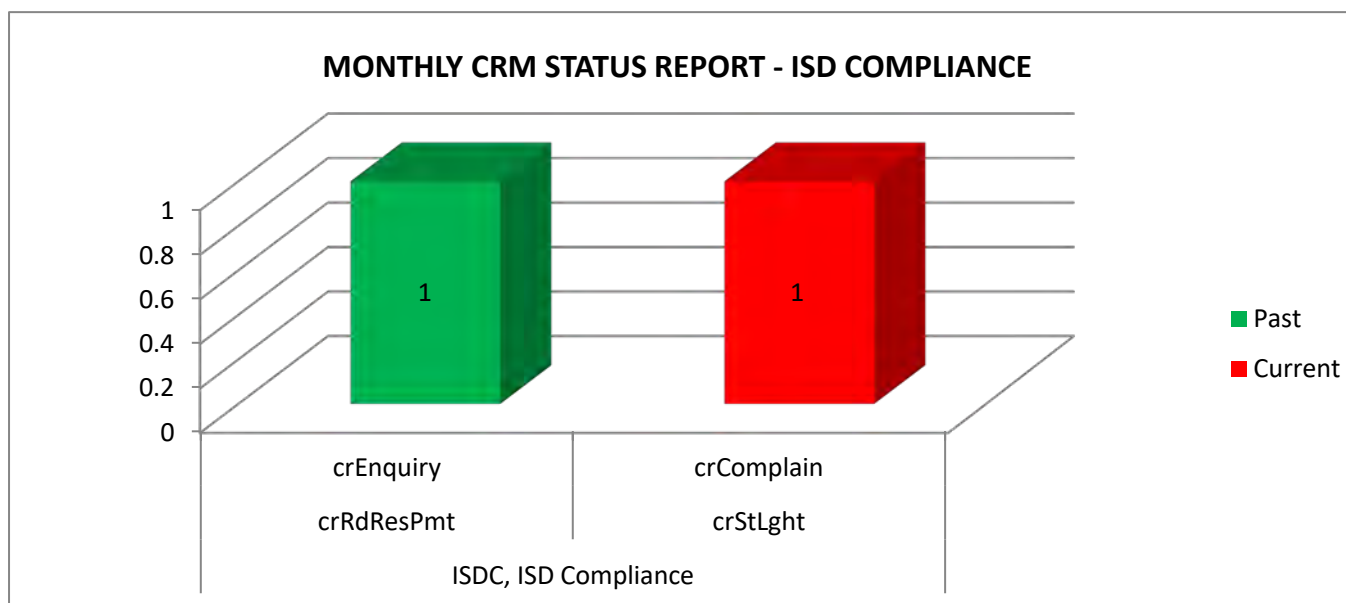
Row Labels	Requests Open	Request Closed	Number of Requests Received
Construction & Maintenance	99	41	140
<b>Airport</b>	<b>1</b>		<b>1</b>
Enquiry	1		1
<b>Hire Enquiry</b>		<b>1</b>	<b>1</b>
Mobile Toilet		1	1
<b>Parking</b>	<b>1</b>		<b>1</b>
Complaint	1		1
<b>Roads</b>	<b>93</b>	<b>34</b>	<b>127</b>
Complaint	4	1	5
Culvert	4		4
Drainage	5	3	8
Drive Way	3	4	7
Enquiry	1		1
Footpath	3	4	7
Kerb & Channel	4	1	5
Pothole	15	1	16
Shoulder		1	1
Signage	22	7	29
Surface	11	4	15
Weed Spraying	6		6
Causeway	2		2
Grading	1	1	2
Obstruction	1	3	4
Street Sweep		1	1
Line Marking	7		7
Road Clean	2	1	3
Safety	1		1
Street Furniture	1	1	2
Road Construction Project		1	1
<b>Slashing &amp; Mowing</b>	<b>1</b>	<b>2</b>	<b>3</b>
Rural Street Road		2	2
Abergowrie Road	1		1
<b>Tree &amp; Vegetation</b>	<b>3</b>	<b>4</b>	<b>7</b>
Rural Street Road	3	4	7
<b>Grand Total</b>	<b>99</b>	<b>41</b>	<b>140</b>

MONTHLY CRM STATUS REPORT - CONSTRUCTION & MAINTENANCE



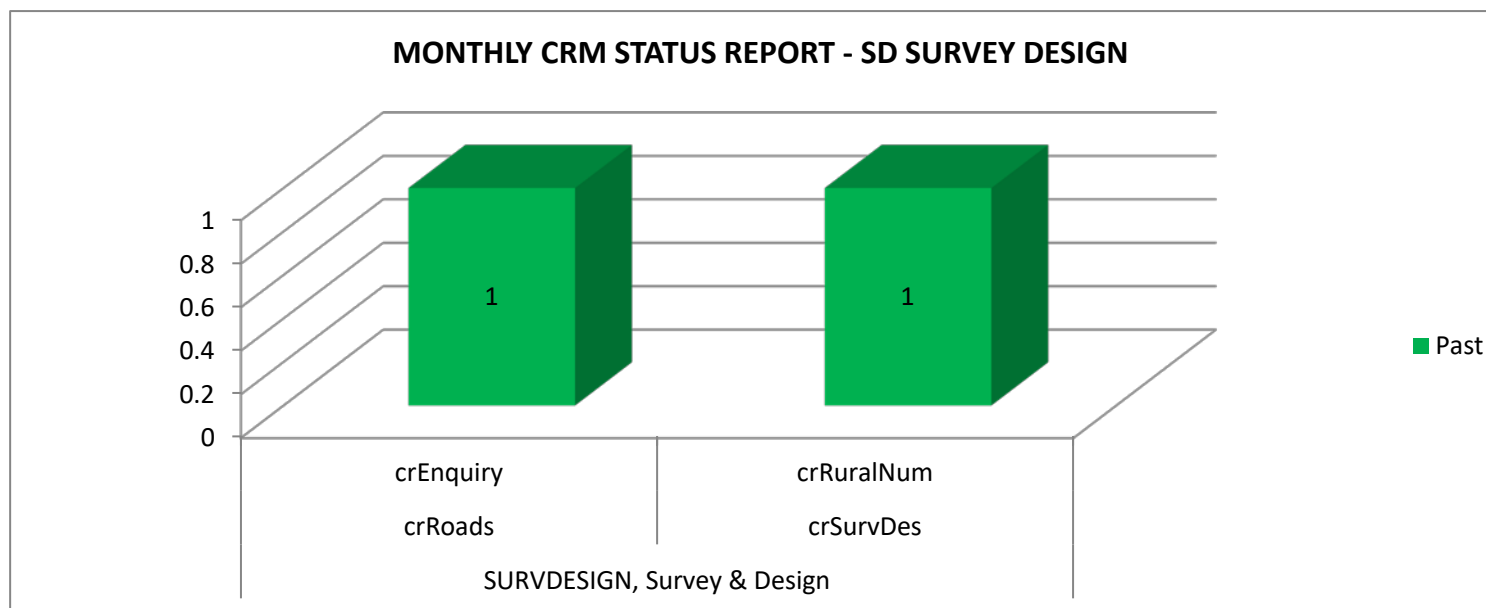
ISD Compliance Requests – Month of December 2018

Row Labels	Requests Open	Requests Closed	Number of Requests Received
ISD Compliance	1	1	2
<u>Road Reserve Permit</u>		1	1
Enquiry		1	1
<u>Street Lightning</u>	1		1
Complaint	1		1
Grand Total	1	1	2



Survey and Design Requests – Month of December 2018

Row Labels	Requests Closed	Number of Requests Received
Survey & Design	2	2
<b>Grand Total</b>	<b>2</b>	<b>2</b>





## **FUNDING APPLICATION for SMART WATER METERS ROLLOUT**

### **Strategic Considerations**

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
<b>Strategic Direction</b>  1.1 Plan and execute timely preventative maintenance regimes that extend the useful life of roads, water and sewerage network infrastructure in a cost effective manner.	<b>Action</b>  Nil

### **Budget, Financial and Resource Implications**

Council contribution to be funded from financial reserves. This project is not currently budgeted for in the 2018/2019 Capital Works Program and will require an allocation of \$650,000 (excl. GST) from financial reserves.

The ongoing annual subscription costs forecast in the Taggle proposal document is approximately \$73,000 per annum once the infrastructure is commissioned which will start impacting the 2019/2020 operational budget. This cost equates to about \$15 per meter per year. Council currently spends between \$90,000-100,000 a year in the meter reading, checking and replacement of meters for the two billing periods not taking into account refunds through Council Water Leak Relief Policy. Meter replacement and some spot checking of readings would still have to occur even with the automated system. This is estimated to cost approximately \$30,000 per year.

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

### **Asset Management**

Water Reticulation Assets – Water Meters

### **Executive Summary**

This report is to confirm Council approval and support to submit a funding application to the Local Government Grants and Subsidies Program 2019-2021 (LGGSP) for the roll out of smart water meters through the shires existing water network.

### **Council Decision – Recommendation**

That Council:

- A. Approve the submission of a funding application to the Local Government Grants and Subsidies Program (LGGSP) for the roll out of smart water meters through the shire's existing water network for a total project value of \$1.3M (excl. GST).
- B. Confirm the necessary contribution of \$650,000 (excl. GST) from Council will be funded from reserves.
- C. Add the following actions in the 2018/2019 Operational Plan under the Corporate Plan Strategies Heading – 1.1 - Plan and execute timely preventative maintenance regimes that extend the useful life of roads, water and sewerage network infrastructure in a cost effective manner:
  - 1.1.7 Proceed with investigating smart water meter technology throughout the existing water network.



### Officers Summary

If successful in obtaining funding, implementing this system will allow the general public to monitor their own water usage via the internet or mobile applications. This in turn may alleviate some of the claims for leaks and also improve water conservation through improved awareness. Our investigations and discussions with other Councils who have already implemented smart meters is that the meter data is also used to better analyse user demand and prioritise maintenance resources.

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### Historical Information

Council have previously applied for funding via the Smart Cities and Suburbs Program however the submission was unsuccessful.

If successful in obtaining funding, Council would be able to install an Automatic Meter Reading (AMR) system on all water meters in the Shire. This funding provided by the Queensland Government Department of Local Government, Racing and Multicultural Affairs would provide up to 60% of the costs associated with the installation of an AMR system.

Assessment will be conducted against the program aim and objectives, including the following key assessment criteria required to be addressed by the applicants:

- delivery of essential public infrastructure, eg. water and sewerage infrastructure
- financial soundness and value for money
- whole of asset life costs and the ability to manage such responsibilities
- community and/or economic need
- full time equivalent (FTE) jobs supported by the project
- capacity to deliver the project by 30 June 2021.

Funding may be prioritised for projects where:

- they provide essential public infrastructure, i.e. water and sewerage infrastructure
- the Local Government has limited capacity to self-fund a project, and/or
- the project supports employment in local communities.

Extensive investigations have shown that the Taggle System used in conjunction with Mackay Water's developed MIWATER and MIH2O add-ons give the public the ability to monitor their own water consumption via the web. This system has been used as a cost estimate that will be applied for with this funding application.

If Council decides to proceed with this funding application, the Taggle System is the preferred system and will be procured under a sole supplier Local Buy arrangement.

The detailed application will consist of the following financial breakdown:

• Council Contribution:	\$ 650,000
• Funding Sought:	<u>\$ 650,000</u>
<b>Total Estimated Project Cost:</b>	<b>\$ 1,300,000</b>

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### Policy Implications

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

### Risk Management Implications

Failure to pursue this funding opportunity risks negatively impacting the community within the Hinchinbrook Shire by eventually costing ratepayers the full cost of installing the Automated Meter Reading System when Council decides to install the system.

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### Statutory Environment

*Local Government Act*

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### Consultation

Water and Sewerage Manager

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### Attachments

Nil

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**FUNDING APPLICATION FOR RIVER GAUGE AND FLOODING REMOTE CAMERA SYSTEMS**

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**Strategic Considerations**

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
<b>Strategic Direction</b> 2.2 Provision of reliable flood data and intelligence.	<b>Action</b> Nil

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**Budget, Financial and Resource Implications**

This project is not currently budgeted for in the 2018/19 Capital Works Program and will require an allocation of \$87,500 ex GST from financial reserves.

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**Asset Management**

This report is related to disaster management

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**Executive Summary**

This report is to confirm Council approval and support to submit a funding application to the Local Government Grants and Subsidies Program 2019-21 (LGGSP) for the installation of five new remote camera systems to monitor river gauges and road condition during flood events.

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**Council Decision – Recommendation**

That Council:

- A. Approve the submission of a funding application to the Local Government Grants and Subsidies Program (LGGSP) for installing cameras to monitor Herbert River flood gauges and flood prone locations for a total project value of \$175,000 ex GST.
- B. Confirm the necessary contribution \$87,500 ex GST from Council will be funded from reserves.
- C. Add the following actions in the 2018/2019 Operational Plan under the Corporate Plan Strategies Heading – 2.2 Provision of reliable flood data and intelligence.
  - 2.2.1 Proceed with implementing remote camera systems throughout the river gauge network and key locations throughout the shire.

## Officers Summary

Nil

## Historical Information

Council have previously secured funding via the 2017-2019 Local Government Grants and Subsidies Program to install four additional rain gauges and two remote camera systems to monitor river gauges if the existing automatic gauges were to fail (Ingham Pumpstation and Gairloch Bridge River gauges).

If successful in obtaining funding, Council would be able to install cameras at another five locations:

- Herbert River Gauge – Halifax
- Herbert River Gauge – Abergowrie
- Herbert River Gauge – Gleneagle
- Farrell Drive – Annabranche Bridge (Seymour River)
- Eddlestone Drive - Halifax Washaway

The river gauge cameras provide a back up to the automatic river height stations which have the risk of being affected by debris and siltation issues. By providing a visual cross check this will assist to resolve uncertainty during flooding events and eliminate the need for people to venture out and do visual readings during severe weather events.

The two roads identified are Farrell Drive (Annabranche Bridge) and Eddlestone Drive (Halifax Washaway) as key locations for disaster management and confirming status of access to the Lower Herbert areas. By having cameras at these two locations it would reduce uncertainty and the need to deploy staff to check if there is still water over these roads and how deep it is. Staff will still need to close and reopen these roads and carry out on the ground inspections when making the decision to do so, however monitoring these locations leading up to, during and as the rivers subsiding will be far more efficient.

The 2019–21 LGGSP budget totals almost \$58 million, delivered over two financial years.

The primary aim of this program is to provide funding assistance to support Local Governments to deliver priority infrastructure and essential services that meet the identified needs of their communities.

The objectives of the 2019–21 LGGSP are to support eligible projects that:

- Align with State, regional and local priorities
- Contribute to building safe, connected and liveable communities
- Contribute to economic growth and employment
- Maintain and extend the functional life of existing and future infrastructure assets through sustainable asset management
- Build resilience against future natural disasters
- Encourage collaboration and resource sharing between Local Governments.

The detailed application will consist of the following financial breakdown:

• Council Contribution:	\$ 87,500
• Funding Sought:	\$ 87,500
<b>Total Estimated Project Cost:</b>	<b>\$ 175,000</b>

## Policy Implications

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

## Risk Management Implications

This project is important to continue to improve flood planning and Counter Disaster Operations.

## Statutory Environment

*Local Government Act*

## Consultation

Chief Executive Officer

## Attachments

Nil

## **FUNDING APPLICATION FOR BRIDGES RENEWAL PROGRAM ROUND 4**

### **Strategic Considerations**

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
<b>Strategic Direction</b>  1.1 Plan and execute timely preventative maintenance regimes that extend the useful life of roads, water and sewerage network infrastructure in a cost effective manner.	<b>Action</b>  Nil

### **Budget, Financial and Resource Implications**

Due to the high volume of requests for funding received under Rounds One to Three of the Program, limits have been introduced for Round Four to better align the type of bridge projects to the program objectives and to provide a more even distribution of funds. Proponents should consider up to two of their highest priority projects when preparing submissions. Australian Government Funding to local governments is limited to a maximum of 50 per cent of the total project costs or \$700,000 per bridge project and \$1.4 million per proponent whichever is greater.

### **Asset Management**

Transport - Bridges and Major Culverts

### **Executive Summary**

This report is to confirm Council approval and support to submit a funding application to the Australian Government – Department of Infrastructure and Regional Development – Bridge Renewal Program (BRP) Round Four.

### **Council Decision – Recommendation**

That Council:

- A. Approve the submission of a funding application to the Bridge Renewal Program Round Four for the reconstruction of Mount Fox First Bridge for a total estimated project value of \$290,000 ex GST with total of funding sought \$145,000 ex GST.
- B. Approve the submission of a funding application to the Bridge Renewal Program Round Four for the reconstruction of Bailies Road Bridge for a total project value of \$890,000 ex GST with total of funding sought \$445,000 ex GST.
- C. Add the following actions in the 2018/2019 Operational Plan under the Corporate Plan Strategies Heading – 1.1 - Plan and execute timely preventative maintenance regimes that extend the useful life of roads, water and sewerage network infrastructure in a cost effective manner:
  - 1.1.8 Complete the reconstruction and rehabilitation of bridges and major culverts in accordance with Capital Works funding allocated and the 10year Capital Works Forecast.

## Officers Summary

Nil

## Historical Information

Council have previously applied for funding for Pennas Bridge which is similar to Baillies Road Bridge, via the Australian Government Department of Infrastructure and Regional Development – Bridge Renewal Program (BRP) however were unsuccessful in most part due to the low volume of traffic and limited economic benefits.

### Bridge Renewal Program (BRP) Round Four

The objectives of the Program are to upgrade and repair bridges to enhance access for local communities and facilitate higher productivity vehicle access. Round Four is only open to local government entities. Proponents are encouraged to discuss priorities with local communities, relevant industry stakeholders, Regional Development Australia committees and state road agencies early in the process.

Proponents can apply for funding for up to two timber bridge projects that meet the objectives of the Program to a high degree along a key route. A limit on the amount of funding that can be sought by each proponent has been introduced for Round Four, see Section 3.2 for details. Where projects seek to improve access for heavy vehicles, proponents must provide assurances that all efforts will be made to ensure regulatory access (through the National Heavy Vehicle Regulator) is also gained.

Event	Date
Proposal Period Open	7 January 2019
Proposal Period Closes	5 February 2019 at 11.59pm AEDST
Expected Announcement of Successful and Unsuccessful Projects	01 April 2019
Successful Proponents to Return Offers of Funding	60 days after ministerial announcement
First Funding Availability	2020-21 financial year
Last date for Commencement of Construction (scheduled)	31 December 2019
Last date for Completion of Construction (scheduled)	31 December 2022

The following supporting information is required to lodge a grant application:

- Annual average daily traffic (AADT) readings;
- Executive summary page of Quantity Surveyor costing;
- Letters from local business providing data on current and future usage, or restrictions in increasing usage;
- Geo-spatial maps of agricultural usage surrounding the bridge;
- Executive summary or selected pages of regional strategic plans referencing the route/bridge;
- Maps showing alternative route if bridge is not available; and
- Benefit Cost Ratio (BCR)

In addition to the above supporting materials the application also needs the following key data:

- Bridge dimensions
- Number of lanes
- Load limits
- AADT
- Heavy vehicle traffic
- Location latitude and longitude
- Flooding - number of days per year, on average, that the bridge/road is subject to flooding

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Bailies Road Bridge is currently Funded in the 2018/19 Capital Works Program \$449,000. This is a timber bridge which is being replaced with major culverts. The preconstruction estimate is approximately \$890,000 (inclusive of 15% on costs) and is currently out to market for tender.

Mount Fox First Bridge is proposed in the 2019/20 Capital Works Program \$290,000 (inclusive of 15% on costs). This is a timber bridge which has been prioritised for reconstruction due to the condition of the bridge deck. This bridge is crucial as it is the only access between Mount Fox and Ingham and surrounding areas. Council is currently seeking quotations to undertake the detail design of the project and anticipate to have a consultant engaged in February 2019.

The detailed application will consist of the following financial breakdown for Baillies Bridge application:

• Council Contribution:	\$ 445,000
• Funding Sought:	<u>\$ 445,000</u>
<b>Total Estimated Project Cost:</b>	<b>\$ 890,000</b>

It should be noted that the final project cost submitted in the funding application will be revised to reflect the outcome of the tender that closes on 23 January 2018.

The detailed application will consist of the following financial breakdown for Mount Fox First Bridge application:

• Council Contribution:	\$ 145,000
• Funding Sought:	<u>\$ 145,000</u>
<b>Total Estimated Project Cost:</b>	<b>\$ 290,000</b>

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### Policy Implications

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

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### Risk Management Implications

Failure to pursue this funding opportunity risks negatively impacting the community within the Hinchinbrook Shire by eventually costing ratepayers the full cost of reconstructing bridges.

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### Statutory Environment

*Local Government Act*

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### Consultation

Infrastructure Engineer

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### Attachments

Nil

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**DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT – 31 DECEMBER 2018**

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**Strategic Considerations**

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
<b>Strategic Direction</b> 2 – Responsive and Responsible Management of Land 4 – Council’s Role in Creating an Envable Lifestyle and Contribution to the Whole of Life Liveability of our Shire 5 – Council’s Role in Creating and Supporting the Economic Prosperity of our Shire	<b>Action</b> 2.1 – Delivery of a robust and meaningful Town Planning Scheme 2.3 – Riverine and riparian environment management 2.4 – Natural Resource Management 4.1 – Arts and Cultural Investment 4.5 – Regulatory functions that underpin liveability 5.2 – Support for business diversity and employment growth 5.3 – Tourism development 5.5 – Shire wide branding

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**Budget, Financial and Resource Implications**

Not applicable concerning acceptance of this Report.

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**Asset Management**

Not applicable concerning acceptance of this Report.

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**Executive Summary**

This Report is presented for the information of Council and includes an activity update for the month ending December 2018

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**For Council Decision – Recommendation**

That Council receive and note the Report

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### Officers Summary

Not applicable concerning acceptance of this Report.

### Historical Information

Not applicable concerning acceptance of this Report.

### Policy Implications

Not applicable concerning acceptance of this Report.

### Risk Management Implications

Not applicable concerning acceptance of this Report.

### Statutory Environment

Local Government Act 2009

Local Government Regulation 2012

### Consultation

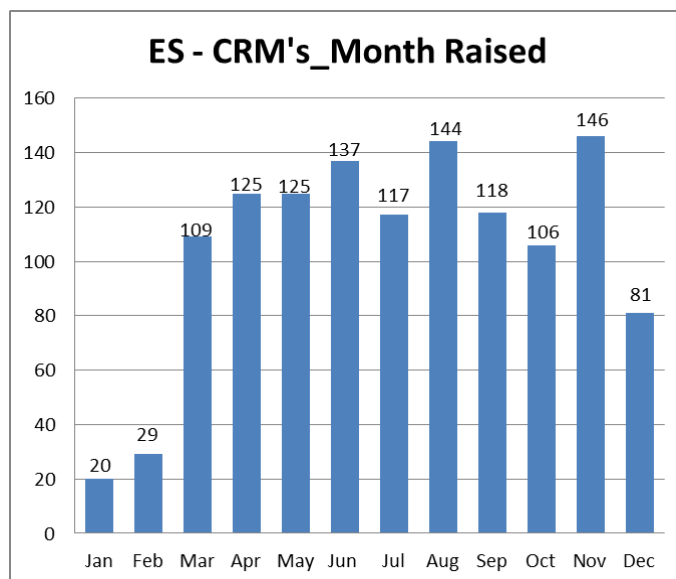
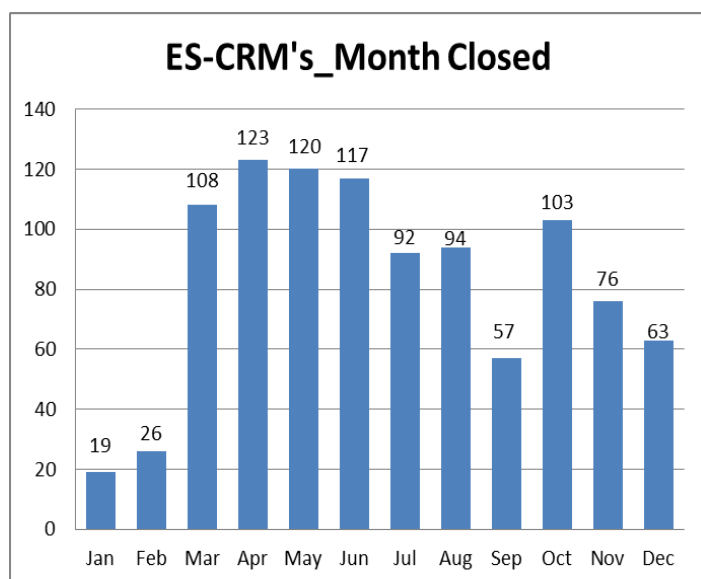
Nil

### Attachments

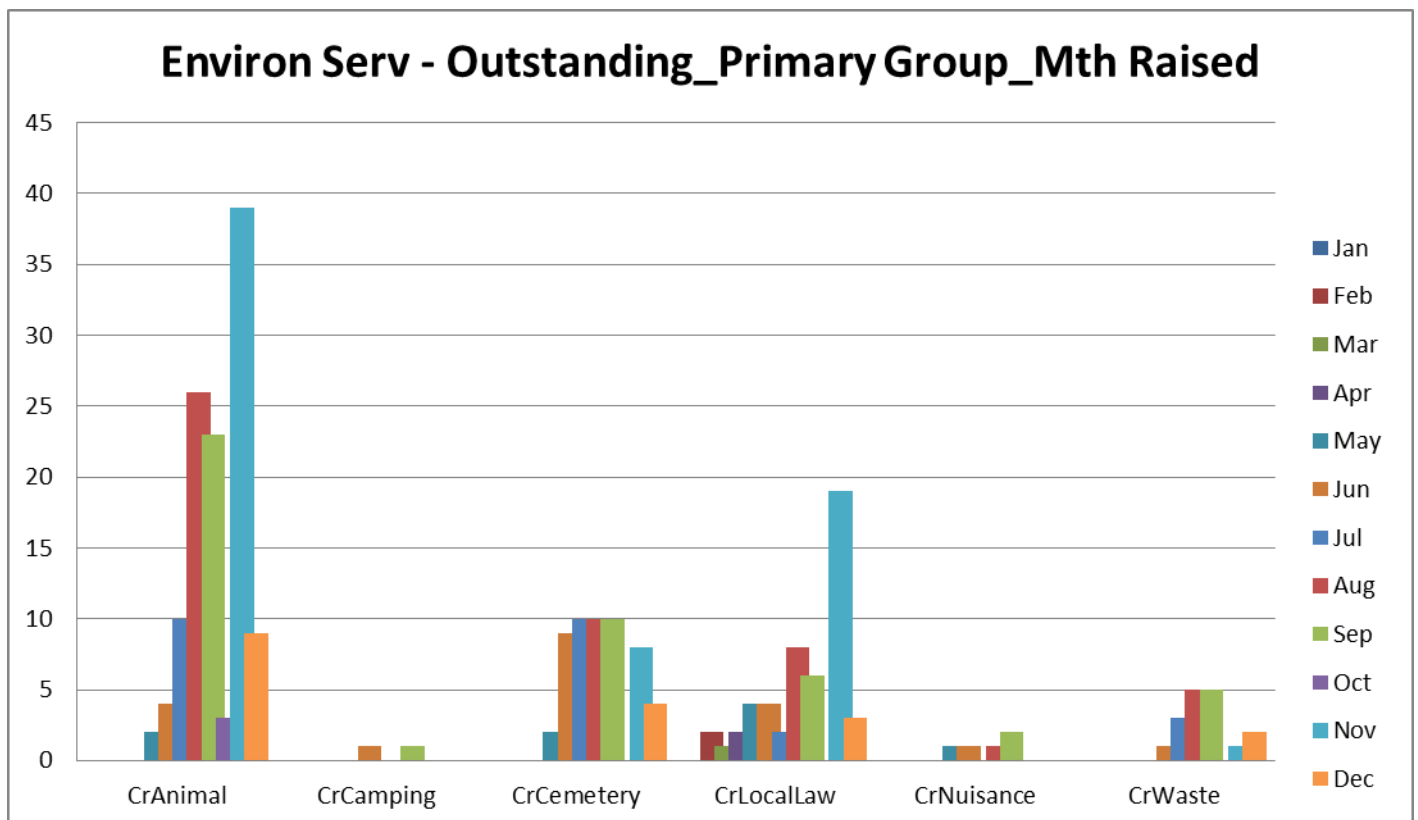
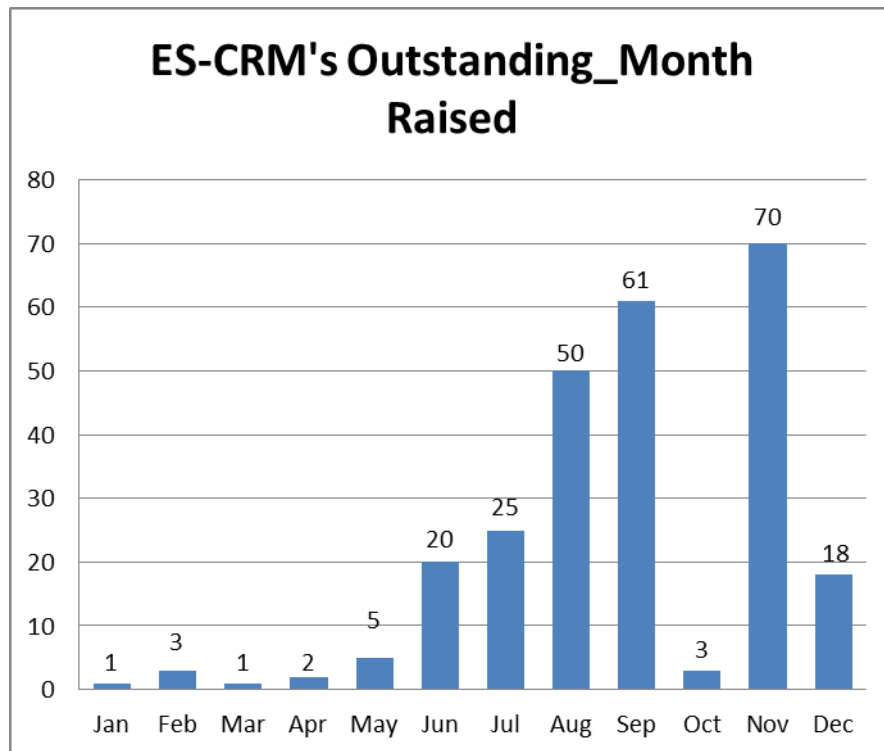
- Capital Projects\_DECEMBER\_2018
- TYTO Economic Development Infographic\_DECEMBER\_2018

### ENVIRONMENTAL SERVICES

The below graphs demonstrate the departments Customer Request Management (CRM) processes for the month of December. It can be noted that there was an increase in CRM's raised which was primarily due to the hot weather conditions and subsequent influx of deceased Flying Fox complaints in the last week of November.

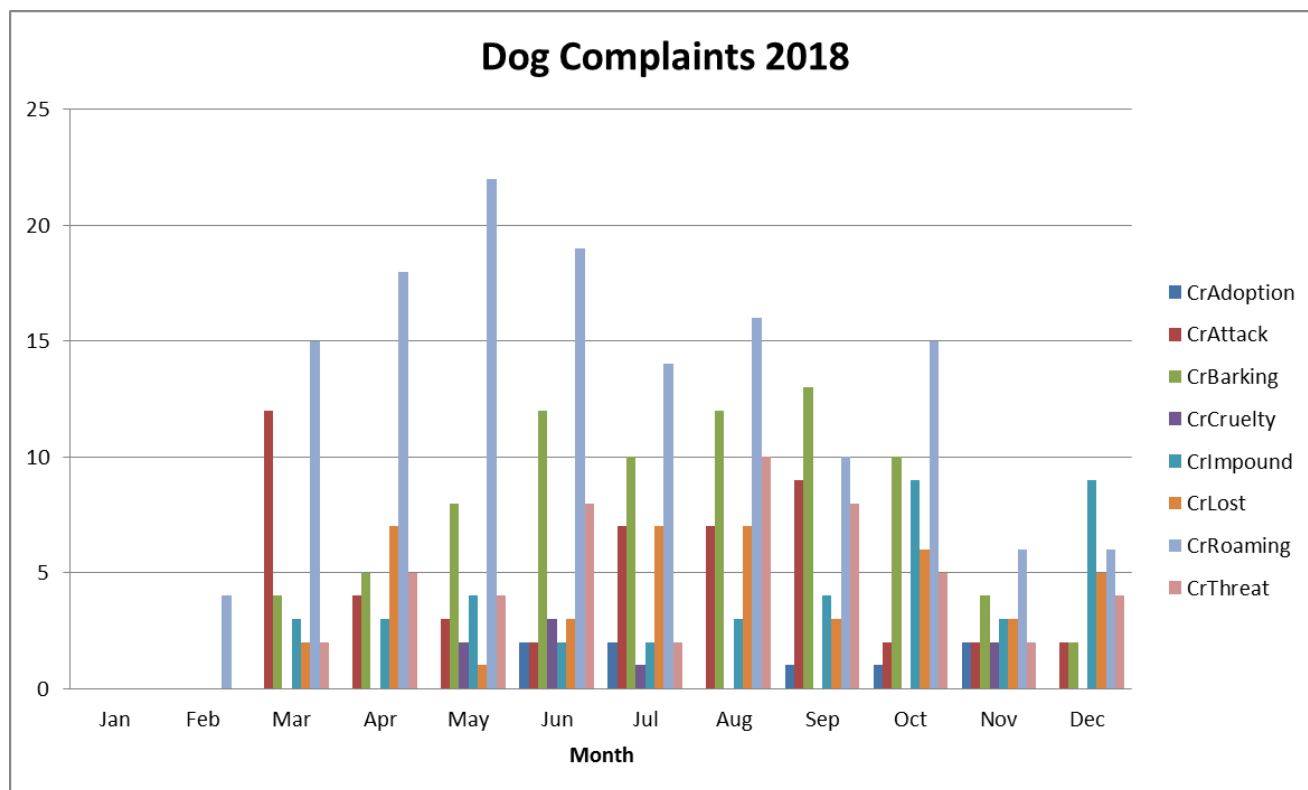






## Animal /complaint response for December 2018

The following graph illustrates the number of dog complaints, by type since January 2018.

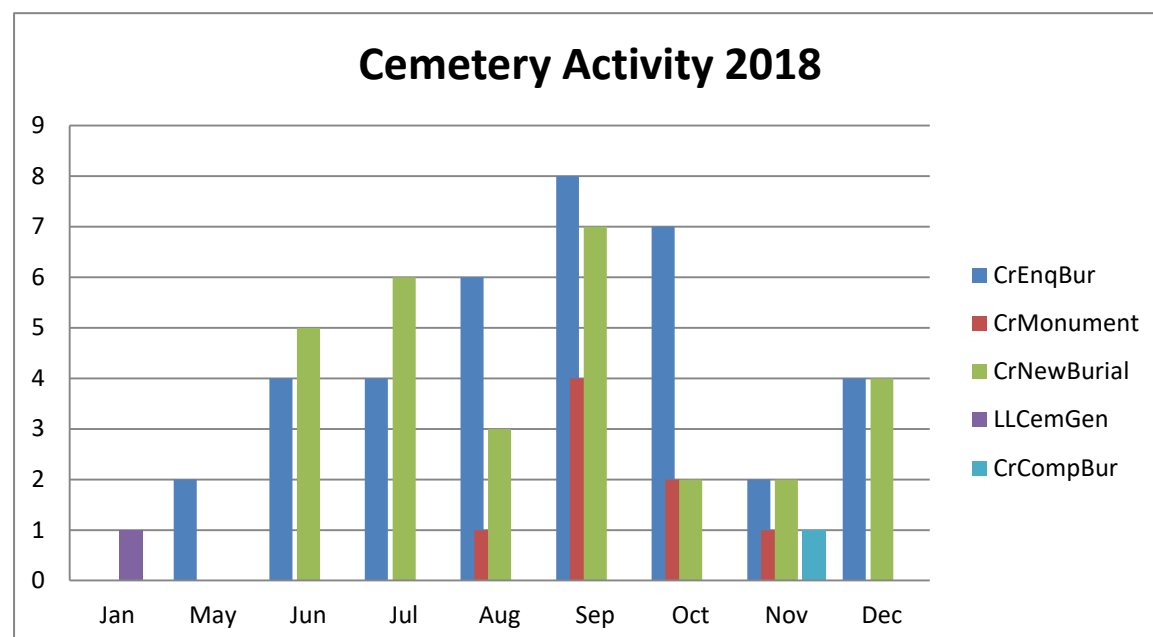


## POUND OPERATION

- Number of dogs/cats impounded - 9
- Number collected by owner - 3
- Number re-housed - 5
- Number euthanised - 1

## CEMETERY OPERATIONS

The Cemetery Activity Graph depicts the number of CRM's raised in relation to the cemeteries for 2018.  
Complaints – Nil



## NATURAL RESOURCE MANAGEMENT

Weed management activities during December focused on controlling aquatic weeds in TYTO and at the Lucinda Wetlands, with control works on some of our priority species including Thunbergia, and Singapore Daisy.

The Shires Biosecurity Plan is currently having some branding changes as requested by the entire Shires major Stakeholders. This includes the removal of the Plan from Council format, as the Plan was seen as a Council Plan and not the communities Plan as it is intended. The new version of the Plan will be presented to Council over the coming weeks.

It was another busy month for feral pig management activities with a total of 76 pigs controlled. 30 were baited, five trapped and an additional 41 controlled during an aerial shoot along our coastal fringe of the Shire.

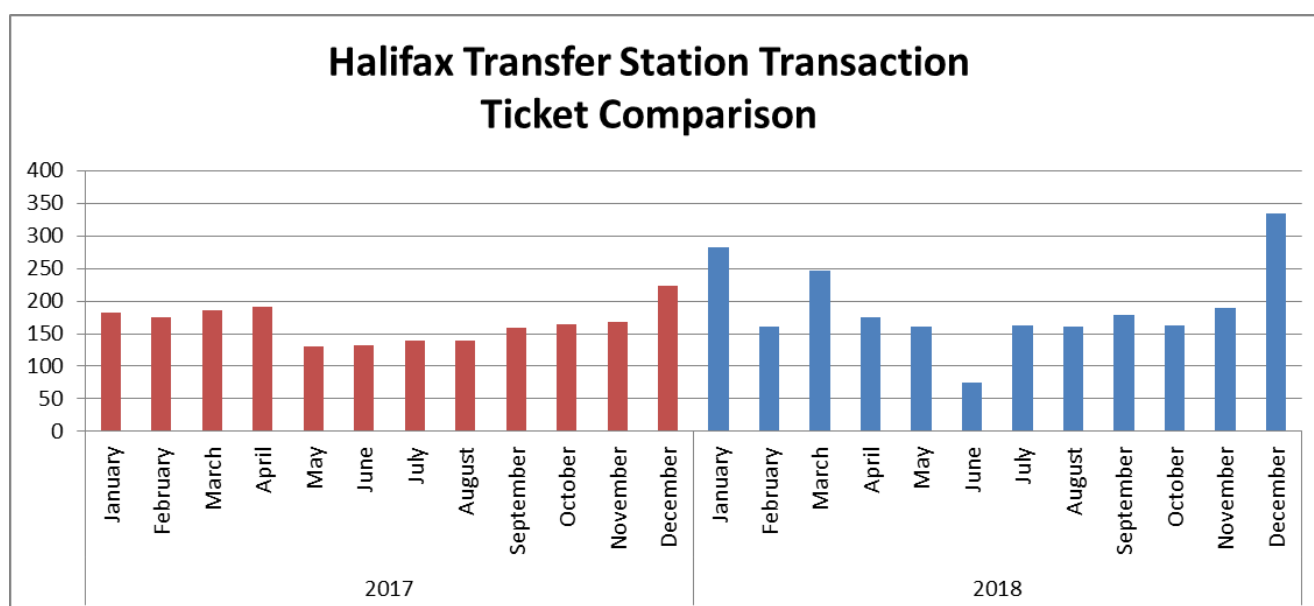
A number of turtle nest surveys were carried out along the Shires beaches with no sites found during December.

## WASTE MANAGEMENT

### Halifax Waste Facility

Gross Revenue \$326.00

ITEM	TRANSACTIONS
Batteries	2
Green waste	8
Household waste	14
Voucher Green waste	83
Voucher household waste	99
Steel	39
Waste oil	29
Disaster Waste	0
Total transactions	335

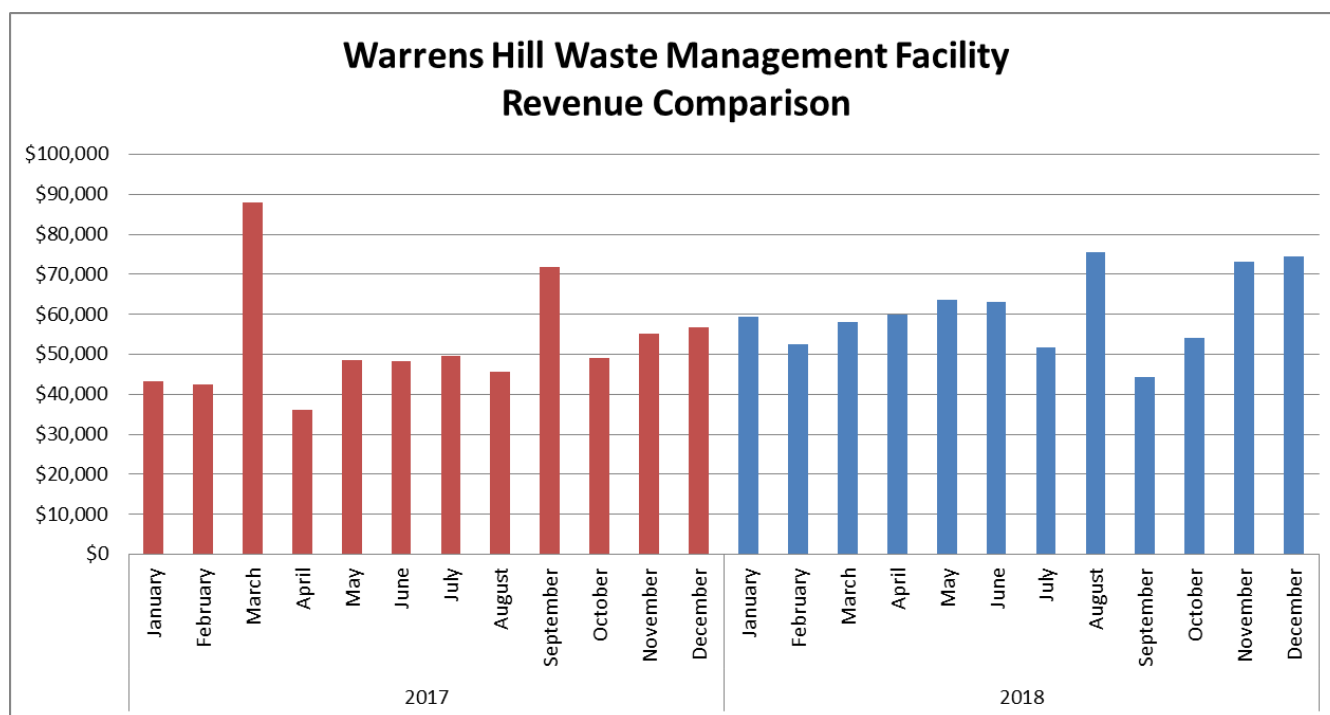


## DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT – 31 DECEMBER 2018

### Warren's Hill Waste Management Facility

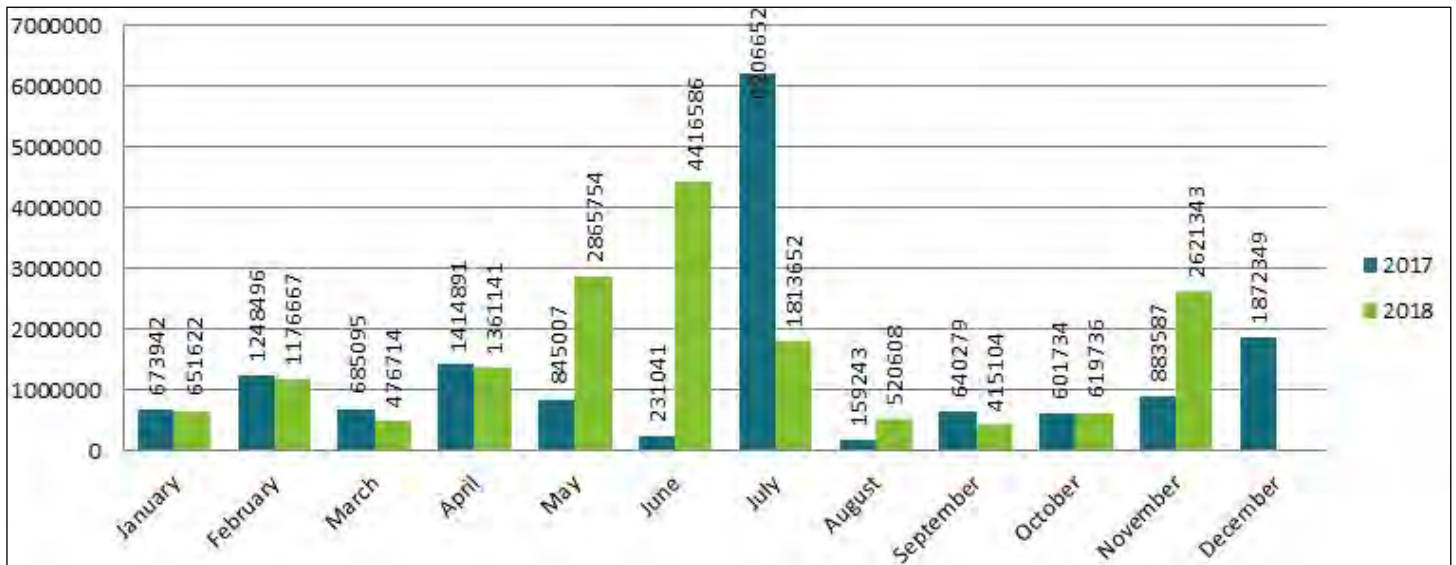
Gross Revenue -	\$74,455
Total transactions –	2081
Total waste -	2176 tonnes

ITEM	AMOUNTS
Clean fill	742 tonnes
Commercial and industrial waste	230 tonnes
Construction and demolition	8.9 tonnes
Commercial green waste	437 tonnes
Domestic green waste	73 tonnes
Halifax skip transfer	24 tonnes
Household self haul waste	107 tonnes
Household waste – Contractor	377 tonnes
Illegal dumping	0.24
Oil Waste	338 litres
Regulated waste asbestos	18.82 tonnes
Disaster waste	0
Vouchers green	45 deliveries
Vouchers household	87 deliveries

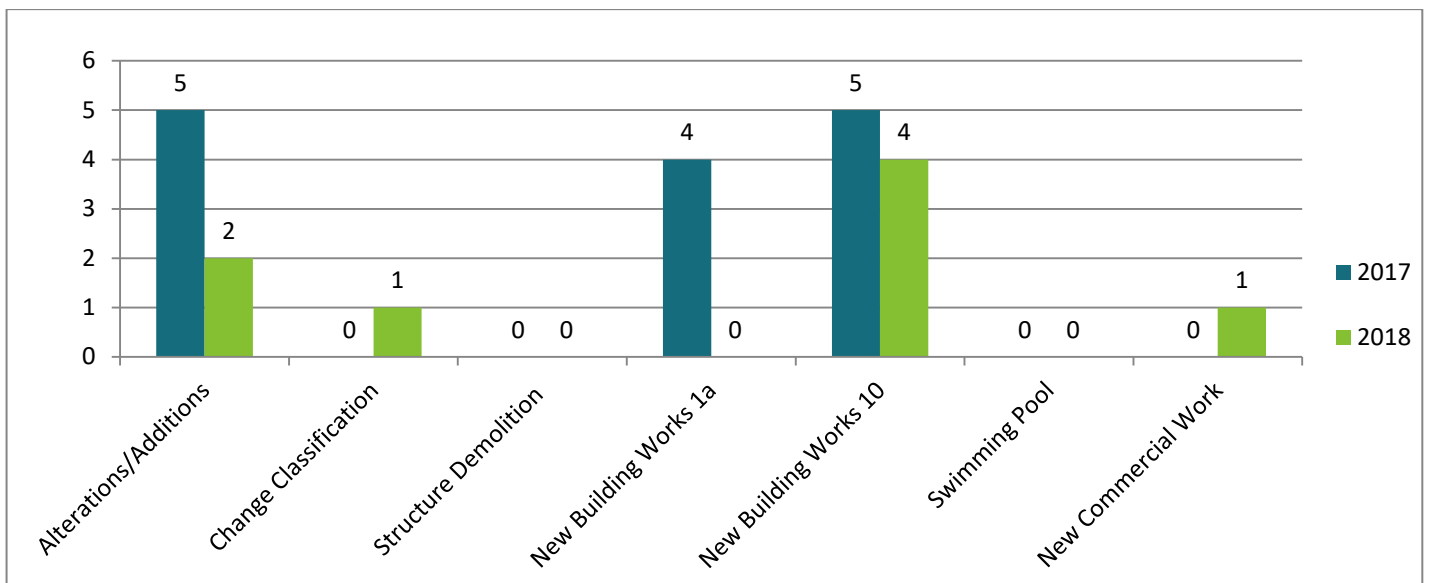


PLANNING AND DEVELOPMENT SERVICES

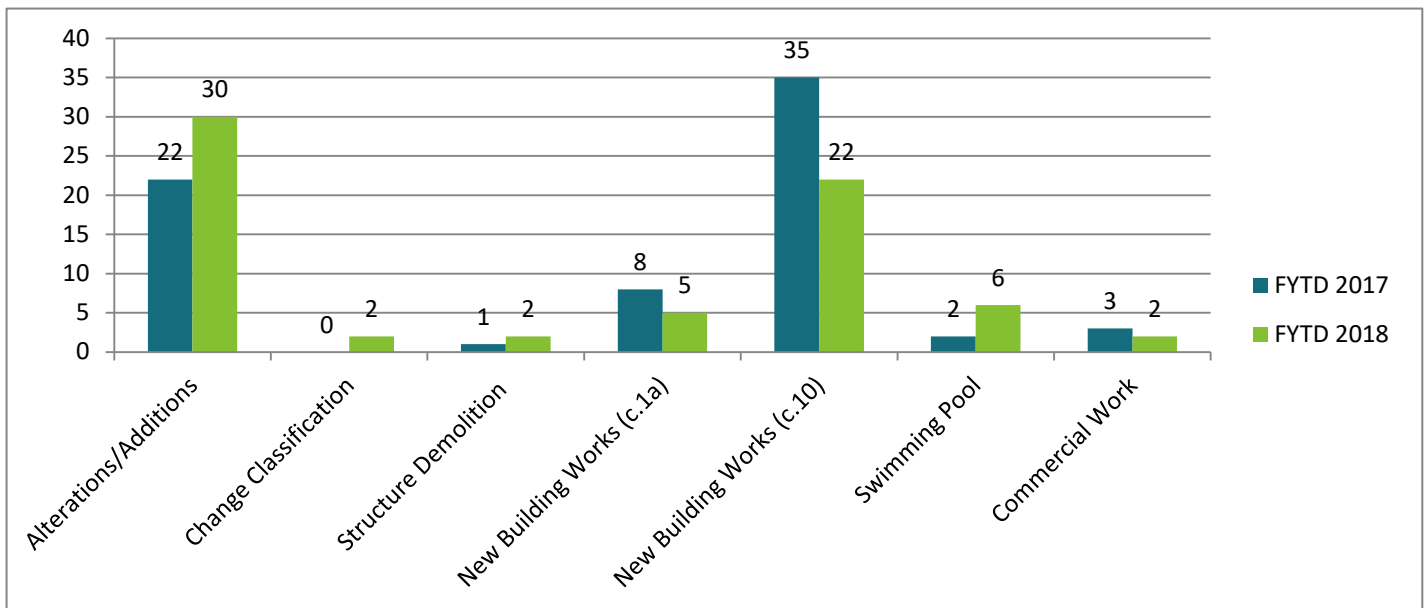
Building Approvals Value Comparison Table



Approved Building Applications for the month of December 2018

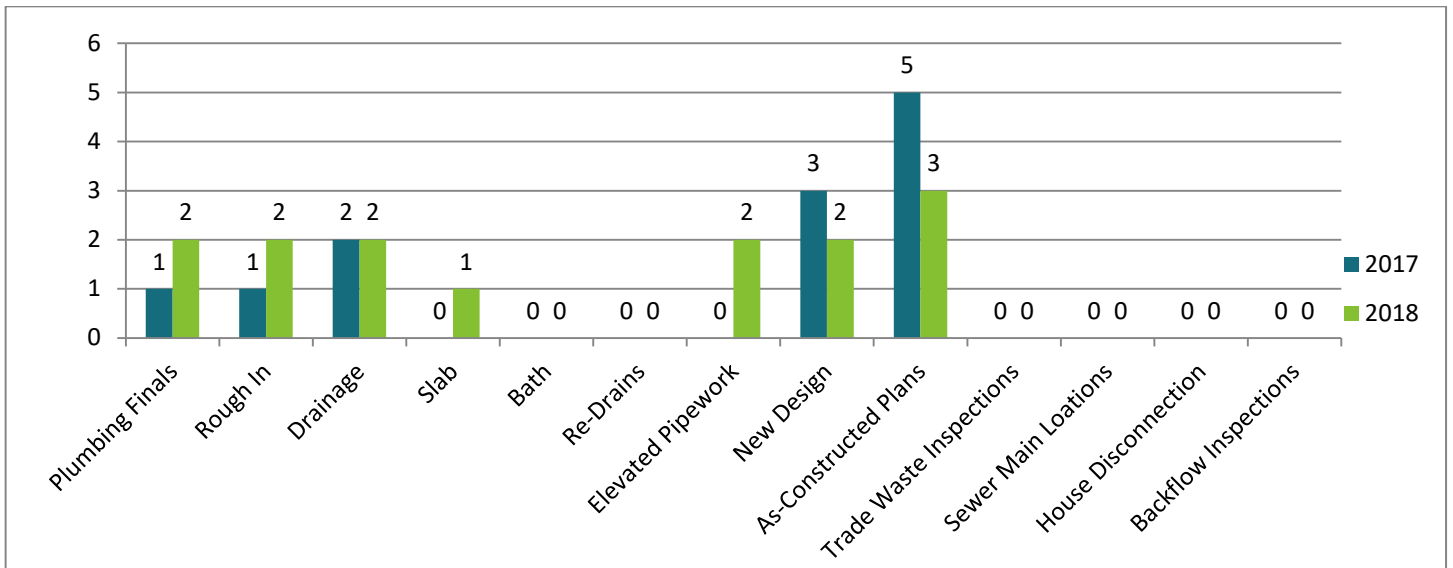


**Approved Building Applications Financial Year to Date**

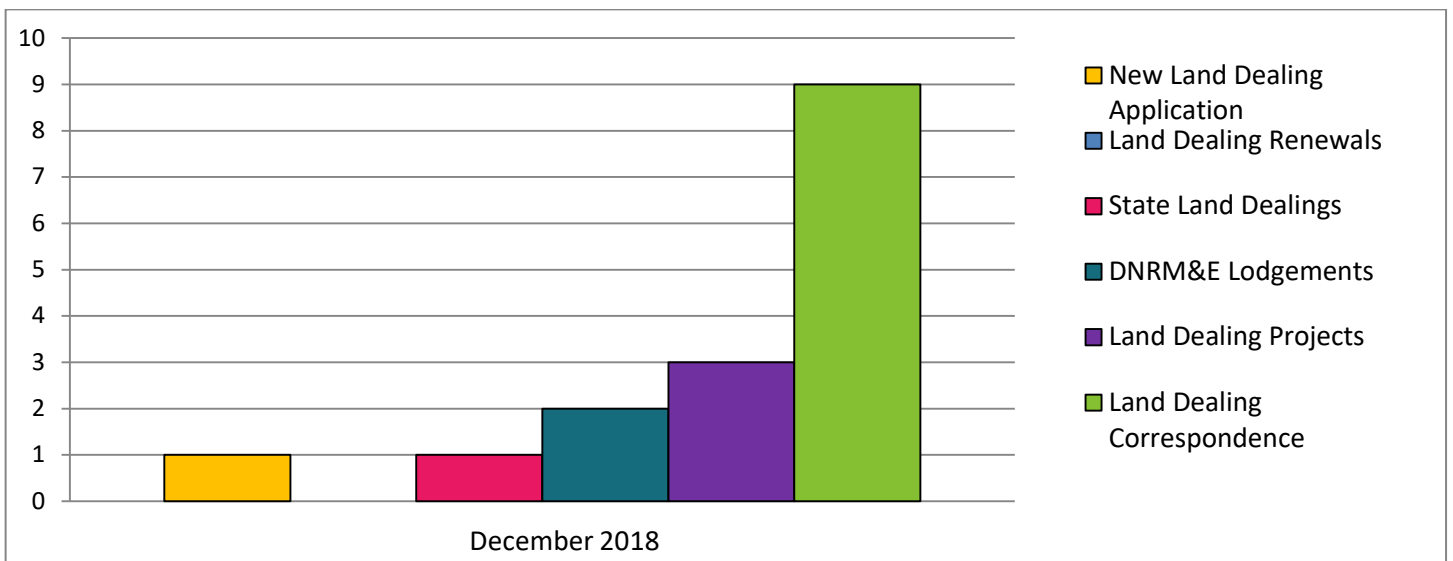


- Last month's data has been audited by the Planning Development Manager and found to be incorrect for both 17/18 and 18/19. The above graph represents the correct figures.

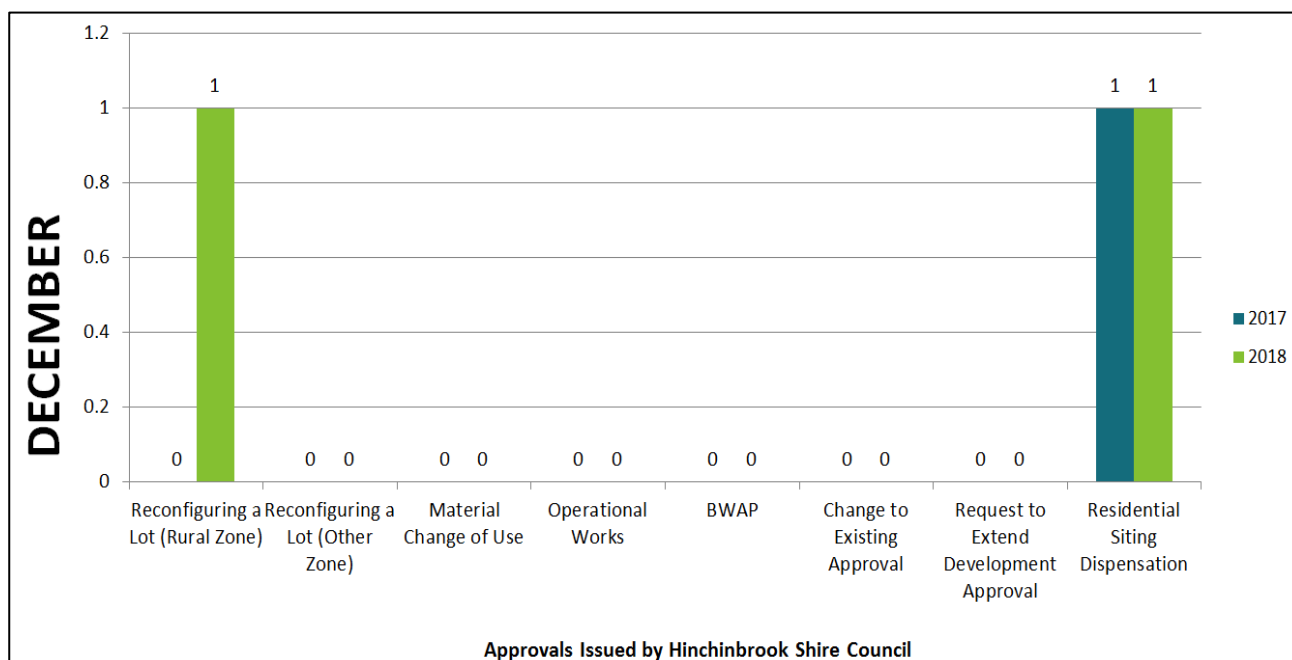
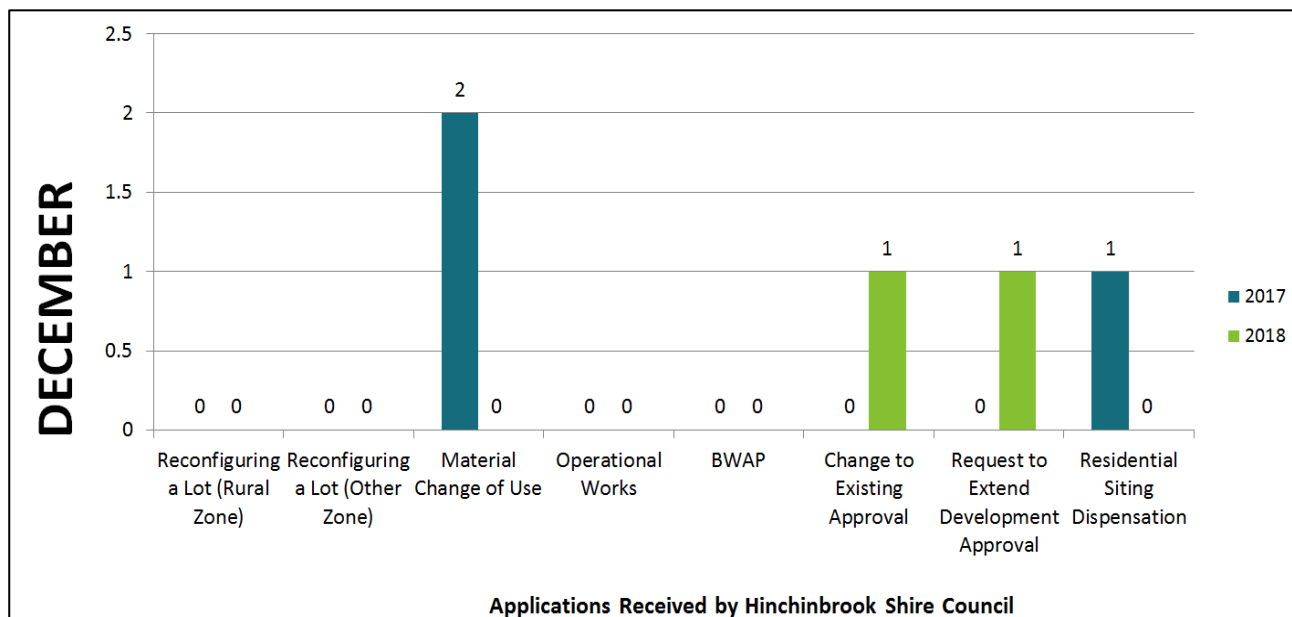
**Plumbing Inspections Conducted for month of December 2018**



**Land Dealings Report for the Month of December 2018**



Town Planning Report for the month of December 2018





## ECONOMIC DEVELOPMENT

### Overview

- Francis Creek Electronic Signage- Awaiting installation by supplier;
- Think Business 2019 – 2019 programme complete and ready for marketing for 2019;
- Wallaman Falls Masterplan - To go to market in January 2019 as EOI;
- Rubbish Bins - CBD Redevelopment- Request for Quotation (RFQ) for historical information for the bins has been completed and contractor awarded;
- Rubbish Bins - CBD Redevelopment- Request for Quotation (RFQ) for supply and installation of Rubbish bins submitted to three separate panels of providers. Submissions closed on 20/12/18. No submissions were received. Reissue of RFQ in January 2019;
- Seating- CBD Redevelopment- RFQ to go to market January 2019;
- Graphic Design - Tender document closes 5.00pm Monday 21 January 2019;
- Entrance Statement - The development of an entrance statement at HVIL regarding The Hinchinbrook Way. The full review is complete and the engineers have advised of minimum sizing HSC required. Awaiting receipt of the final drawings;
- Herbert Street Barra Building Banner – Await approvals from the Department Main Roads (DTMR). Contractor allocated and permission from owners complete
- Projects Capital Expenditure - See current capital expenditure for key update on projects inclusive of CBD redevelopment.

### Tourism

- Full 2017/18 data has been released. Awaiting a report from Earthcheck which will include a three year comparative of figures. As previously advised, this is based on RTO modelling as specific Hinchinbrook (local) sample data is too small. This will be explained at a Council Briefing Session.

### Regional Event Activities

- Community Activity Grant funding remaining at \$75,763
- Christmas in Hinchinbrook –The Carols by Candlelight took place Sunday 2 December and were relocated from Rotary Park to the Shire Hall due to unfavourable conditions. In total, 400 patrons with 30 regional visitors attended the event. Overall Council received great feedback from patrons who enjoyed the air conditioning, entertainment, food, kid's activities and Santa;
- Festival of Small Halls took place in December at the Senior Citizens Hall in Forrest Beach. 62 tickets were sold. The event was well received by patrons. A full outcome report is being prepared for presentation to Councillors at the February Briefing Session.

NAME: Conference and Event Centre Activity Report July 2017 - June 2018									
Month	Venue Name	Event description	Event type (select only one)	First day of official program (dd/mm/yyyy)	Last day of official program (dd/mm/yyyy)	Number of days of official program	Number / average number of delegates per day	Industry sector of event owner/ organiser (select only one)	Hirer
December	Forrest Beach Senior Citizen Centre	Folk Music Festival by Woodfordia	Event	06/12/2018	06/12/2018	1	62	Community	External
December	Shire Hall	Annual Carols in the Park	Event	02/12/2018	02/12/2018	1	400	Community	External

### **FRANCIS CREEK REST AREA SIGNAGE**

- With the upgrade of the Francis Creek rest area, the Department Transport and Main Roads (DTMR) offered Council the opportunity to provide tourism signage at the site. Rather than installing static signage, it was recommended that an electronic sign be installed to promote local tourism sites. The installation of an electronic board will allow the message to be changed. The electronic sign was purchased last financial year and was delivered in late November 2018. Council is currently awaiting the installation by the supplier, who was overseas until the end of January 2019.

### **TYTO**

- December had an overall 30.39% decrease in patronage equating to a decrease of 20.16% in comparison to the last financial year. Hinchinbrook Shire Council shut down from 21 December and furthermore, trading and inclement weather saw TYTO closed 16 December. The weather had a significant effect on patron numbers to all areas of the centre;
- Reporting has also been altered with Regional Events previously referenced as TYTO Inflight Programming., no longer reported within the TYTO statistical data which has contributed to YTD drop.

### **Hinchinbrook Visitor Information Lounge (HVIL)**

- December visitation was down by 16.67%. The decrease is attributed to weather conditions inclusive of numerous National Parks having closed for significant periods due to bush fire concerns, flooding and cyclone activity. The closure of Wallaman Falls and lack of water flow has had an additional effect on visitor numbers. The decrease is across all demographics with the exception of local visitors. Local visitation saw an increase due to a higher number of attendees to the Annual Santa Claus Hunt and the postponement of a large tour from November to December.;
- Ambassador hours worked for the month decreased. A comprehensive advertising and recruitment campaign for Ambassadors is being planned



# **HINCHINBROOK SHIRE COUNCIL**

## **REPORT TO COUNCIL**

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
HVIL 18/19	3726	3229	1797	1245	807	750							11554
HVIL 17/18	3685	3982	2129	1474	1161	900	955	612	913	1374	1788	2703	21676
HVIL 16/17	3579	4132	1724	1412	1272	879	971	680	963	1708	1690	2599	21609
% Difference 17/18 V 18/19	1.11	-18.91	-15.59	-15.54	-30.49	-16.67	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-46.70
TRAG 18/19	843	977	870	689	561	334							
TRAG 17/18	1252	1079	1399	741	679	427	420	474	460	517	735	563	8746
TRAG 16/17	1211	1339	1386	679	509	169	362	345	406	459	557	540	7962
% Difference 17/18 V 18/19	-32.67	-9.45	-37.81	-7.02	-17.38	-21.78	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00
HSL 18/19 DOOR	10008	8294	8489	8115	8109	5216							
HSL 17/18 DOOR	9879	10364	12932	9538	10948	7222	8206	9196	8053	10449	9582	9248	115617
HSL 16/17 DOOR	9788	9720	9927	7566	7545	4474	6420	7731	8778	10881	9788	9577	102195
% Difference 17/18 V 18/19	1.31	-19.97	-34.36	-14.92	-25.93	-27.78	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00
TCEC 18/19 PAX	613	6837	555	3590	375	136							
TCEC 17/18 PAX	1004	10152	2319	959	480	697	12	727	1619	1184	3023	637	22813
TCEC 16/17 PAX	2873	11185	1348	532	123	715	38	814	1504	1393	1872	2305	24702
% Difference 17/18 V 18/19	-38.94	-32.65	-76.07	274.35	-21.88	-80.49	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00
TCEC 18/19 ROOM	21	20	20	16	19	10							
TCEC 17/18 ROOM	13	24	25	25	23	13	2	24	15	25	19	14	222
TCEC 16/17 ROOM	30	13	21	9	6	4	3	14	20	16	19	19	174
% Difference 17/18 V 18/19	61.54	-16.67	-20.00	-36.00	-17.39	-23.08	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00
Cooper St Rest Area 18/19	256	228	128	60	23	0							
Cooper St Rest Area 17/18	273	248	145	34	20	0	0	0	0	22	125	207	1074
Cooper St Rest Area 16/17	168	215	83	36	9	0	0	0	8	25	68	204	816
% Difference 17/18 V 18/19	-6.23	-8.06	-11.72	76.47	15.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-100.00	-100.00	-100.00	-100.00
TYTO Total 18/19	15190	19337	11711	13639	9852	6436	0	0	0	0	0	0	76165
TYTO Total 17/18	15820	25577	18779	12712	13268	9246	9593	11009	11045	13524	15128	13151	168852
TYTO Total 16/17	17451	26376	14385	10189	9449	6237	7791	9570	11651	14441	13907	15021	156468
YTD/Annual Increase 18/19 v 17/18	-3.98	-24.40	-37.64	7.29	-25.75	-30.39	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-54.89

## DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT – 31 DECEMBER 2018

### VIC Visitor Data Form

	Australian States or Territories										Overseas Visitors														
	QLD			NSW	ACT	Vic.	Nt	Tas	Sa	Wa	NZ	Japan	China	Other Asia	UK	Fra	Ger	Neth	Swiss	Other Eur	USA	Can	Other O'seas	TOTAL	
	a*	b**	c***																						
% diff	-1.56	28.32	-10.39	-19.36		57.81	-100.00	32.69	69.07	10.68	7.41	-100.00	-75.00	-37.50	51.85	-8.33	-23.86	-37.50	0.00	-39.53	50.00	-100.00	-28.57	4.00	
Jul-18	313	410	728	788		578	13	122	219	108	50	5	0	6	50	57	105	35	27	53	22	2	35	3726	
Jul-17	378	362	751	708		555	8	100	182	130	102	4	1	16	33	44	97	41	39	76	21	7	30	3685	
% diff	-17.20	13.26	-3.06	11.30		4.14	62.50	22.00	20.33	-16.92	-50.98	25.00	-100.00	-62.50	51.52	29.55	8.25	-14.63	-30.77	-30.26	4.76	-71.43	16.67	1.11	
Aug-18	230	504	554	554		541	11	79	171	127	51	17	7	9	55	49	99	59	20	40	5	13	34	3229	
Aug-17	371	733	772	591		569	23	108	155	119	59	8	9	12	45	59	136	58	21	75	25	7	27	3982	
% diff	-38.01	-31.24	-28.24	-6.26		-4.92	-52.17	-26.85	10.32	6.72	-13.56	112.50	-22.22	-25.00	22.22	-16.95	-27.21	1.72	-4.76	-46.67	-80.00	85.71	25.93	-18.91	
Sep-18	179	264	473	236	18	223	14	21	58	71	25	11	2	1	28	30	56	20	26	23	12	5	1	1797	
Sep-17	247	316	455	297		258	4	32	62	64	39	6	4	4	45	63	71	28	11	42	29	16	36	2129	
% diff	-27.53	-16.46	3.96	-20.54		-13.57	250.00	-34.38	-6.45	10.94	-35.90	83.33	-50.00	-75.00	-37.78	-52.38	-21.13	-28.57	136.36	-45.24	-58.62	-68.75	-97.22	-15.59	
Oct-18	223	181	325	114	23	83	2	11	15	30	9	2	4	2	30	22	69	22	14	33	15	6	10	1245	
Oct-17	192	279	266	154		138	9	28	48	28	25	0	4	3	36	43	86	14	27	37	31	22	4	1474	
% diff	16.15	-35.13	22.18	-25.97		-39.86	-77.78	-60.71	-68.75	7.14	-64.00	#DIV/0!	0.00	-33.33	-16.67	-48.84	-19.77	57.14	-48.15	-10.81	-51.61	-72.73	150.00	-15.54	
Nov-18	133	139	115	82	1	26	13	3	6	11	6	3	0	6	49	28	52	22	22	54	12	20	4	807	
Nov-17	283	181	203	72		38	10	1	3	12	2	5	0	9	39	33	110	29	28	53	25	20	5	1161	
% diff	-53.00	-23.20	-43.35	13.89		-31.58	30.00	200.00	100.00	-8.33	200.00	-40.00	#DIV/0!	-33.33	25.64	-15.15	-52.73	-24.14	-21.43	1.89	-52.00	0.00	-20.00	-30.49	
Dec-18	273	142	81	28	6	25	1	0	7	6	6	3	2	5	23	18	45	12	22	33	2	6	4	750	
Dec-17	181	227	164	37		30	2	5	3	17	9	4	9	1	31	19	57	20	15	25	4	12	28	900	
% diff	50.83	-37.44	-50.61	-24.32		-16.67	-50.00	-100.00	133.33	-64.71	-33.33	-25.00	-77.78	400.00	-25.81	-5.26	-21.05	-40.00	46.67	32.00	-50.00	-50.00	-85.71	-16.67	

### TYTO Conference and Events Centre (TCEC)

December 2018 saw the TYTO Conference and Events Centre host 10 bookings, of those, six were external and four were for the Hinchinbrook Shire Council. The external bookings included three government and three corporate groups.

The TYTO Conference and Event Coordinator assisted with the Hinchinbrook Shire Council Staff Recognition Awards and Christmas Party, which saw an attendance of 220 at the awards. The Councillors attended to the cooking of the barbeque and serving of drinks which attributed heavily to the overall success of the night.

TYTO Conference and Event centre Activity Report Summary

## DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT – 31 DECEMBER 2018

**NAME: Conference and Event Centre Activity Report July 2017 - June 2018**

Month	Venue Name	Event name	Event type (select only one)	First day of official program dd/mm/yyyy	Last day of official program (dd/mm/yyyy)	Number of days of official program	Number / average number of delegates per day	Industry sector of event owner/ organiser (select only one)	Hirer
December	Wagtail Room	Advanced Personal Management	Meeting	13/12/2018	13/12/2018	0.5	6	Corporate	External
December	Jacana	Chamber Meeting	Meeting	11/12/2018	11/12/2018	0.5	20	Government	HSC
December	Whistler	Advanced Personal Management	Meeting	06/12/2018	06/12/2018	0.5	2	Corporate	External
December	Jacana	TEL 2018-2022 Destination Tourism Plan Update	Meeting	05/12/2018	05/12/2018	0.5	40	Government	External
December	Jabiru	Liddles & Sons	Meeting	11/12/2018	11/12/2018	1	10	Corporate	External
December	Whistler	NDRRA Project Team Meeting	Meeting	11/12/2018	11/12/2018	0.5	8	Government	HSC
December	Jabiru	JCC Meeting	Meeting	13/12/2018	13/12/2018	0.5	15	Government	HSC
December	Jabiru	HSC General Meeting Update	Meeting	19/12/2018	19/12/2018	0.5	12	Government	HSC
December	Whistler	Dengue Safe Project Ingham	Meeting	19/12/2018	19/12/2018	0.5	12	Government	External
December	Whistler	Department of Agriculture and Fisheries	Workshop	03/12/2018	03/12/2018	0.5	11	Government	External

## DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT – 31 DECEMBER 2018

Following Table: Booking breakdown per delineator. These figures are cumulative from the TCEC Activity Report. They also have forward bookings hence population of forward months.

Bold section - 13/14 TCEC was taken over from a facility service.

	July		August		September		October		November		December		January		February		March		April		May		June		TOTAL		PERCENTAGE	
	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax	Bookings	Pax
TCEC 18/19	21	613	20	6,837	20	555	16	3,590	19	375	10	116	0	0	1	10	0	0	0	0	0	0	0	0	107	12,096	-52.65%	-6.65%
TCEC 17/18	12	956	24	912	26	1,976	28	770	25	502	13	700	2	12	24	727	14	1,559	25	1,184	19	3,023	14	637	226	12,958	33.73%	-47.25%
TCEC 16/17	28	2,873	13	11,185	21	1,348	9	532	5	123	4	715	3	38	14	814	20	1,504	16	1,391	18	1,837	18	2,205	169	24,565	2.42%	9.05%
TCEC 15/16	18	1,062	9	10,740	10	409	12	531	12	300	7	720	6	123	11	333	11	2,085	19	1,390	20	3,435	30	1,399	165	22,527	60.19%	59.19%
TCEC 14/15	7	309	7	7,491	4	181	5	144	4	132	4	317	5	931	10	1,229	13	475	15	602	15	1,641	14	699	103	14,151	58.46%	47.95%
<b>TCEC 13/14</b>	<b>3</b>	<b>75</b>	<b>8</b>	<b>7,040</b>	<b>6</b>	<b>305</b>	<b>4</b>	<b>323</b>	<b>7</b>	<b>449</b>	<b>3</b>	<b>70</b>	<b>2</b>	<b>28</b>	<b>4</b>	<b>99</b>	<b>5</b>	<b>315</b>	<b>5</b>	<b>342</b>	<b>14</b>	<b>329</b>	<b>4</b>	<b>190</b>	<b>65</b>	<b>9,565</b>	<b>71.05%</b>	<b>82.47%</b>
TCEC 12/13	5	4,150	5	95	3	275	5	210	5	110	1	100	0	0	2	42	1	25	2	50	6	150	3	35	38	5,242	40.74%	481.15%
TCEC 11/12													3	57	4	95	2	29	2	0	12	674	4	47	27	902	0.00%	0.0%

	External				HSC				TYTO				Promo	
	Bookings	% Increase from previous year	Pax	% Increase from previous year	Bookings	% Increase from previous year	Pax	% Increase from previous year	Bookings	% Increase from previous year	Pax	% Increase from previous year	Bookings	Pax
TCEC 18/19	63	-43.75%	10445	113.73%	21	-47.50%	673	-47.50%	23	-68.06%	978	-85.15%	0	0
TCEC 17/18	112	53.42%	4887	-68.14%	40	0.00%	1282	1.02%	72	33.33%	6584	-17.06%	4	210
TCEC 16/17	73	0.00%	15340	14.64%	40	14.29%	1269	-18.29%	54	-3.57%	7938	4.89%	1	13
TCEC 15/16	73	37.74%	13381	55.27%	35	66.67%	1553	-25.80%	56	93.10%	7568	120.00%	2	25
TCEC 14/15	53	35.90%	8618	13.23%	21	40.00%	2093	181.32%	29	190.00%	3440	891.35%	0	0
<b>TCEC 13/14</b>	<b>39</b>	<b>50.00%</b>	<b>7611</b>	<b>57.02%</b>	<b>15</b>	<b>50.00%</b>	<b>744</b>	<b>152.20%</b>	<b>10</b>	<b>900.00%</b>	<b>347</b>	<b>1635.00%</b>	<b>0</b>	<b>28</b>
TCEC 12/13	26	30.00%	4847	554.12%	10	100.00%	295	31.70%	1	-50.00%	20	-86.67%	1	80
TCEC 11/12	20		741	0.00%	5	0.00%	224	0.00%	2		150			

### TYTO Regional Arts Gallery (TRAG)

- A total of 334 patrons visited the Gallery during December 2018. This is a decrease of 93 pax or 17.38% compared to December 2017.

### Hinchinbrook Shire Library (HSL)

- December reported a total of 5, 216 visitations. This is a 28% decrease from December 2017.

**GRANTS ACTIVITIES– 31 December 2018 Update**

Currently Council have eight applications submitted awaiting an outcome from the associated Department.

FUNDING	CO-CONTRIBUTION AMOUNTS	UPDATE	EXPECTED DECISION DATE
Department of Infrastructure and Regional development – Building Better Regions Fund – Round 3 – Dungeness Boat Ramp Car Park Extension. Total Project Cost \$835,500.	Funding - \$626,625 HSC Cost - \$208,875	Awaiting outcome	28 February 2019
Department of Justice and Attorney General – Gambling Community Benefit Fund – Round 98 – Microfilm Viewer Hinchinbrook Shire Library. Total Project Cost \$15,580.	Funding - \$15,580 HSC Cost - \$nil	Awaiting outcome	31 January 2019
Building Our Regions – Round 4 – Regional Capital Fund – Detailed Application – Ingham Aerodrome Commercial Precinct Extension. Total Project Cost \$2,250,000.	Funding - \$1,125,000 HSC Cost - \$1,125,000	Awaiting Outcome	31 January 2019
Australian Sports Commission – Community Sport Infrastructure Grant Program – Multipurpose sports arena lighting and sound system. Total Project Cost \$470,000.	Funding - \$450,000 HSC Cost - \$10,000 HSC In Kind - \$10,000	Awaiting Outcome	30 April 2019
Attorney Generals Department – Safer Communities Funding Round 3 – Hinchinbrook Community Crime Prevention Project – CCTV at various locations. Total Project Cost \$132,764.	Funding - \$106,211 HSC Cost - \$26,533	Awaiting Outcome	31 January 2019
Mobile Black Spot Funding – Round 4 – Upper Stone existing on data base, also submitted area as a Public Interest Premises. Awaiting instruction to make \$10,000 co-contribution.	HSC Cost - \$10,000	Awaiting Outcome	Ongoing
Transport and Tourism Connections (TTC) Program – Round 2 – Jourama Falls Road Bitumen Upgrade. Total Project Cost \$1,450,000.	Funding - \$500,000 HSC Cost - \$950,000	Awaiting Outcome	28 February 2019
Department of Transport and Main Roads - Federal Black Spot Program – 2019-20 – Abergowrie Road Dips. Total Project Cost \$436,500; Funding \$436,500; HSC Cost \$nil	Funding - \$436,500 HSC Cost - \$nil	Awaiting Outcome	30 June 2019

Available Grants

FUNDING DEPARTMENT	FUNDING TITLE	CO-CONTRIBUTION	OPENING DATE	CLOSING DATE
Department of Infrastructure, Local Government and Planning	Local Government Grants and Subsidies Program (LGGSP) 2019-21 <i>Funding assistance to support Local Governments to delivery priority infrastructure and essential services that meet the indentified needs of their communities.</i>	Funding – 60% HSC Cost – 40%	January 2019	February 2019
Queensland Government – Department of Pmter and Cabinet	Queensland Veterans’ Memorial Grants Program <i>Funding to encourage and assist groups to create, upkeep and conserve monuments, memorials and public memorial sites acknowledging Queensland veterans’ contributions.</i>	Funding – 75% HSC Cost – 25%	November 2018	March 2019
Department of Agriculture and Water Resources	Smart Farming Partnerships <i>Funding which supports four to five-year projects to develop, trial and implement new and innovative tools/farm systems which promote the uptake of sustainable agricultural practices and increase on-farm profitability/productivity.</i>	Must include contributions (cash or in-kind)	First half of 2019	First half of 2019
Department of State Development, Manufacuring, Infrastructure and Planning	Resource Recovery Industry Development Program <i>Offering three streams of funding tailored to attract a range of projects which will develop a high-value resource recovery industry in Queensland. E.g. Infrastructure projects for investment in new processing/technological capabilities, expansion of major resource recovery operations to divert significant amounts of waste from landfill &amp; prevent stockpiling or funding support to capital intensive projects requiring contribution towards investigations assiting with investment.</i>	Stream one – Funding – 50% HSC Cost – 50% Stream two – Funding – 100% HSC Cost - \$nil Stream three – Funding – 100% HSC Cost - \$nil	Two Rounds of Applications per year	Two Rounds of Applications per year
Dept of Communications and The Arts	Festivals Australia <i>Funding, generally under \$100,000 per grant, to support high-quality arts projects that invite community participation and audience engagement. Projects can include but are not limited to a parade, performance, workshop, installation or exhibition.</i>	Funding – 100% HSC Cost - \$nil	Two Rounds of Applications per year	Two Rounds of Applications per year
Tourism and Events Queensland	Queensland Destination Events Program – Round 12 <i>Offering two streams of funding (destination event funding for events seeking growth and significant event funding for events that demonstrate a strong track record of growth potential) the program plays a key role in fostering both regional tourism and economic development.</i>	Funding – 100% HSC Cost - \$nil	November 2018	February 2019



# DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT – 31 DECEMBER 2018

FUNDING DEPARTMENT	FUNDING TITLE	CO-CONTRIBUTION	OPENING DATE	CLOSING DATE
Department of National Parks, Sport and Racing	Get Playing Plus <i>Funding (up to \$1,5000,000) to support the development and improvement of sport an recreation infrastructure that will increase participation in sport/recreations activities and address current and future regional needs for cimmunity sport/recreation infrastructure.</i>	Funding – 67% HSC Cost – 33%	Feb 2019	April 2019
Northern Queensland Primary Health Network	Active Healthy Northern QLD Grants Program – Round 5 <i>Funding (up to \$150,000) to improve health outcomes and minimise risk of chronic disease in the communitiy through health promotion and illness prevention initiatives aimed at changing community attitudes/behaviours and creating an environment that supports people to make healthier choices.</i>	Funding – 100% HSC Cost - \$nil	Early 2019	Early 2019
State Library of Queensland	Public Library Strategic Priorities Grants Program 2018-19 <i>Funding (up to \$30,000 per grant) to support Local Government to deliver strategic intiatives through public libraries or indigenous knowledge centres that replace one or more of the objectives outlined within the State Library Framework.</i>	Funding – 100% HSC Cost - \$nil	December 2018	February 2019
State Library of Queensland	First 5 Forever Project 2019 <i>Funding (up to \$50,000 per grant) focused on delivery of innovative projects through public libraries or indigenous knowledge centres that support stronger language and early literacy environments for children aged 0-5 years and more broadly connects families with their role in early literacy.</i>	Funding – 100% HSC Cost - \$nil	December 2018	February 2019
State Library of Queensland	Realising Our Potential Micro Grants Program <i>Small-scale funding (up to \$3,00 per grant) to support short-term, time-limited projects through public libraries and indigenous knowledge centres across Queensland.</i>	Funding – 100% HSC Cost - \$nil	December 2018	February 2019
Department of Infrastructure, Local Government and Planning	Works for Queensland (W4Q) Funding Program 2019-21 <i>Funding to support Local Governments to undertake job-creating maintenance and minor infrastrucutre projects ensuring a boost in local economies and to maximise job opportunities.</i>	Funding – 100% HSC Cost - \$nil	Early 2019	Early 2019
Department of Communication and The Arts	Indigenous Languages and Arts Program (ILA) Open Grant Round 2019 <i>Funding (up to \$100,000) to support economic opportunities for Aboriginal and Torres Strait Islander people through preservation, continued teaching and increased recognition of indigenous languages and arts projects throughout the community.</i>	Funding – 100% HSC Cost - \$nil	November 2018	February 2019

# DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT – 31 DECEMBER 2018

FUNDING DEPARTMENT	FUNDING TITLE	CO-CONTRIBUTION	OPENING DATE	CLOSING DATE
Department of Communication and The Arts	Indigenous Visual Arts Industry Support Grant Round 2019 <i>Funding (between \$5,000 to \$80,000 per annum) to support Aboriginal and Torres Strait Islander communities to revive and maintain languages and arts by providing employment/economic opportunities, particularly in remote/rural communities, for artists to develop professional skills, gain experience and generate income from their visual art practice.</i>	Funding – 100% HSC Cost - \$nil	July 2018	March 2019
Department of Veterans' Affairs	Saluting Their Service Commemorations Program – Community Commemorative Grants Opportunity <i>Funding (up to \$4,000) for local community-based commemorative projects and activities that directly commemorate the involvement, service and sacrifice of Australia's service personnel in wars, conflicts and peace operations.</i>	Funding – 100% HSC Cost - \$nil	May 2018	March 2019
Department of Justice and Attorney General	Community Benefit Fund – Round 100 Funding (between \$500 and \$35,000) for no-for-profit community groups to enhance their capacity to provide services, leisure activities and opportunities to Queensland communities.	Funding – 100%	Mid-January 2019	February 2019
Department of Infrastructure and Regional Development	Bridges Renewal Program – Round 4 <i>Funding to upgrade and repair bridges to enhance access for local communities and facilitate higher productivity vehicle access.</i>	Funding – 50% of total project costs or \$700,000 per bridge project and \$1.4 million per proponent (whichever is greater)	January 2019	February 2019

C	Construction	A	Assessment	P	Procurement
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Project Description	Programme Estimate 2018/2019			2018/2019 Expenditure	Comments and Projected Timeline													
	HSC Budget	Other Source	Total															
2018/2019 Capital Projects																		
ECD-TYTO Developments - \$30K TCEC upgrade kitchen and \$40K TYTO tracks (to be added to TYTO tracks 18/19 when carryovers finished)	\$70,000	\$0	\$70,000	\$0	Quotes (TYTO tracks) and review of requirements have been obtained as guide for tender process if successful. This has not been approved. To date.													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual													
Heritage Style Lights Main Street Halifax	\$70,000	\$0	\$70,000	\$0	Discussion with Electrical Contractors re 3 x lighting, the style requested is not best re light efficiency. Awaiting alternative from contractors supplier.													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual													
Environmental Work Warrens Hill	\$100,000	\$0	\$100,000	\$39,818	No further progress													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual													
Traffic Flow Warrens Hill	\$15,000	\$0	\$15,000	\$0	No further progress													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual													
GIS mapping for weeds	\$25,000	\$0	\$25,000	\$0	No further progress													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual													
Seating for footpath management plans (Lead - mgt fees)	\$10,000	\$0	\$10,000	\$0														
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual													
Landfill remediation Warrens Hill	\$776,600	\$0	\$776,600	\$0	No further progress													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual													
ECD-W4Q2.09 Herbert Street – Activate Space (Works 4 QLD GRANT) Designs have commenced Resolution #250717-36	\$0	\$160,000	\$160,000	\$6,550	RFQ for shelters in draft, currently with Engineering to check engineer drawing, awaiting lighting schematic also from HSC contractor.													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual													
ECD-Francis Creek Digital Kiosk	\$6,000	\$0	\$6,000	\$636	Await Francis Creek command installer. Advised end of January for installation and activation.													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual													
ECD - CBD Works (CBD seats, planter boxes and bins) Resolution # 290915-21	\$150,000	\$0	\$150,000	\$1,960	Ingham Streetscape Development plans complete, pricing and concepts to determine number of items that can be actioned under current budget. RFQ's for research for tours complete contactor established and bins had no submissions will go back to market January 2019.													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual													
ECD - HVIL Refurbishment	\$50,000	\$0	\$50,000	\$6,150	Review of brief with feedback sent to CA Architects 23/10/18 await CA Architects response. 03/12/18 second plans with amendments received.													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual													
ECD - TYTO tracks/walks (Parks and Gardens almost finished walks, Armsign been engaged)	\$54,000	\$0	\$54,000	\$10,361	Await Signage delivery date.													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual													

Aged Friendly seating	\$20,000	\$100,000	\$120,000	\$55,387	Construction has commenced with Blanco Builders. Dispatch date for the seats order is currently scheduled for 16 January 2019
					Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast
					Actual
ECD -CBD Revitalisation (Hinchinbrook Way Walk Wayfinding signage, Rotary Park revitalisation, maps and signage) Resolution # 290915-23	\$110,000	\$0	\$110,000	\$9,090	Rotary Park revitalisation review of all old materials in progress.
					Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast
					Actual
ECD - CBD/Cartwright St	\$130,000	\$0	\$130,000	\$0	NIL Movement. No works currently scheduled for Cartwright St with focused on Lannercost and Herbert
					Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast
					Actual
ECD -Hinchinbrook Way Drive Resolution # 180613-17	\$92,000	\$0	\$92,000	\$70	Redesign of Drive Towers in progress. New template complete for engineering / design.NO movement.
					Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast
					Actual
ECD -Wallaman Falls Infrastructure Project	\$50,000	\$0	\$50,000	\$0	Directive for EOI to go to market January 2019 without Indigenous Land Owners input as numerous attempts at garnering feed back have failed to date. Ensure inclusion of
					Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast
					Actual
ECD -TYTO upgrade lighting	\$15,000	\$0	\$15,000	\$5,181	Part of a multi year roll out. A number of jobs outstanding but in progress.
					Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast
					Actual
ECD -Lannercost Street laneway artwork discussions with project manager	\$25,000	\$0	\$25,000	\$0	Concept plans have been received and in review. Require feedback from CEO and Management Team. To be presented at January meeting.
					Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast
					Actual
ECD -Aged Care Projects (aging in place)	\$10,000	\$0	\$10,000	\$0	Meeting 12/12/18, clarification on matters resolved to move forward. Full review of directory in progress and all content providers contacted for request and delivery of materials for tote bag.
					Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast
					Actual
Additional Shoring Box (cemetery)	\$17,000	\$0	\$17,000	\$2,500	Design has been drawn up and certified by an engineer to attach with a new RFQ to go to the market again (since no responses have been received on two prior occasions)
					Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast
					Actual

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



**1,220** PATRONS IN DECEMBER,  
27,934 TOTAL SO FAR IN 2018/19 [7]



BUSIEST MONTH TO DATE  
IS **AUGUST** 2018/19  
DRIVEN BY THE TCEC [9]






TOTAL PATRONAGE TO TYTO HAS  
DECREASED BY **↓-40%** IN  
COMPARISON TO DECEMBER 2017 [8]

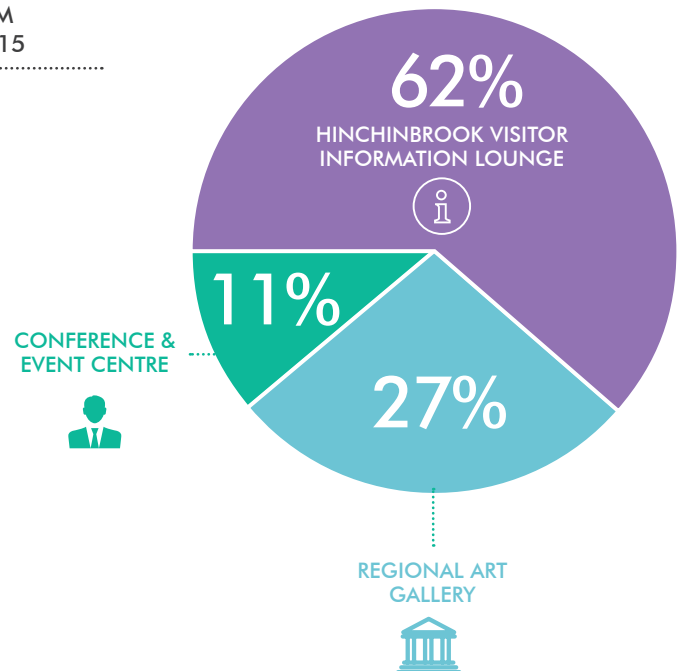
# DECEMBER 2018 HIGHLIGHTS

## TYTO USE, GROWTH & IMPACT ANALYSIS

### 5 YEAR COMPARISON [10]

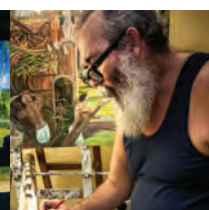
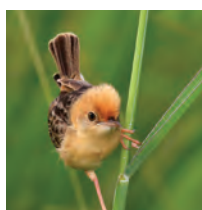
	DECEMBER 2018 EVENTS	AV GROWTH PER ANNUM SINCE DECEMBER 2014/15
	CONFERENCE & EVENT CENTRE <b>136</b> PATRONS	<b>↓-14% PA</b>
	REGIONAL ART GALLERY <b>334</b> PATRONS	<b>↑6% PA</b>
	HINCHINBROOK VISITOR INFORMATION LOUNGE <b>750</b> PATRONS	<b>↓-5% PA</b>

### TYTO VISITATION [11]

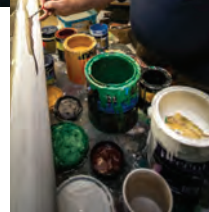
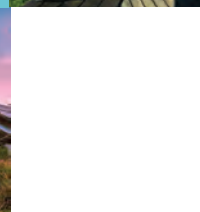


### AMBASSADOR CONTRIBUTIONS DECEMBER [12]

	REGIONAL ART GALLERY <b>34</b> HOURS		HINCHINBROOK VISITOR INFORMATION LOUNGE <b>336</b> HOURS		TYTO CONFERENCE AND EVENTS CENTRE <b>15</b> HOURS		TOTAL WAGES SAVED 2018/19 <b>\$75,247</b>
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## CONFERENCE & EVENT CENTRE: A GROWING REVENUE STREAM

Year On Year Monthly Comparison ONLY



DIRECT SPEND  
(ROOM HIRE AND  
F&B) **↓-88%**  
COMPARED TO DEC  
LAST YEAR [1]



**14** DELEGATES  
PER DAY PER EVENT,  
COMPARED TO  
**50** IN DEC 2017 [2]

## EVENT TYPES [4]

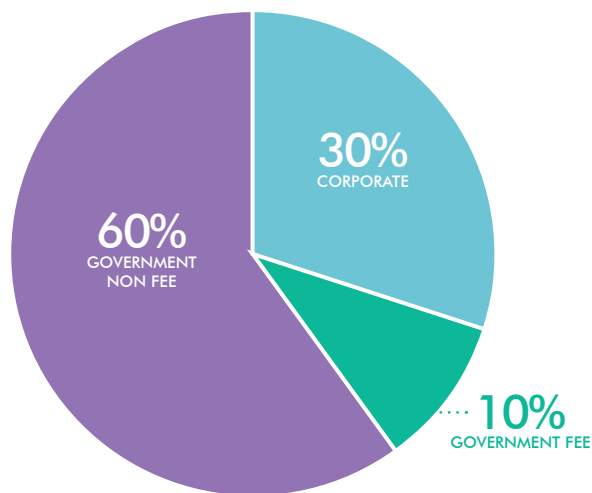
DEC 2018 EVENTS	NO. OF BOOKINGS	%CHANGE PA SINCE DEC 2014	
EVENT	0	↓-25%	0
WORKSHOP	1	+1 BOOKING	11
CONFERENCE	0	NO CHANGE	0
MEETING	9	↑50%	125
OTHER	0	NO CHANGE	0



# DECEMBER 2018 HIGHLIGHTS

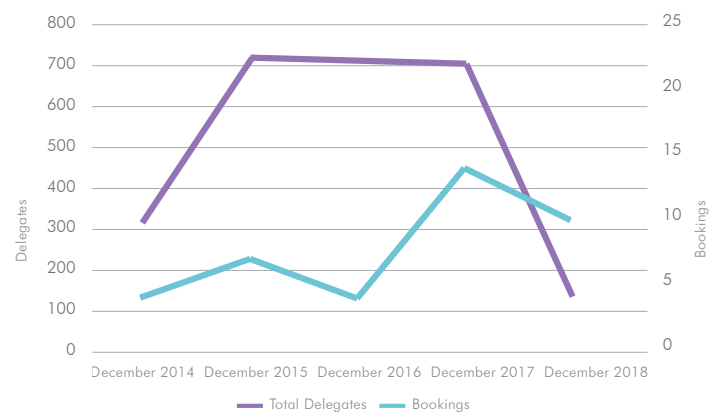
TYTO USE, GROWTH & IMPACT ANALYSIS

## EVENT USAGE [5]



## EVENT BOOKINGS & PAX [3]

5 Year Comparison\*

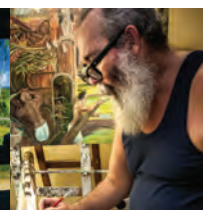
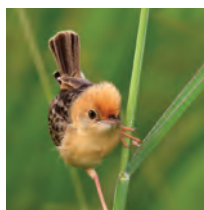


## % CHANGE PA SINCE 2014/15 [6]

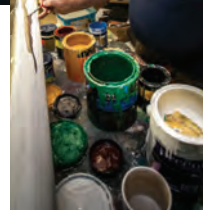
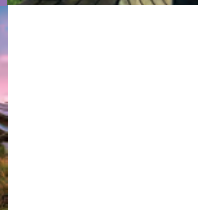
GOVERNMENT - NON FEE	↑125% *
GOVERNMENT - FEE	NO CHANGE **
CORPORATE	↑50%
PRIVATE	↓-25%
OVERALL BOOKINGS	↑38%

\* For longer-term trend analysis, data has been compared to 2014/15.

\* HSC 4 Bookings; Government External 2 Bookings. \*\* Government External 1 Booking.



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



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

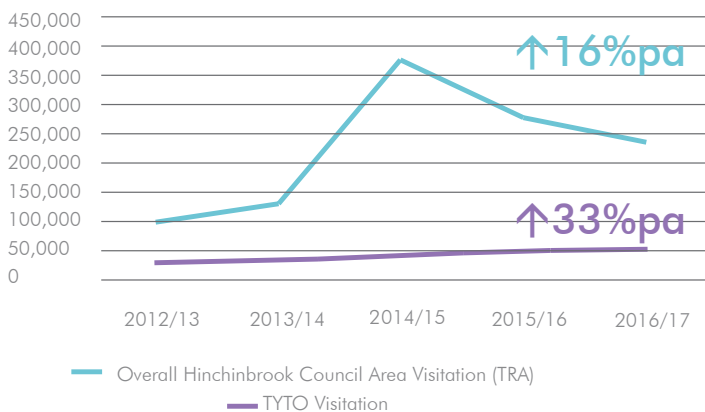
# FINANCIAL YEAR 2017/18 HIGHLIGHTS

## TYTO USE, GROWTH & IMPACT ANALYSIS

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

### REGIONAL VISITATION [16]

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



The most up to date financial year data from TRA for Overall Hinchinbrook Area Visitation currently available is for 2016/17.

### VISITORS ORIGINS [19]

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



### REGIONAL JOBS [17]

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

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



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



**\$1.73M** IN  
USER & NON-USER  
BENEFITS



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



HSL AMBASSADOR  
CONTRIBUTION **651**  
HOURS  
=  
TOTAL WAGES SAVED  
2018/19 **\$18,061**

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



#### DISCLAIMER

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

#### Assumptions and Data Sources:

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

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





## KEY TO SUBSCRIPT NUMBERS <sup>[1-19]</sup>

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



## **CBD REDEVELOPMENT PRIORITY WORKS**

### **Strategic Considerations**

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
5.1 Our Ingham CBD is attractive, alive and diverse	5.1.1 Undertake master planning of Rotary Park to develop an integrated approach to the future development of the park. 5.1.4 Lannercost Street Revitalisation Project 30 December 2018

### **Budget, Financial and Resource Implications**

2018/2019 Capital Budget

### **Asset Management**

Not applicable

### **Executive Summary**

It is necessary to review the status of Council Resolution Numbers 290915-21, 290915-23 and 290915-27 relating to Economic Development projects and document such projects in Council's Operational Plan. These projects will then be appropriately documented as part of the Council's statutory responsibilities with staff reporting on program on a quarterly basis in accordance with the Operational Plan.

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

That Council:

- A. Close Resolution Number – 290915-21 of 29 September 2015 Status Report and proceed with the following action in the 2018/2019 Operational Plan under the Corporate Plan Strategic Heading – 5.1 - Our Ingham CBD is attractive, alive and diverse:
  - i. 5.1.4 - undertake master planning of Rotary Park to develop an integrated approach to the future development of the park as outlined in the 2018/2019 Operational Plan;
  - ii. 5.1.5 - Design and install tourist information signage in Rotary Park;
  - iii. 5.1.6 - Design and install a tourist information banner at 7-17 Herbert Street, Ingham;
- B. Close Resolution Number – 290915-23 of 29 September 2015 Status Report and include the following action in the 2018/2019 Operational Plan under the Corporate Plan Strategic Heading – 5.1 - Our Ingham CBD is attractive, alive and diverse:
  - i. 5.1.7 - develop a Style Guide for way-finding devices and information signs throughout Ingham and that wayfinding signage be installed from Rotary Park to and including Lannercost Street.
- C. Close Resolution Number – 290915-27 of 29 September 2015 Status Report and include the following actions in the 2018/2019 Operational Plan under the Corporate Plan Strategic Heading – 5.1 - Our Ingham CBD is attractive, alive and diverse:
  - i. 5.1.8 - the installation of an entrance statement to be located in front of the Hinchinbrook Visitor Information Lounge, facing Townsville Road
  - ii. 5.1.9 – upgrade of seating, bins and planter boxes in Lannercost Street
- D. Add the following actions in the 2018/2019 Operational Plan under the Corporate Plan Strategic Heading – 5.1 - Our Ingham CBD is attractive, alive and diverse:
  - i. 5.1.10 – upgrade of the laneway beside the Council Chambers in Lannercost Street.

### **Officers Summary**

The purpose of this report is to update Council in relation to Resolution Numbers 290915-21, 290915-23 and 290915-27 and include the relevant projects in the Council's Operational Plan.

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### **Historical Information**

At the General Meeting of 29 September 2015 there were a number of resolutions made that related to the 2015/2016 Ingham CBD Redevelopment Priority Works – Lannercost Street Phase One.

Over the past three years a number of these resolutions have been completed and others only partially accomplished. This is due to some actions being unable to be completed resulting in a change of scope to some of the resolutions.

The upgrade of the laneway beside the Council Chambers in Lannercost Street was not specifically included in the CBD Revitalisation however it has been included in the Capital Works Program.

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### **Policy Implications**

Transferring projects into Operational Plan documentation improves governance compliance.

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### **Risk Management Implications**

Non compliance with legislative requirements should be projects not referenced in the Operational Plan.

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### **Statutory Environment**

*Local Government Act 2009*

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### **Consultation**

- Chief Executive Officer
  - Manager Economic and Community Development
- 

### **Attachments**

Nil

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**HALIFAX HERITAGE VILLAGE CONCEPT DEVELOPMENT PROJECT**

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**Strategic Considerations**

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
5.3 Tourism Development	Nil

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**Budget, Financial and Resource Implications**

No budget provision has been made in the 2018/2019 financial year.

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**Asset Management**

Not applicable

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**Executive Summary**

That Council proceed with preparing a scoping document for consideration of the possible development of Halifax as a heritage village. This project will then be appropriately documented as part of the Council's statutory responsibilities with staff reporting on program on a quarterly basis in accordance with the Operational Plan.

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**For Council Decision – Recommendation**

That Council resolve to add the following action in the 2018/2019 Operational Plan under the Corporate Plan Strategic Heading:

5.3 – Tourism Development

5.3.4 – Prepare a scoping document and seek quotations for the development of Halifax as a heritage village.

### **Officers Summary**

The purpose of this report is to formalise the inclusion of the preparation of a scoping document for the possible development of Halifax as a heritage village in Council's Operational Plan.

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### **Historical Information**

The concept of Halifax being developed as a heritage village was first raised in the Grogan Report 1992(Herbert River Museum & Gallery Design Report). The concept of Halifax being a heritage village was again raised in early 2018 and subsequently, Council held a public meeting on 28<sup>th</sup> August 2018 to gauge feedback from the Halifax community as to whether they supported the further investigation of this concept. There was a discussion regarding various formats for the idea and outcome was that the community supported the further investigation of the concept.

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### **Policy Implications**

Transferring projects into Operational Plan documentation improves governance compliance

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### **Risk Management Implications**

Non compliance with legislative requirements should projects not be referenced in the Operational Plan

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### **Statutory Environment**

*Local Government Act 2009*

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### **Consultation**

- Councillors
  - Chief Executive Officer
  - Manager Economic and Community Development
  - Halifax Community
- 

### **Attachments**

Nil

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DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES STATUS REPORT – 31 DECEMBER 2018

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
<p>Strategic Direction</p> <ol style="list-style-type: none"> <li>1 – Fiscally Responsive and Responsible Management of Public Infrastructure and Assets</li> <li>2 – Responsive and responsible management of land</li> <li>3 – Responsive and responsible local representation</li> <li>4 – Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire</li> <li>5 – Council's role in creating and supporting the economic prosperity of our Shire</li> </ol>	<p>Action</p> <p>All areas under the Operational Plan as referred throughout sections one to five</p>

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

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

For Council Decision – Recommendation

That Council receive and note the information in the Report.

#### Officers Summary

Not applicable concerning acceptance of this Report

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#### Historical Information

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

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#### Policy Implications

Not applicable concerning acceptance of this Report

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#### Risk Management Implications

Not applicable concerning acceptance of this Report

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#### Statutory Environment

*Local Government Act 2009*

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#### Consultation

Chief Executive Officer

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#### Attachments

Status of Actions

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*Resolution Number 181218-20 – Flying Fox – Request for Tree Removal from Herbert Street Commercial Premises*

That Council advise the landowner that it is not in a position to provide financial assistance but will support the landowner make an application for a Flying Fox Roost Management Permit (FFRMP) to the relevant State Government Department to carry out works on their property.

Status:

*January 2019 Update –Correspondence sent to the landowner advising them of Council's decision.*

*Matter Closed*

*Resolution Number 181218-19 – 2018/2019 Community Activity Grant Sponsorship – 1 January 2019 to 31 March 2019*

That Council:

A. Approve the following applications in accordance with the Community Activity Grant Policy and conditions:

- Taylors Beach Progress Association application for Taylors Beach Family Fishing Competition to the value of \$859.00;
- Café Connect Alzheimer Australia Townsville application for Café Connect to the value of \$500 on the condition that chairs purchased must be assigned to a local not for profit organisation and remain in the Shire for all residents to utilise via Conroy Hall;
- Women in Sugar Herbert application for the 2019 Women in Sugar Australia Conference to the value of \$3,500;
- Lachlan Buckman application for School Sport Australia Track & Field Championships to the value of \$250;
- Hinchinbrook Sportfishing Club application for Annual Club Activities and North Queensland Sportfishing Championships to the value of \$3,700;
- Halifax Progress and Tourism Association application for the final clearing of Riverway Park in Halifax to the value of \$3,800; and
- Lucinda Progress Association for the 2018 Lucinda Christmas Carols to the value of \$900.

B. Decline the following application as it does not comply with the Community Activity Grant Policy and conditions:

- Raintree Markets application for Market Signage on the grounds that the applicant is a commercial venture and marketing material should be funded by vendors.

Status:

*January 2019 Update –Correspondence has been sent to the various applicants on 19 December 2018*

*Matter Closed*

*Resolution Number 181218-18 – Reserve for Recreation R465 – Winnie Pitch Cricket Grounds – Mount Fox – Lot 61 on WU46 – Mount Fox Lions Club Disbanded*

That Council:

- A. Receive and note the information in the correspondence from the District Governor for Lions International;
- B. Authorise Facilities Management to undertake an assessment of the work required to return the facility to an appropriate condition for use; and
- C. Obtain information on appropriate lawful uses on the site that may be utilised for future economic development considerations.

Status:

*January 2019 Update –The resolution was provided to Councils Facilities Manager.*

*Matter Closed*

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

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

Status:

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

*Resolution Number 181218-16 – Trustee Lease – Long Pocket Recreation Reserve – Lot 41 on SP204134 – Hitch 'N' Ride*

That Council:

1. Approve a Trustee Lease between Council and the Hitch-n-Ride Sporting Group Inc over part of Lot 41 on SP204134, Abergowrie Road, excluding the Tennis Courts, subject to a number of conditions.
2. Approve right of entry to part of Lot 41 on SP204134, Abergowrie Road, excluding the Tennis Courts, to the Hitch-n-Ride Sporting Group Inc prior to the registration of the Trustee Lease subject to a number of conditions.

Status:

*January 2019 Update – Decision Notice prepared and provided to Hitch 'n Ride 19/12/2018 #2273924*  
*Matter Closed*

*Resolution Number 181218-15 – Reconfiguration of a Lot – Boundary Rearrangement – Lot 90 on CWL1874, Lot 1 on SP139305, Lots 17 and 18 on SP126361 – Elphinstone Pocket Road, Abergowrie*

That Council approve a Development Permit for Reconfiguration of a Lot, Rearrangement of Boundaries over Lot 90 on CWL1874, Lot 1 on SP139305, Lots 17 and 18 on SP126361, subject to a number of conditions.

Status:

*January 2019 Update – Decision Notice prepared and provided to applicant 20/12/2018 #2273856*  
*Matter Closed*

*Resolution Number 181218-14 – Siting Relaxation – Owner – 7 Red Gum Court, Allingham – Lot 21 on SP181639*

That Council approve front/street boundary siting relaxation from the permissible 6m to 3m for the construction of an attached garage extension on Lot 21 on SP181639 located at 7 Red Gum Court, Allingham, subject to a number of conditions.

Status:

*January 2019 Update – Decision Notice prepared and provided to applicant 20/12/2018 #2273849*  
*Matter Closed*

*Resolution Number 271118-21 – Ingham Water Tower – Lot 6 on RP703718 – Licence Agreement – Bundaberg Narrowcasters Pty Ltd*

That Council is supportive of the concept however consideration of the matter is deferred pending receipt of further information and discussion with the applicant concerning fees and charges.

Status:

*January 2019 Update – A report in relation to fees and charges to be prepared for an upcoming Briefing Meeting to be decided in 2019.*

*December 2018 Update – Letter sent to Applicant concerning need to discuss proposal. A report in relation to fees and charges to be prepared for an upcoming General Meeting to be decided in 2019 upon completion of negotiation with Applicant.*



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

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

Status:

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

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

*Resolution Number 271118-17 – Precinct Development Plan – Reserve for Town Purposes – Lot 147 on CWL3700 – Motorplex, Industrial Land, Infrastructure Permit to Occupy (Cattle Yards/Grazing)*

That Council:

- A. Approve that a request be submitted to the Department of Natural Resources, Mines and Energy for the amendment of the Permit to Occupy No. 230986, Lot A on Plan AP13511 reducing the Permit to Occupy area of 25.6ha by approximately 4.9ha;
- B. Approve a Trustee Permit between Hinchinbrook Shire Council and Ingham Motorplex Inc. over a part of Lot 147 on CWL3700, Challands Street, subject to the following conditions:
  - (i) Approve the commencement of the processes and actions to progress the Ingham Motorplex Inc. Trustee Permit to a Trustee Lease; and
  - (ii) Authorise the relevant Planning and Development staff via the Chief Executive Officer to progress this matter.

Status:

*January 2019 Update – Representatives of Motorplex accepted the Council Decision and*

- (i) *The Trustee Permit process is being undertaken*
- (ii) *Motorplex has commenced preparing documentation to progress the longer term Trustee Lease process*  
*Matter Closed*

*December 2018 Update – PDM met with representatives of Motorplex on 3 December 2018. Trustee Permit processing has commenced.*

*Resolution Number 280818-12 – Forrest Glen Retirement Village – Lot 540 on SP288711 – Transfer to Hinchinbrook Community Support Centre*

That Council resolve to:

1. Transfer the lease and management of the Forrest Glen Retirement Village to Hinchinbrook Community Support Centre.
2. Obtain Department of Natural Resources, Mines and Energy approval to transfer the Community Lease, Forrest Glen Retirement Village, from Hinchinbrook Shire Council to Hinchinbrook Community Support Centre.
3. Transfer the surplus funds pertaining to both Department of Housing and Public Works and Hinchinbrook Shire Council to Hinchinbrook Community Support Centre for future maintenance or upgrade requirements.

Reason(s) for Decision:

- Council is required to divest the Forrest Glen Retirement Village asset to a registered National Regulatory System Community Housing (NRSCH) provider by 31 December 2018.
- Hinchinbrook Community Support Centre indicated that it is willing to take over relevant responsibilities for the Forrest Glen Retirement Village.

EXECUTIVE MANAGER DEVELOPMENT PLANNING AND ENVIRONMENTAL SERVICES DELIVERY  
STATUS REPORT – 31 DECEMBER 2018

- Hinchinbrook Community Support Centre is a registered NRSCH provider and is currently managing the Retirement Village.
- The Community Housing Annual Financial Return (CHAFR) Surplus Funds is to be retained with Hinchinbrook Community Support Centre to allow Retirement Village maintenance as per Asset Management program.

Status:

*January 2019 Update – Correspondence was received from the Department of Housing and Public Works in late December 2018. A report for notification to be prepared for an upcoming General Meeting to be decided in 2019.*

*Matter Closed*

*December 2018 Update – Department of Housing and Public Works currently undertaking assessment of divestment application and will respond in due course.*

*November 2018 Update – Approval for Transfer of Term Lease between Council and Hinchinbrook Community Support Centre received from State on 29 October 2018. Divestment documentation for divestment of the Forrest Glen Retirement Village was submitted to Department of Housing and Public Works on 5 November 2018.*

*October 2018 Update – Transfer of Term Lease between Hinchinbrook Shire Council and Hinchinbrook Community Support Centre was submitted to Department of Natural Resources Mines and Energy on 18 September 2018.*

*September 2018 Update – Email sent to Hinchinbrook Community Support Centre (HCSC) representative, Linda McClelland on 29 August 2018, advising the documentation needed to transfer the Term Lease, the statutory declaration form for HCSC to sign and a copy of the Forrest Glen Lease.*

*Resolution Number 280818-11 – Public Footpath – Macrossan Street, Halifax*

That Council approve the commencement of negotiations to negotiate a new lease agreement for a period of thirty (30) years over the footpath, part of freehold properties, on the eastern side of Macrossan Street, Halifax between River Avenue and Alma Street.

Reason(s) for Decision:

- No loss of land for affected property owners.
- No change to the existing use rights and/or usage of the land parcels.
- Long term surety of access to the footpath for the community is provided.
- Access and maintenance access is assured.
- It is an investment in the community.

Status:

*January 2019 Update –RFQ process in progress.*

*December 2018 Update – Request for quotation (RFQ) submitted to legal services to obtain pricing to undertake licence agreements.*

*November 2018 Update – Documentation to begin discussions with the land owners is being prepared.*

*October 2018 Update – In progress.*

*September 2018 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:

*January 2019 Update – This project is to be transferred to the 2018/2019 Operational Plan.*

*Matter Closed*

*December 2018 Update – Design revision supplied. MECD has returned design with concerns regarding lettering height and road visibility.*

*November 2018 Update – Wall design is currently being updated with new measurements.*

*October 2018 Update – Update will be provided at the Project Development Meeting.*

*September 2018 Update – Update will be provided at the Project Development Meeting.*

*August 2018 Update - Update will be provided at the Project Development Meeting.*

*July 2018 Update – Update will be provided at the Project Development Meeting.*

*June 2018 Update – Update will be provided at the Project Development Meeting.*

*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 2016. A meeting of the Public Art Committee has been scheduled to consider the designs and make a recommendation to Council.*

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

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

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

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

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

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

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

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

*Status:*

*January 2019 Update – January 2019 Update – This project is to be transferred to the 2018/2019 Operational Plan. Matter Closed*

*December 2018 Update – Signage currently being reviewed to action above. Signage meeting re Tourism Drive Signage 12/12/18 for update and inclusion where necessary. Style Guide will be complete once Single Supplier Graphic Designer is awarded.*

*November 2018 Update – No further update.*

*October 2018 Update – No further update.*

*September 2018 Update – Review of signage (colouring) required as style guide was not initially followed.*

*August 2018 Update - Nil movement. Furniture/ bins / pot plants have priority re: CBD Projects.*

*July 2018 Update – Nil movement.*

*June 2018 Update – Signage design to be altered to include the location of the proposed new public toilets. No installation is able to occur until the toilets are constructed.*

*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 guide and signage standards are currently being developed.*

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

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

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

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

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

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

*Resolution Number – 290915-21 – 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:*

*January 2019 Update – January 2019 Update – This project is to be transferred to the 2018/2019 Operational Plan. Matter Closed*

*December 2018 Update – Items i, iv, and v have been actioned and are complete. With regard to the wi fi stickers being installed, pathways have been washed first via Parks and Gardens and now complete as soon as dry stickers marketing wi fi will go down.*

- ii. Design and install tourist information signage in Rotary Park*
  - iii. Design and install signage for Rotary Park to Lannercost Street walk*
- have not pursued/complete to date.*

*Thereafter a full Masterplan is required from the current drafts of two documents and adopted by Council.*

*Thereafter a full Masterplan is required from the current drafts of two documents and then will be presented to Council for adoption.*

*November 2018 Update – Design had to be addressed for a number of inconsistencies. RFQ to go to the market November.*

*October 2018 Update – RFQ Draft for Cnr Herbert and Cartwright shelters to be reviewed and go to market.*

*September 2018 Update – As per August – waiting on Engineer certification.*

*August 2018 Update - Awaiting Engineering certification to be able to go to market with RFQ re: Shelters. Banners are complete and ready to go to RFQ for manufacture and installation. Nothing else has progressed.*

*July 2018 Update – Update will be provided at the Project Development Meeting.*

*June 2018 Update – Little progress on items ii and iii. Further discussions regarding the signage will be had at the Project Development Group meeting.*

*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 – 180613-17 – 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:*

*January 2019 Update - This project is referred to under item 5.6.6 in the 2018/2019 Operational Plan.*

*Matter Closed*

*December 2018 Update – No further movement on Drive Towers. Tourist Loop Road Signage being reviewed at the 12/12/18 meeting.*

*November 2018 Update – As per October, Drive Tower specifications are being addressed with changes as per discussions to have an altered design to suit all townships.*

*October 2018 Update – Drive Tower specifications being addressed with changes as per discussions to have an altered design to suit all townships.*

*September 2018 Update – Nil movement.*

*August 2018 Update - Nil movement.*

*July 2018 Update – Nil movement.*

*June 2018 Update – Further discussions to be had regarding the loop signage at the Project Development Meeting.*

*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 has 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.*

**RECONFIGURATION OF LAND: SUBDIVISION OF ONE (1) LOT INTO TWO (2) LOTS –LOT 6 ON RP840949, HAWKINS CREEK ROAD, HAWKINS CREEK**

**Strategic Considerations**

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
<b>Strategic Direction</b>	<b>Action</b>
1. Fiscally Responsive and Responsible Management of Public Infrastructure and Assets	1.5 Ensure that public infrastructure contributes to lifestyle aspirations of current residents, underpins population attraction and acts as an enabler for economic growth in tourism in particular
2. Responsive and responsible management of land	2.4 Natural resource management
4. Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire	4.5 Regulatory Functions that underpin liveability
5. Council's role in creating and supporting the economic prosperity of our Shire	5.4 Natural Disaster Management

**Budget, Financial and Resource Implications**

The application triggers infrastructure charges under Council's *Adopted Infrastructure Charges Resolution 2018* (CR1-2018).

As per the indexation listed within CR1-2018 the proposal is considered creating a separate allotment that will allow a separate dwelling to be constructed. The property being in a rural area is only serviced by two (2) infrastructure networks.

The adopted charge is a charge that Council determines should apply for the use at the time of assessment based on the assessment of current use and future demand. The calculated charge is as reflected hereunder:

ADOPTED INFRASTRUCTURE CHARGE CR1-2018				
RESIDENTIAL DEVELOPMENT				
Column 1	Column 2	Column 3		Column 4
Development Category	Networks	1 or 2 bedroom dwelling	3 or more bedroom dwelling	Unit
Residential	5			
Charge Category		\$4,500.00	\$6,500.00	
Development			2	\$13,000.00
Total Adopted Infrastructure Charge				<b>\$13,000.00</b>

# RECONFIGURATION OF LAND: SUBDIVISION ONE (1) LOT INTO TWO (2) LOTS

ADOPTED INFRASTRUCTURE CHARGE CR1-2018				
EXISTING DEVELOPMENT CREDIT				
Column 1	Column 2	Column 3		Column 4
Charge Reduction Exiting Development Rights	1 or 2 bedroom dwelling	3 or more bedroom dwelling	Calculated Credit(s)	Unit
		1	\$6,500.00	
<b>SUBTOTAL</b>				<b>\$6,500.00</b>
Charge Reduction Network(s)	Network Provided	Charge Reduction Percentage	Calculated Credit(s)	Unit
Transport	Yes	0.00%	\$0.00	\$0.00
Water	No	20.00%	\$1,300.00	\$1,300.00
Sewerage	No	20.00%	\$1,300.00	\$1,300.00
Stormwater	No	20.00%	\$1,300.00	\$1,300.00
Parks & Land for Community Facilities	Yes	0.00%	\$0.00	\$0.00
<b>Total Adopted Infrastructure Charge Credit(s)</b>				<b>\$10,400.00</b>

NET ADOPTED INFRASTRUCTURE CHARGE CR1-2018		
Gross Charge	Applied Credit	Net Charge
\$13,000.00	\$10,400.00	<b>\$2,600.00</b>

## Asset Management

Not Applicable

## Executive Summary

Council is in receipt of a development application for Reconfiguration of Land, being a Subdivision one (1) lot into two (2) lots located along Hawkins Creek Road, Hawkins Creek. The proposed reconfiguration involves 21.75ha. The application proposed the creation of two (2) rural zoned allotments.

- Proposed Lot 1 of 0.96ha; and
- Proposed Lot 2 of 20.78ha.

The development intent is for the construction of two (2) residences and outbuildings, one on each of the proposed allotments.

(refer Attachment E: Reconfiguration / Subdivision Map)  
(refer Attachment F: Proposed Development Map)

Summary of Application & Site Details	
<b>Applicant:</b>	Milford Planning Consultants Pty Ltd
<b>Street Address:</b>	1693 Hawkins Creek Road, Hawkins Creek
<b>RP Description:</b>	Lot 6 on RP840949
<b>Land Area:</b>	21.75ha
<b>Plan Zoning:</b>	Rural Zone
<b>Relevant Codes &amp; Overlays</b>	ZONE: - Rural Zone Code. DEVELOPMENT: Reconfiguration Code OVERLAYS: Environmental Significance Overlay Agricultural Land Overlay Transport Network Overlay Bushfire Hazard Overlay Flood Hazard Overlay

## RECONFIGURATION OF LAND: SUBDIVISION ONE (1) LOT INTO TWO (2) LOTS

<b>Application Type:</b>	Reconfiguration of Land
<b>Assessment Type:</b>	Code assessment
<b>Existing Use of Land:</b>	Natural environment
<b>Proposed Development:</b>	Subdivision of one (1) lot into two (2) lots

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

- 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;
- The risks associated with natural hazards are avoided protecting persons and property enhancing the community's resilience to natural hazards; and
- Water Quality of high ecological value waters, freshwaters, estuaries, rivers, creeks, bays, groundwater, and the Great Barrier Reef will not be unduly impacted upon.

### For Council Decision – Recommendation

That Council:

- A. Approve a development permit for Reconfiguration of Land: Subdivision of One (1) lot into Two (2) lots over Lot 6 on RP840949, subject to conditions:

<b>RECONFIGURATION OF A LOT – SUBDIVISION LOT 6 ON RP840949 CONDITIONS OF APPROVAL</b>	
<b>Conditions</b>	<b>Compliance timing</b>
<b>Administration</b>	
(1) The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with:- <ul style="list-style-type: none"> <li>a. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within the technical reports;</li> <li>b. The development must unless otherwise stated, be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards</li> <li>c. The conditions of approval, the requirements of Council's Planning Scheme and best practice engineering.</li> <li>d. The conditions of the Infrastructure Charges Notice.</li> <li>e. The conditions of the Referral Authority Advices 1809-7319 SRA dated 07December 2018</li> </ul>	At all times
<b>Currency Period</b>	
(2) The currency period applicable to this approval. <ul style="list-style-type: none"> <li>• MCU/ROL – 4 years until 5 February 2023</li> </ul>	At all times

RECONFIGURATION OF A LOT – SUBDIVISION LOT 6 ON RP840949								
CONDITIONS OF APPROVAL								
Conditions	Compliance timing							
Approved 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: <table><tr><th>Plan / Document Name</th><th>Number</th><th>Date</th></tr><tr><td>Proposed Reconfiguration Lots 1 and 2 Cancelling Lot 6 on RP840949</td><td>M1360-SK-01</td><td>21/08/2018</td></tr></table>	Plan / Document Name	Number	Date	Proposed Reconfiguration Lots 1 and 2 Cancelling Lot 6 on RP840949	M1360-SK-01	21/08/2018	At all times	
Plan / Document Name	Number	Date						
Proposed Reconfiguration Lots 1 and 2 Cancelling Lot 6 on RP840949	M1360-SK-01	21/08/2018						
(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.	At all times							
(5) Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council.	At all times							
Internal works								
Water								
(6) Written confirmation of the provision of adequate potable water supply to residences must be provided by the applicant to the Council;	Prior to the Approval of Survey Plan							
Sewerage								
(7) On Site Sewer Treatment Plants must be provided in accordance to the requirements of the Plumbing and Drainage Act 2002 and Australian Standards 1547 if and when applicable;	At all times							
Plumbing								
(8) All plumbing and sanitary drainage works must be in accordance with regulated work under the Plumbing and Drainage Act 2002 and Council Plumbing and Drainage Policies.	At all times							
Drainage								
(9) The surface drainage on the property must be managed on site. (i) surface drainage must be catered for in a manner that lessens possible impacts in receiving areas.	At all times							
(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							
External Works								
Lawful Point of Discharge								
(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. That any works as a result of the reconfiguration must not interfere with stormwater flow over or through the land.	At all times							
Access								
(13) Access provision to all proposed allotments must be provided/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							



RECONFIGURATION OF A LOT – SUBDIVISION LOT 6 ON RP840949 CONDITIONS OF APPROVAL	
Conditions	Compliance timing
(14) Driveway access to Lot 2 must be constructed on the northern side of the natural overland drain currently discharging from the property onto the road reserve and ensure any works constructed takes into account this flow path and the adjacent property access to minimise future erosion and damage to the road corridor and neighbouring existing access.	Prior to the Approval of Survey Plan
<b>Private Works in a Road Reserve</b> (15) Works in a Road Reserve must be approved by Council through a Private Works in a road Reserve application.	At all times
<b>Other</b>	
<b>Existing Services</b> (16) 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
<b>Construction</b> (17) 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
<b>Damage to Infrastructure</b> (18) 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
<b>Electricity</b> (19) Provide evidence that adequate electricity supply standard or renewable energy will be supplied and is supported/approved by relevant authority.	Prior to the Approval of Survey Plan
<b>Telecommunication</b> (20) Provide evidence that adequate electricity supply standard or renewable energy will be supplied and is supported/approved by relevant authority.	Prior to the Approval of Survey Plan
<b>Refuse Storage</b> (21) Provide refuse storage areas that are not visible from the street or public areas; and are readily accessible by waste collection vehicles.	At all times
<b>Sediment Management / Reef Protection</b> (22) Relevant mitigation measures must be undertaken during construction to minimize the rates of soil loss and sediment movement impacts to the Barrier Reef.	At all times

### Officers Summary

The proposed development is within the rural zone of the *Hinchinbrook Shire Planning Scheme 2017*. The application is for a reconfiguring land (subdivision) and is subject to Code Assessment in accordance with the provisions of the planning scheme and the *Planning Act 2016*.



## RECONFIGURATION OF LAND: SUBDIVISION ONE (1) LOT INTO TWO (2) LOTS

The proposed development is in an area of approximately 2km along Hawkins Creek Road dominated by smaller rural allotments as reflected in the table below.

Lot sizes	Number
Lots less than 1ha	3
Lots between 1ha and 2 ha	8
Lots 5ha and smaller	10
Total	21

(refer Attachment G: Smaller Lots Map)

The proposed development is not consistent with the minimum size requirement for rural land as set out in the Planning Scheme but forms part of an area dominated with smaller rural lot development.

The proposal however can be considered to be consistent with the following relevant overall outcomes of the Planning Scheme, in particular:

- 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 and area; and
- the development provides allotments that facilitate uses at an intensity appropriate to the existing use of the local area.

### Historical Information

Development proposal

The development application is for Reconfiguration of Land, being a subdivision of one (1) allotment into two (2) allotments. The proposed subdivision will result in the lot configuration as set out in the table below:

Lot & Plan Description	Current Land Use	Area	Proposed Lot Description	Proposed Land Use	Area Code Requirement (30ha)
Lot 6 on RP840949	Rural Natural Environment	21.75ha (53.74 acre)	Lot 1	Rural Dwelling	0.96ha (2.37 acre)
			Lot 2	Rural Dwelling	20.78ha (51.34 acre)

(refer Attachment E: Reconfiguration/Subdivision Maps)

### Location and surrounding land uses

Located northwest of Ingham, the subject land is located along Hawkins Creek Road, Hawkins Creek. The land is not improved. The surrounding uses are predominantly environmental uses to the east, north and south with the Herbert River to the west. The allotment is zoned Rural under the *Hinchinbrook Shire Planning Scheme 2017*.

### Policy Implications

Rural lot smaller than the required 30ha as per *Hinchinbrook Shire Planning Scheme 2017*.

### Risk Management Implications

Nil

### Statutory Environment

*Planning Act 2016*

*Hinchinbrook Shire Planning Scheme 2017*

## RECONFIGURATION OF LAND: SUBDIVISION ONE (1) LOT INTO TWO (2) LOTS

### Decision Making Period

Assessing and deciding on applications period as set in the *Planning Act 2016* and *Development Assessment Rules* (s.60 & 61(3));

- 10 Business Days for a Confirmation Notice from date after receiving an application; and
- 40 Business Days for a Referral Response from date after referral of an application; and
- 35 Business Days from date of Referral Response received the application must be assessed and a decision made.

*Note: Public Holidays and close down periods are excluded from Business Days.*

### PLEASE NOTE

If no decision has been made within the relevant Decision Making period the application is Deemed Approved with Standard Conditions Imposed.

IDAS item	Date
Application lodged with Hinchinbrook Shire Council	04 September 2018
Action Notice Issued	N/A
Confirmation Notice Issued	12 September 2018
<i>Referrals Information Received</i>	07 December 2018
<i>Planning Act 2016 - Decision Making Period Concludes</i>	06 February 2019
Applicant agreed Decision Making Period Extension Concludes	Not Applicable
Council General Meeting	29 January 2019
Decision Notice preparation and mail-out Period Concludes	05 February 2019

### Assessment

The development proposal is assessable under the *Hinchinbrook Shire Planning Scheme 2017* in accordance with Section 43(1) of the *Planning Act 2016*.

The Assessment Manager is the Hinchinbrook Shire Council as determined by Schedule 8 of the *Planning Regulation 2017*. Under the *Planning Act 2016*, the reconfiguration application is determined to be Code Assessable development and therefore exempt from public notification.

The application was reviewed against the *Planning Act 2016* to assess whether the application triggered referral agency assessment. Schedule 10, Part 17, Division 3, Table 1 of the *Planning Regulation 2017* prescribes referral to the state assessment and referral agency (SARA).

Pursuant to the Schedule it was determined that the application trigger referral to the State Assessment Referral Agency (SARA).

Council as the Assessment Manager will undertake assessment of the application against the relevant codes making the decision pursuant to section 60 of the *Planning Act 2016*, are outlined in 45(3) and s26 to 28 of the *Planning Regulations 2017*.

Reconfiguring a Lot		The application triggers assessment against:		
Proposed Use	Zoning	Zone Codes	Overlay Codes	Overlay Maps
Subdivision	Rural	Rural	Reconfiguring a Lot Landscape Parking & Access Infrastructure, Services & Works	Natural Hazard Overlay <ul style="list-style-type: none"> <li>- Flood Hazard (Low, Med)</li> <li>- Bushfire Hazard (High)</li> </ul> Environmental Significance Overlay <ul style="list-style-type: none"> <li>- Vegetation (High)</li> </ul> Agricultural <ul style="list-style-type: none"> <li>- Class D</li> </ul> Transport Network <ul style="list-style-type: none"> <li>- Arterial Network</li> </ul>

## RECONFIGURATION OF LAND: SUBDIVISION ONE (1) LOT INTO TWO (2) LOTS

An assessment against the applicable provisions of the *Hinchinbrook Shire Planning Scheme 2017* has been undertaken as reflected hereunder.

<b>Hinchinbrook Shire Planning Scheme 2017</b>		
<b>Code</b>	<b>Purpose</b>	<b>Assessment</b>
Rural Zone	The productive capacity of rural land is protected for rural uses and associated value adding industries.	The application does not compromise the long term sustainability of agricultural uses. The proposed reconfiguration is located on land not suitable for cane production purposes, and will therefore not result in a reduction in viable agriculture cane land. The property has been identified in the past for forestry development. A rural residential use is considered compatible with the environmental features and landscape character of the subject site.
<b>Overlay Codes</b>	<b>Purpose</b>	<b>Assessment</b>
Reconfiguring a Lot	Protects productive rural land and minimises conflict between rural uses and other development that results in lots that are suitable for their intended use.	The proposed allotment sizes are commensurate with the current use of the land. 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 lot and the area.
Landscape	To ensure development is landscaped to enhance the appearance of the development, the amenity and environmental values of the site, the streetscape and the local environs.	The environmental values of the site are not impacted on by this application. The proposed reconfiguration does not detrimentally impact on the natural vegetation of the sites.
Parking & Access	To ensure that parking and access infrastructure and loading/service and manoeuvring areas are provided to service the demand of the development.	Adequate on-site parking is being allowed for.
Infrastructure, Services & Works	To ensure development is provided with a level of infrastructure which maintains or enhances community health, safety and amenity, and that works occur in a manner that does not adversely impact upon character and amenity, environmental values, and flooding and drainage.	Access provisions have been allowed for. On-site Water and Sewerage is conditioned to be supplied.
<b>Overlay Maps</b>	<b>Overlay</b>	<b>Assessment</b>
Natural Hazard	Flood Hazard (Low, Med, High)	The development is only affected by Flood Hazard at one of the proposed access points.
Natural Hazard	Bushfire Hazard (High)	The proposed development is affected by high Bushfire Hazard zones. Proposed habitable structures are located in or near areas identified as Bushfire Hazard areas. Future structures will be able to accommodate appropriate bushfire mitigation measures, including vegetation setbacks and maintenance of the existing firebreaks.
Environmental Significance	Vegetation (Very High, High)	The environmental values of the site are not impacted on by this application. The proposed realignment of boundaries does not impact on the natural vegetation of the site. The proposed development does not seek to clear any remnant vegetation, given the subject site has been historically cleared to accommodate a tree plantation. Future residential development on the subject site will seek to retain vegetation and the natural environment as much as possible given the

## RECONFIGURATION OF LAND: SUBDIVISION ONE (1) LOT INTO TWO (2) LOTS

		activeness of the locality's natural amenity. Given the scale and intent of future development on the subject site, which is largely reliant on the beauty of the natural environment, it is unlikely to have any detrimental impacts on biodiversity values.
Agricultural	Class A (land that is capable of sustaining and is suitable for agriculture.)	The site is identified as Class D agricultural land i.e. non-agricultural land and land not suitable for agricultural uses due to extreme limitations.

An assessment against the 'applicable' provisions of the relevant State Interests has been undertaken as reflected hereunder.

The State Planning Policy (SPP) is a key component of Queensland's planning system. The SPP (July 2017) expresses the state's interests in land use planning and development. The SPP has effect throughout Queensland and sits above regional plans and planning schemes in the hierarchy of planning instruments under the Act.

The SPP focusses on delivery of outcomes and applies to:

- i. a local government in assessing a development application
- ii. an assessment manager or referral agency in assessing a development application

STATE PLANNING POLICY, JULY 2017					
	Liveable Communities & Housing	Economic Growth	Environment & Heritage	Safety & Resilience to Hazards	Infrastructure
1	Housing supply & diversity	Agriculture	<b>Biodiversity</b>	Emissions & hazardous activities	Energy & water supply
2	Livable communities	Development & construction	Coastal environment	<b>Natural hazards, risk &amp; resilience</b>	Infrastructure integration
3		Mining & extractive resources	Cultural heritage		Transport infrastructure
4		Tourism	<b>Water quality</b>		Strategic airports & aviation facilities
5					Strategic ports

The relevant State Interests triggered through this application are **Biodiversity, Water Quality and Natural hazards, risk & resilience.**

Matters of environmental significance are valued and protected and the health and resilience of biodiversity is maintained or enhanced to support ecological processes. The risks associated with natural hazards, including the projected impacts of climate change are avoided or mitigated to protect people/property and enhance the community's resilience to natural hazards. The environmental values and quality of Queensland waters are protected and enhanced. Planning and development in the Great Barrier Reef catchments needs to manage the quality of water entering the Great Barrier Reef lagoon.

### Assessment:

The application does not adversely impact on the natural environment as the river/creek banks are not impacted upon and the vegetation cover is not unduly disturbed by the development. Development sites have been nominated on the proposed properties and development is restricted to the identified footprints.

Proposed habitable structure is not impacted by flood and makes provision for bushfire hazard mitigation.

The local catchments and the Great Barrier Reef water quality will not be affected by the proposed development of two residences on the property

## Consultation

### Infrastructure Services Delivery (Water & Sewerage)

- The area is not serviced by Council Water and Sewer infrastructure; and
- The application is supported subject to conditions.

### Infrastructure Services Delivery (Infrastructure Services)

- The proposed development requires two property access (**Please refer to Map E to see the nominated access points**). An onsite inspection has identified that there is an existing unformed access point adjacent to Lot 1 however this access needs to be formalised in favour of Lot 1 and the rural number which is incorrectly placed beside this location needs to be shifted to the correct neighboring frontage of Lot 9 on SP105115.

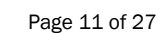
Proposed Lot 2 will need to have an access constructed to suite the proposal, it was noted that there is a natural drain which discharges to the road corridor almost directly on the boundary of the neighbouring property. The access should be constructed upstream/northern side of the drain to eliminate the possibility of erosion of the proposed access. As per the neighbouring property access adjacent the southern boundary, a concrete invert access for shallow table drains is recommended; and

- The application is supported subject to conditions.

## Attachments

Attachments	
Attachment A:	Environmental Significance Map
Attachment B:	Agricultural Land Map
Attachment C:	Bushfire Risk Map
Attachment D:	Flood Hazard Risk Map
Attachment E:	Reconfiguration/Subdivision Map
Attachment F:	Proposed Development Map
Attachment G:	Smaller Lots Map
Attachment H:	Referral Response / Conditions



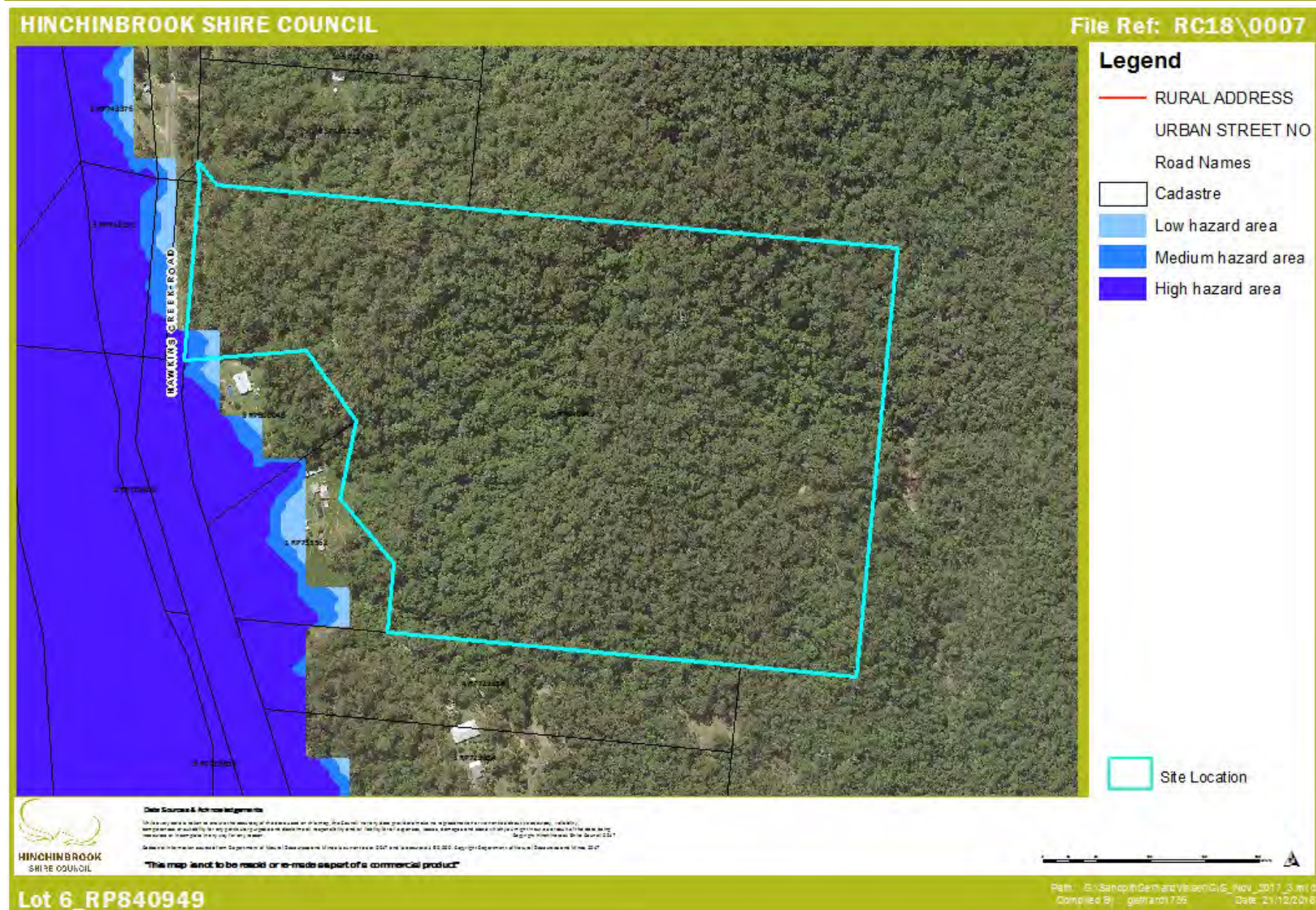










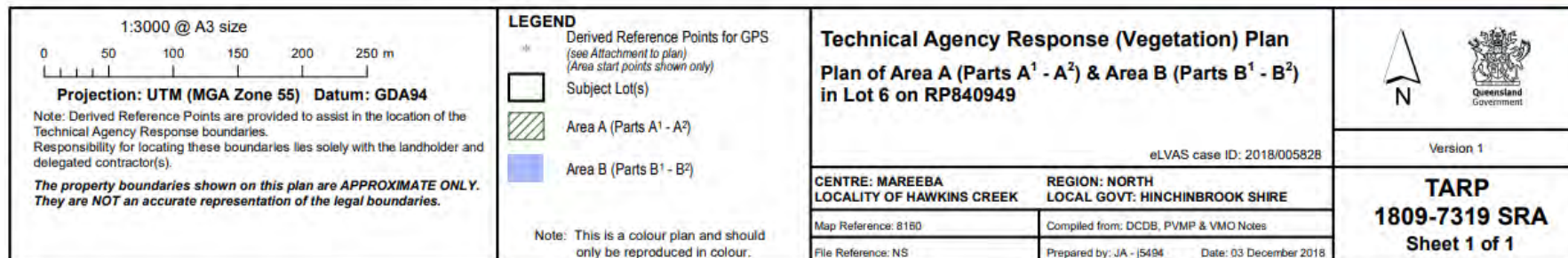




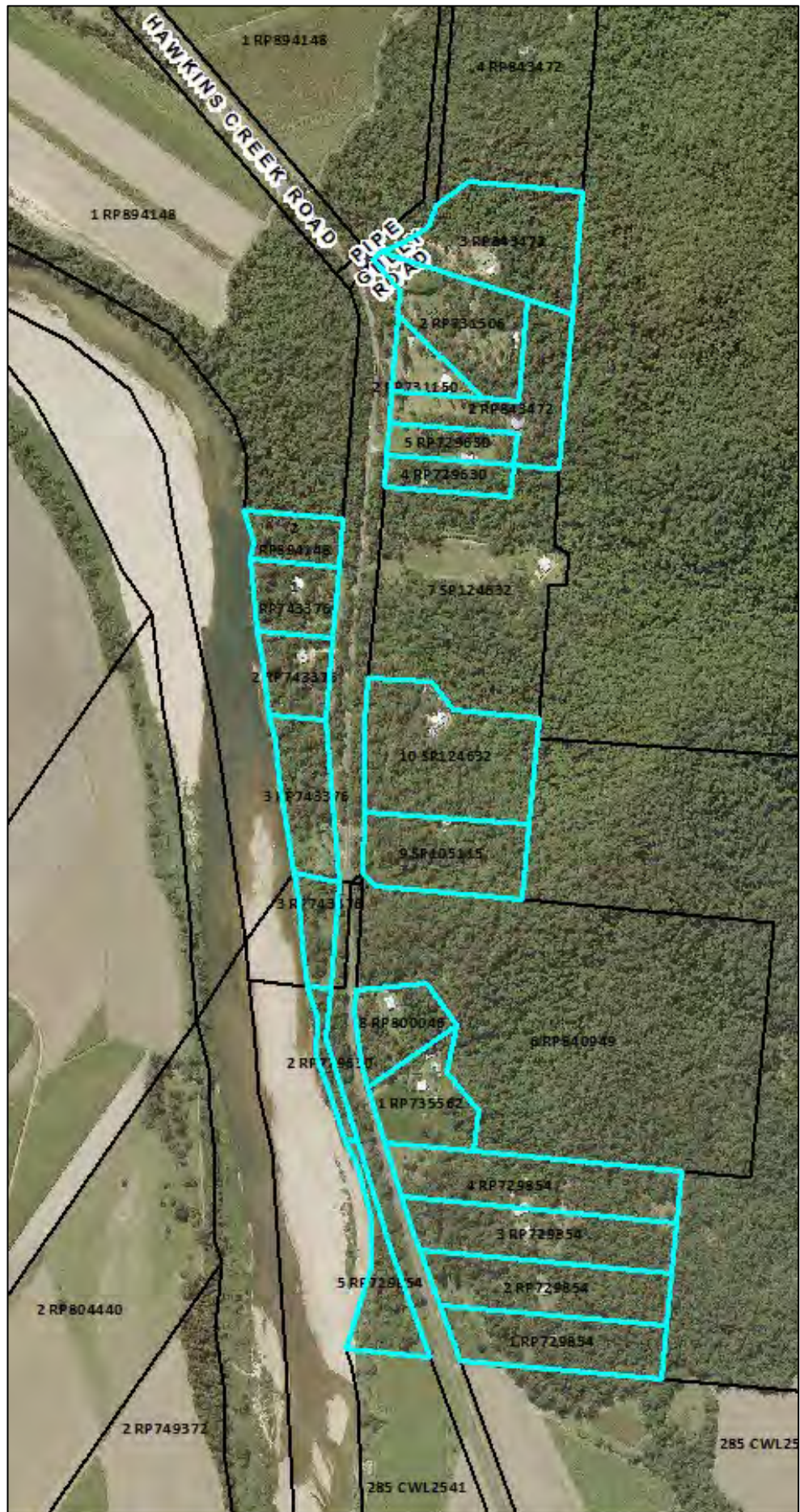














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Department of  
**State Development,  
 Manufacturing,  
 Infrastructure and Planning**

## Department of State Development, Manufacturing, Infrastructure and Planning

### Statement of reasons for application 1809-7319 SRA

(Given under section 56 of the *Planning Act 2016*)

Departmental role: Assessment manager

#### Applicant details

Applicant name: Ian and Kerry Venables  
 Applicant contact details: C/- Milford Planning  
 PO Box 5463  
 TOWNSVILLE CITY QLD 4810  
 info@milfordplanning.com.au

#### Location details

Street address: Hawkins Creek Road, Hawkins Creek  
 Real property description: Lot 6 on RP840949  
 Local government area: Hinchinbrook Shire Council

#### Development details

Development permit: Development Permit for Reconfiguring a Lot – One (1) into Two (2) Lots

#### Assessment matters

Aspect of development requiring code assessment	Applicable codes
Reconfiguring a Lot – One (1) into Two (2) Lots	State Development Assessment Provisions (SDAP): State code 16: Native vegetation clearing

#### Reasons for the department's decision

The reasons for the decision are:

- Subject to development conditions identifying areas that can and cannot be cleared of native vegetation, the development avoids and minimises clearing to conserve vegetation, avoid land degradation, avoid the loss of biodiversity, maintain ecological processes, and avoids impacts on vegetation that is a matter of state environmental significance.

#### Decision

- The development application is for Reconfiguring a Lot – One (1) into Two (2) Lots on land at Hawkins Creek Road, Hawkins Creek, formally described as Lot 6 on RP840949;
- The Department of State Development, Manufacturing, Infrastructure and Planning provided a referral agency response on 10 December 2018, approving the application subject to conditions.

#### Relevant Material

- Development application
- Response to Information Request

1809-7319 SRA

- State Development Assessment Provisions (SDAP), version 2.3 dated 2 July 2018, published by the Department of State Development, Manufacturing, Infrastructure and Planning
- *Planning Act 2016*
- Planning Regulation 2017

RA6-N



Department of  
**State Development,  
Manufacturing,  
Infrastructure and Planning**

Our reference: 1809-7319 SRA  
Your reference: RC18/0007

7 December 2018

The Chief Executive Officer  
Hinchinbrook Shire Council  
PO Box 366  
Ingham Qld 4850  
council@hinchinbrook.qld.gov.au

Dear Sir/Madam,

**Referral agency response—with conditions**

Development application seeking a Development Permit for Reconfiguring a Lot – One (1) into Two (2) Lots on land at Hawkins Creek Road, Hawkins Creek, formally described as Lot 6 on RP840949 (Given under section 56 of the *Planning Act 2016*)

The development application described below was properly referred to the Department of State Development, Manufacturing, Infrastructure and Planning on 2 October 2018.

**Applicant details**

Applicant name:	Ian and Kerry Venables
Applicant contact details:	PO Box 5463 TOWNSVILLE CITY QLD 4810 info@milfordplanning.com.au

**Location details**

Street address:	Hawkins Creek Road, Hawkins Creek
Real property description:	Lot 6 on RP840949
Local government area:	Hinchinbrook Shire Council

**Application details**

Development permit	Reconfiguring a Lot – One (1) into Two (2) Lots
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**Referral triggers**

The development application was referred to the department under the following provisions of the Planning Regulation 2017:

- 10.3.4.2.1 Clearing native vegetation



1809-7319 SRA

**Conditions**

Under section 56(1)(b)(i) of the *Planning Act 2016* (the Act), the conditions set out in Attachment 1 must be attached to any development approval.

**Reasons for decision to impose conditions**

The department must provide reasons for the decision to impose conditions. These reasons are set out in Attachment 2.

**Currency period**

The currency period for this development approval is per section 56(1)(b)(iv) of the Act.

A copy of this response has been sent to the applicant for their information.

For further information please contact Louise McGrath, Senior Planning Officer, on 4758 3404 or via email [NQSARA@dsdmip.qld.gov.au](mailto:NQSARA@dsdmip.qld.gov.au) who will be pleased to assist.

Yours sincerely



Graeme Kenna  
Manager (Planning)

cc     Ian and Kerry Venables, [info@milfordplanning.com.au](mailto:info@milfordplanning.com.au)  
enc     Attachment 1—Conditions to be imposed  
         Attachment 2—Reasons for decision to impose conditions  
         Approved plans and specifications

1809-7319 SRA

**Attachment 1—Conditions to be imposed**

No.	Conditions of development approval	Condition timing
<b>Reconfiguring a Lot – One (1) into Two (2) Lots</b>		
Schedule 10, Part 3, Division 4, Table 2, Item 1, Clearing of native vegetation —The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Natural Resources, Mines and Energy (DNRME) to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
1.	The clearing of vegetation under this development approval is limited to the areas identified as Area A (Parts A <sup>1</sup> -A <sup>2</sup> ) and Area B (Parts B <sup>1</sup> -B <sup>2</sup> ) as shown on attached Technical Agency Response Plan (TARP) 1809-7319 SRA dated 3 December 2018.	At all times
2.	No built structure, other than for fences, roads and underground services is to be established, constructed or located within areas identified as Area B (Parts B <sup>1</sup> -B <sup>2</sup> ) as shown on attached Technical Agency Response Plan (TARP) 1809-7319 SRA dated 3 December 2018.	At all times

1809-7319 SRA

**Attachment 2—Reasons for decision to impose conditions**

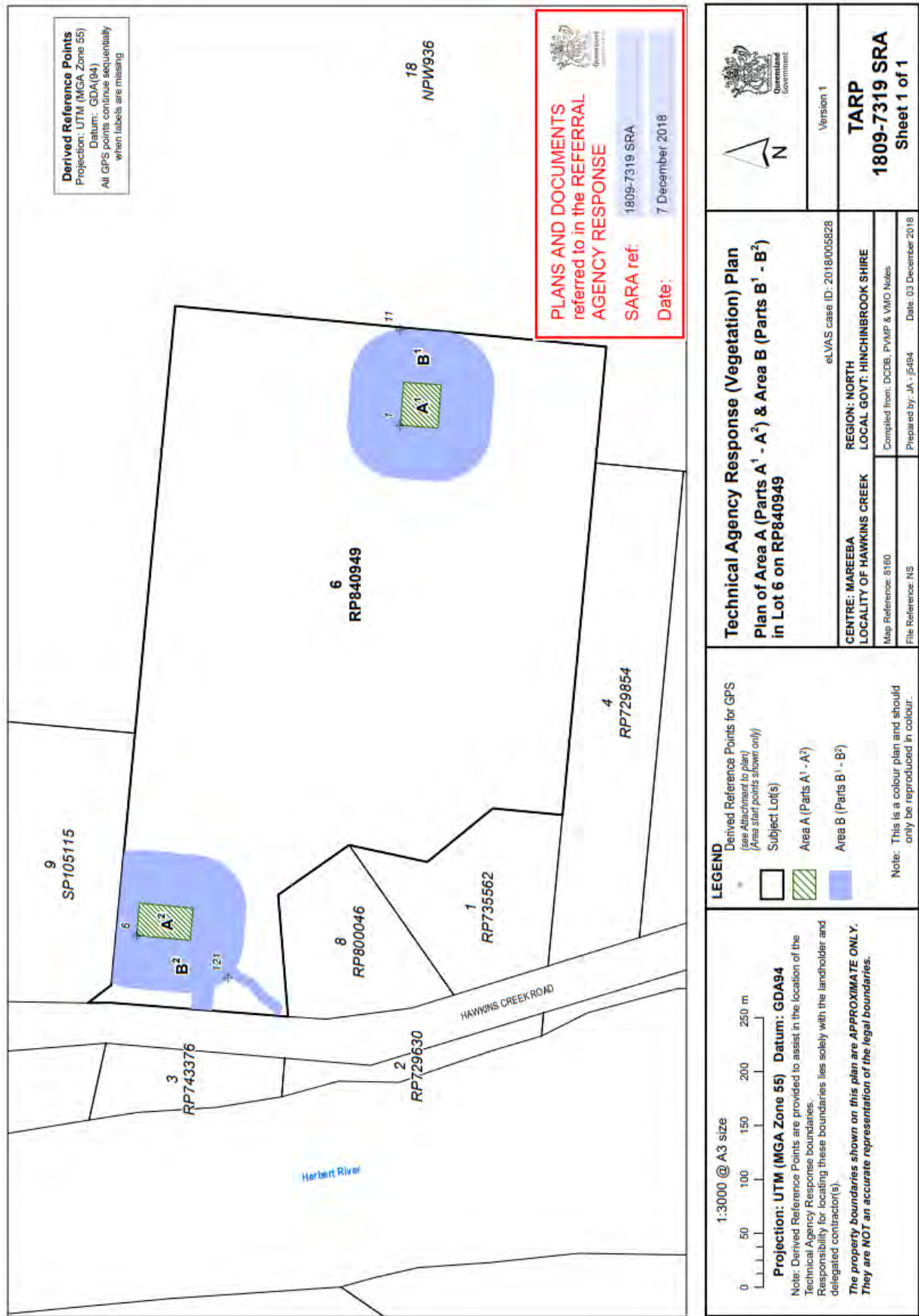
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The reasons for this decision are:

- To ensure native vegetation clearing is limited in extent, so as to ensure that clearing is minimised in order to conserve vegetation, avoid land degradation, avoid the loss of biodiversity, maintain ecological processes and avoid impacts on vegetation that is a matter of state environmental significance.

**Evidence or other material on which the findings were based**

- Development Application
- Response to Information Request
- State Development Assessment Provisions (SDAP), version 2.3 dated 2 July 2018, published by the Department of State Development, Manufacturing, Infrastructure and Planning
- *Planning Act 2016*
- Planning Regulation 2017





Attachment to Plan: 1809-7319 SRA

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Derived Reference Points for GPS

Datum: GDA 1994, Projection: Transverse Mercator MGA Zone 55

Notes

Derived Reference Points are provided to assist in the location of the boundaries.  
Responsibility for location these boundaries lies solely with the landholder and delegated contractor(s).  
This attachment must be read in conjunction with the accompanying plan.  
Derived Reference Points are indicated on the accompanying plan and proceed sequentially if labels are missing.

Parcel	ID	Easting	Northing	Parcel	ID	Easting	Northing	Parcel	ID	Easting	Northing
A1	1	399805	7946897	B1	61	399754	7946852	B2	121	399292	7947057
A1	2	399845	7946894	B1	62	399753	7946856	B2	122	399289	7947059
A1	3	399842	7946859	B1	63	399753	7946859	B2	123	399287	7947062
A1	4	399802	7946862	B1	64	399753	7946862	B2	124	399286	7947065
A1	5	399805	7946897	B1	65	399753	7946865	B2	125	399284	7947067
A2	6	399331	7947142	B1	66	399753	7946866	B2	126	399283	7947070
A2	7	399361	7947139	B1	67	399756	7946900	B2	127	399261	7947072
A2	8	399357	7947089	B1	68	399756	7946903	B2	128	399262	7947082
A2	9	399327	7947092	B1	69	399756	7946907	B2	129	399263	7947092
A2	10	399331	7947142	B1	70	399757	7946910	B2	130	399263	7947092
B1	11	399894	7946897	B1	71	399758	7946913	B2	131	399277	7947090
B1	12	399894	7946894	B1	72	399759	7946916	B2	132	399277	7947092
B1	13	399894	7946891	B1	73	399761	7946919	B2	133	399277	7947095
B1	14	399894	7946891	B1	74	399762	7946922	B2	134	399277	7947097
B1	15	399892	7946866	B1	75	399764	7946924	B2	135	399282	7947146
B1	16	399891	7946853	B1	76	399766	7946927	B2	136	399282	7947148
B1	17	399891	7946850	B1	77	399768	7946930	B2	137	399283	7947152
B1	18	399890	7946846	B1	78	399770	7946932	B2	138	399283	7947155
B1	19	399889	7946843	B1	79	399772	7946934	B2	139	399284	7947158
B1	20	399888	7946840	B1	80	399775	7946936	B2	140	399285	7947161
B1	21	399887	7946837	B1	81	399777	7946938	B2	141	399287	7947164
B1	22	399885	7946834	B1	82	399780	7946940	B2	142	399287	7947165
B1	23	399884	7946832	B1	83	399783	7946941	B2	143	399409	7947154
B1	24	399882	7946829	B1	84	399786	7946943	B2	144	399409	7947152
B1	25	399880	7946827	B1	85	399789	7946944	B2	145	399410	7947149
B1	26	399877	7946824	B1	86	399792	7946945	B2	146	399410	7947146
B1	27	399875	7946822	B1	87	399795	7946945	B2	147	399411	7947142
B1	28	399873	7946820	B1	88	399798	7946946	B2	148	399411	7947139
B1	29	399870	7946818	B1	89	399802	7946946	B2	149	399411	7947136
B1	30	399867	7946816	B1	90	399805	7946946	B2	150	399410	7947135
B1	31	399864	7946815	B1	91	399808	7946946	B2	151	399406	7947085
B1	32	399861	7946814	B1	92	399808	7946946	B2	152	399406	7947083
B1	33	399858	7946812	B1	93	399848	7946943	B2	153	399405	7947080
B1	34	399855	7946811	B1	94	399851	7946943	B2	154	399404	7947077
B1	35	399852	7946811	B1	95	399854	7946943	B2	155	399403	7947074
B1	36	399849	7946810	B1	96	399858	7946942	B2	156	399402	7947070
B1	37	399846	7946810	B1	97	399861	7946941	B2	157	399401	7947068
B1	38	399842	7946810	B1	98	399864	7946940	B2	158	399399	7947065
B1	39	399839	7946810	B1	99	399867	7946938	B2	159	399398	7947062
B1	40	399839	7946810	B1	100	399869	7946937	B2	160	399396	7947059
B1	41	399799	7946813	B1	101	399872	7946935	B2	161	399394	7947057
B1	42	399796	7946813	B1	102	399875	7946933	B2	162	399392	7947054
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B1	44	399790	7946814	B1	104	399880	7946929	B2	164	399387	7947050
B1	45	399786	7946815	B1	105	399882	7946927	B2	165	399384	7947048
B1	46	399783	7946816	B1	106	399884	7946924	B2	166	399381	7947047
B1	47	399780	7946818	B1	107	399886	7946922	B2	167	399378	7947045
B1	48	399778	7946819	B1	108	399888	7946919	B2	168	399375	7947044
B1	49	399775	7946821	B1	109	399889	7946916	B2	169	399372	7947043
B1	50	399772	7946823	B1	110	399890	7946913	B2	170	399369	7947042
B1	51	399770	7946825	B1	111	399892	7946910	B2	171	399366	7947041
B1	52	399767	7946827	B1	112	399893	7946907	B2	172	399363	7947040
B1	53	399765	7946829	B1	113	399893	7946904	B2	173	399360	7947040
B1	54	399763	7946832	B1	114	399894	7946901	B2	174	399357	7947040
B1	55	399761	7946834	B1	115	399894	7946897	B2	175	399353	7947040
B1	56	399760	7946837	B1	116	399890	7946892	B2	176	399352	7947040
B1	57	399758	7946840	B1	117	399842	7946859	B2	177	399322	7947043
B1	58	399757	7946843	B1	118	399845	7946894	B2	178	399320	7947043
B1	59	399756	7946846	B1	119	399805	7946897	B2	179	399317	7947043
B1	60	399755	7946849	B1	120	399802	7946862	B2	180	399314	7947044

Attachment to Plan: 1809-7319 SRA

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Derived Reference Points for GPS

Datum: GDA 1994, Projection: Transverse Mercator MGA Zone 55

Notes:

Derived Reference Points are provided to assist in the location of the boundaries.  
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Derived Reference Points are indicated on the accompanying plan and proceed sequentially if labels are missing.

Parcel	ID	Easting	Northing
B2	181	399311	7947045
B2	182	399308	7947046
B2	183	399305	7947048
B2	184	399302	7947049
B2	185	399302	7947049
B2	186	399298	7947046
B2	187	399296	7947043
B2	188	399294	7947039
B2	189	399290	7947032
B2	190	399289	7947031
B2	191	399289	7947031
B2	192	399281	7947024
B2	193	399281	7947024
B2	194	399278	7947022
B2	195	399269	7947008
B2	196	399268	7947008
B2	197	399268	7947007
B2	198	399266	7947006
B2	199	399259	7947008
B2	200	399258	7947013
B2	201	399259	7947013
B2	202	399261	7947015
B2	203	399270	7947028
B2	204	399271	7947029
B2	205	399271	7947029
B2	206	399275	7947032
B2	207	399282	7947038
B2	208	399285	7947044
B2	209	399288	7947048
B2	210	399288	7947049
B2	211	399290	7947052
B2	212	399290	7947052
B2	213	399291	7947053
B2	214	399293	7947055
B2	215	399292	7947057
B2	216	399327	7947092
B2	217	399357	7947089
B2	218	399361	7947139
B2	219	399331	7947142
B2	220	399327	7947092

Parcel	ID	Easting	Northing
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Parcel	ID	Easting	Northing
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**RECONFIGURATION of LAND: SUBDIVISION – NEGOTIATED DECISION (AMENDMENT OF CONDITIONS) - LOT 32 ON CWL74, MOUNT SEPARATION ROAD, ABERGOWRIE**

**Strategic Considerations**

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
<b>Strategic Direction</b>	<b>Action</b>
1. Fiscally Responsive and Responsible Management of Public Infrastructure and Assets	1.5 Ensure that public infrastructure contributes to lifestyle aspirations of current residents, underpins population attraction and acts as an enabler for economic growth in tourism in particular
2. Responsive and responsible management of land	2.4 Natural resource management
4. Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire	4.5 Regulatory Functions that underpin liveability
5. Council's role in creating and supporting the economic prosperity of our Shire	5.4 Natural Disaster Management

**Budget, Financial and Resource Implications**

The application triggers infrastructure charges under Council's Adopted Infrastructure Charges Resolution 2018 (CR1-2018).

**Asset Management**

Not Applicable

**Executive Summary**

Council is in receipt of an application for a **Negotiated Decision** regarding;

1. the conditions imposed to the Reconfiguration of Land (Council resolution: 271118-16); and
2. the Adopted Infrastructure Charges Notice dated 04 December 2018.

The approved reconfiguration is a subdivision of land (1 lot into 2 lots) and access easement located along Mount Separation Road (via Manda Road), Bemerside. The proposed reconfiguration involves 117.65ha over Lot 32 on CWL74:

- Proposed Lot 32 of 116.83ha (including access easement of 1.4ha); and
- Proposed Lot 320 of 819m<sup>2</sup>

The applicant proposes to register access arrangements over Manda Road that will formalise the existing road over Lot 32 and establish an access easement to service proposed Lot 320.

Summary of Application & Site Details	
<b>Applicant:</b>	Gilvear Planning Pty Ltd for Norcomm Pty Ltd
<b>Street Address:</b>	Mount Separation Road (via Manda Road), Bemerside
<b>RP Description:</b>	Lot 32 on CWL74
<b>Land Area:</b>	117.65ha
<b>Plan Zoning:</b>	Rural
<b>Relevant Codes &amp; Overlays</b>	CODES - Reconfiguring a Lot Code; and - Rural Zone Code. OVERLAYS - Environmental Significance Overlay Bushfire Risk Analysis Overlay (Medium & High Risk)
<b>Application Type:</b>	Reconfiguration of Land
<b>Assessment Type:</b>	Code Assessment
<b>Existing Use of Land:</b>	Communication Tower
<b>Proposed Development:</b>	Reconfiguration of Land
<b>Easement:</b>	The land is not known to be encumbered by an easement.
<b>Existing Infrastructure:</b>	The allotment is not serviced with existing infrastructure

The negotiated decision has merit and is as follows:

Supported for the deletion of conditions 6, 7, 8 and 9 for the following reasons-

- (i) that no sewerage or water network will be provided to the site; and
- (ii) that the site is an unmanned site; and
- (iii) contractual arrangements will be entered into between the communication facility owners and any contractors to supply firefighting equipment and potable water when working on the site.

Supported for the deletion of condition 22 for the following reason-

- (i) the applicant provided confirmation that Electricity & Generated Power has been provided to the proposed Lot 320.

Not supported for the deletion of condition 15 for the following reasons-

- (i) that there is currently no formally constructed access from Mount Separation Road to the proposed easement; and
- (ii) that there is inadequate drainage infrastructure at the intersection of the proposed easement access point with Mount Separation Road.

A revised Infrastructure charge calculated based on one (1) network service only (i.e. Transport Network) for the following reasons-

- (i) Based on the applicants submissions the water and sewerage network will not be provided on the site as the site is unmanned and all contractors servicing the site will be required if they are expected to work longer than 6 hours to transport toilet facilities and potable water to the site; and
- (ii) The current site coverage is calculated at approximately 24.73% (162m<sup>2</sup>) with a potential future expansion to 655m<sup>2</sup>. The previous calculation has been amended to take into consideration the existing development envelope.



**For Council Decision – Recommendation**

That Council:

- A. Approve the deletion of condition 22 for the reason -  
 (i) that the applicant provided confirmation that Electricity & Generated Power has been provided to the proposed Lot 320.
- B. Approve the deletion of conditions 6, 7, 8 and 9 for the reasons -  
 (i) that no sewerage or water network will be provided to the site; and  
 (ii) that the site is an unmanned site; and  
 (iii) contractual arrangements will be entered into between the communication facility owners and any contractors to supply firefighting equipment and potable water when working on the site.
- C. Not Approve the deletion of condition 15 for the reasons-  
 (i) that there is currently no constructed access from Mount Separation Road to the proposed easement; and  
 (ii) that there is inadequate drainage infrastructure at the intersection of the proposed easement access point with Mount Separation Road.
- D. Approve an Amended Adopted Infrastructure Charges calculation from \$4,366.68 to \$1,126.66 for the reasons-  
 (i) recognising the existence of facilities already on the site; and  
 (ii) based on the applicants submissions the water and sewerage network will not be provided on the site as the site is unmanned and all contractors servicing the site will be required if they are expected to work longer than 6 hours to transport toilet facilities and potable water to the site.

RECONFIGURATION OF A LOT NEGOTIATED DECISION CONDITIONS OF APPROVAL – LOT 32 ON CWL74								
Conditions		Compliance timing						
<b>Administration</b>								
(1) The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with:- 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.		At all times						
<b>Currency Period</b>								
(2) The currency period applicable to this approval. • MCU/ROL – 6 years until 03 December 2024		At all times						
<b>Approved plans</b>								
(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						
<table border="1"> <thead> <tr> <th>Plan / Document Name</th><th>Number</th><th>Date</th></tr> </thead> <tbody> <tr> <td>Proposed plan to reconfigure Lot 32 on CWL74, Mt Separation Road, Bemerside</td><td>File 8139 63 30 813950.DXF 18/139.dwg</td><td>Sep 18</td></tr> </tbody> </table>		Plan / Document Name	Number	Date	Proposed plan to reconfigure Lot 32 on CWL74, Mt Separation Road, Bemerside	File 8139 63 30 813950.DXF 18/139.dwg	Sep 18	
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Proposed plan to reconfigure Lot 32 on CWL74, Mt Separation Road, Bemerside	File 8139 63 30 813950.DXF 18/139.dwg	Sep 18						
(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.		At all times						

<b>RECONFIGURATION OF A LOT NEGOTIATED DECISION CONDITIONS OF APPROVAL – LOT 32 ON CWL74</b>	
<b>Conditions</b>	<b>Compliance timing</b>
(5) Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council.	At all times
<b>Internal works</b>	
<b>Water</b> <del>(6) Provide proposed Lot 320 with a potable water supply and Fire Fighting supply.</del> <del>(7) Water supply must be designed and installed in accordance with The Plumbing and Drainage Act 2002 and the Water Act 2000 (applies to developments which will be reconfigured by Building Format Plan);</del>	Prior to the Approval of Survey Plan  Prior to the Approval of Survey Plan
<b>Sewerage</b> <del>(8) Provide proposed Lot 320 with on site sewerage system;</del>	Prior to the Approval of Survey Plan
<b>Plumbing</b> <del>(9) All plumbing and sanitary drainage works must be in accordance with regulated work under the Plumbing and Drainage Act and Council Plumbing and Drainage Policies and must be completely separate for each dwelling unit</del>	Prior to the Approval of Survey Plan
<b>Drainage</b> (10) The surface drainage on the property must be managed on site. (i) surface drainage must be catered for in a manner that lessens possible impacts in receiving areas. (11) All existing creek systems and drainage areas must be left in their current state, including no channel alterations and no removal of vegetation, unless consented to in writing by the Chief Executive Officer. (12) That any works as a result of the reconfiguration must not interfere with stormwater flow over or through the land.	Prior to the Approval of Survey Plan  At all times  At all times
<b>Access</b> (13) An access easement (EMT B) is created from Mount Separation Road over proposed Lot 32 to proposed Lot 320. (14) An access easement (EMT A) in favour of the Council over Manda Road. (15) Professional engineering design, certified by a suitably qualified RPEQ Engineer, of the easement be provided to council for approval showing: (i) Road design of the access point (EMT B) onto Mount Separation Road (ii) Stormwater drainage assessment and design to ascertain that the access easement does not adversely affect Mount Separation Road. (16) Access provision to the proposed development must be provided to the satisfaction of the Council. Future maintenance of all accesses is the responsibility of the lessee.	Prior to the Approval of Survey Plan  Prior to the Approval of Survey Plan  Prior to the Approval of Survey Plan
<b>Private Works in a Road Reserve</b> (17) Works in a Road Reserve must be approved by Council through a Private Works in a road Reserve application.	At all times

RECONFIGURATION OF A LOT NEGOTIATED DECISION CONDITIONS OF APPROVAL – LOT 32 ON CWL74	
Conditions	Compliance timing
<b>External Works</b>	
<b>Lawful Point of Discharge</b> <b>(18)</b> All stormwater from the property must be directed to a lawful point of discharge such that it does not adversely affect surrounding properties or properties downstream from the development, all to the requirements and satisfaction of the Chief Executive Officer.  That any works as a result of the reconfiguration must not interfere with stormwater flow over or through the land.	Prior to the Approval of Survey Plan
<b>Other</b>	
<b>Existing Services</b> <b>(19)</b> 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
<b>Construction</b> <b>(20)</b> 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
<b>Damage to Infrastructure</b> <b>(21)</b> 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
<b>Electricity</b> <b>(22)</b> <del>Provide evidence that adequate electricity supply standard or renewable energy will be supplied and is supported/approved by relevant authority.</del>	Prior to the Approval of Survey Plan

### Officers Summary

The proposed changes to the Conditions of Approval as per Council Decision 271118-16 have been assessed and are:

Supported for the deletion of conditions 6, 7, 8 and 9 for the following reasons-

- (i) that that no sewerage or water network will be provided to the site; and
- (ii) that the site is an unmanned site; and
- (iii) contractual arrangements will be entered into between the communication facility owners and any contractors to supply firefighting equipment and potable water when working on the site.

Supported for the deletion of condition 22 for the following reason

- (i) the applicant provided confirmation that Electricity & Generated Power has been provided to the proposed Lot 320.

Not supported for the deletion of condition 15 for the reasons-

- (i) that there is currently no constructed access; and

- (ii) that there is inadequate drainage infrastructure at the intersection of the proposed easement access point with Mount Separation Road.

A revised Infrastructure charge calculated based on one (1) network service only (i.e. Transport Network) as reflected hereunder:

- (i) The current site coverage is calculated at approximately 24.73% (162m<sup>2</sup>) with a potential future expansion of 655m<sup>2</sup>. The previous calculation has been amended to take into consideration the existing development envelope.

This will have an impact in that the calculated Adopted Infrastructure Charge dated 04 December 2018 will be reduced from \$4,366.68 to \$1,126.66.

### Historical Information

The development application is for Reconfiguration of Land, being a subdivision of land (1 lot into 2 lots) and access easement located along Mount Separation Road (via Manda Road), Bemerside. The proposed reconfiguration involves 117.65ha over Lot 32 on CWL74.

The proposed rearrangement will result in the following lot configuration:

Lot & Plan Description	Current Land Use	Area	Road frontage	Proposed Lot Description	Proposed Land Use	Area Code Requirement (30ha)	Road Frontage Code Requirement (200m)
Lot 32 CWL74	Natural Environment, Communications	117.65 (290.72 acre)	Mount Separation Road	Lot 320	Communications	819m <sup>2</sup> (0.202 acre)	10m Easement
				Lot 32	Natural Environment	116.83ha (288.69 acre)	1028m
				Emt A	Access Easement (Public)	4810m <sup>2</sup> (20m wide)	
				Emt B	Access Easement (Private)	1.4ha (1400m long, 10m wide)	

(refer Attachment A: Reconfiguration Plans)

### Policy Implications

Nil

### Risk Management Implications

Nil

### Statutory Environment

*Planning Act 2016*

*Hinchinbrook Shire Planning Scheme 2017*

### Decision Making Period

Assessing and deciding on applications period as set in the *Planning Act 2016* and *Development Assessment Rules* (s.60 & 61(3));

- 10 Business Days for a Confirmation Notice from date after receiving an application; and
- 40 Business Days for a Referral Response from date after referral of an application; and
- 35 Business Days from date of Referral Response received the application must be assessed and a decision made.
- 20 Business Days from date of lodgement of representations to Council (Negotiated Decisions)

*Note: Public Holidays and close down periods are excluded from Business Days.*

**PLEASE NOTE**

If no decision has been made within the relevant Decision Making period the application is Deemed Approved with Standard Conditions Imposed.

IDAS item	Date
Hinchinbrook Council Decision 271118-16	27 November 2018
Application lodged with Hinchinbrook Shire Council	10 December 2018
Confirmation Notice Issued	18 December 2018
<i>Planning Act 2016</i> - Decision Making Period Concludes	<b>16 January 2019</b>
Applicant agreed Decision Making Period Extension Concludes	19 December 2018
Council General Meeting	29 January 2019
Decision Notice preparation and mail-out Period Concludes	05 February 2019

**Assessment**

The development proposal is assessable under the *Hinchinbrook Shire Planning Scheme 2017* in accordance with Section 43(1) of the *Planning Act 2016*.

The Assessment Manager is the Hinchinbrook Shire Council as determined by Schedule 8 of the *Planning Regulation 2017*. Under the *Planning Act 2016*, the reconfiguration application is determined to be Code Assessable development and therefore exempt from public notification.

**Consultation**

Infrastructure Services Delivery (Water & Sewerage)

- The application for negotiated changes to the conditions of approval, Conditions 6, 7 & 8 is supported for the reasons as set out in Attachment C.

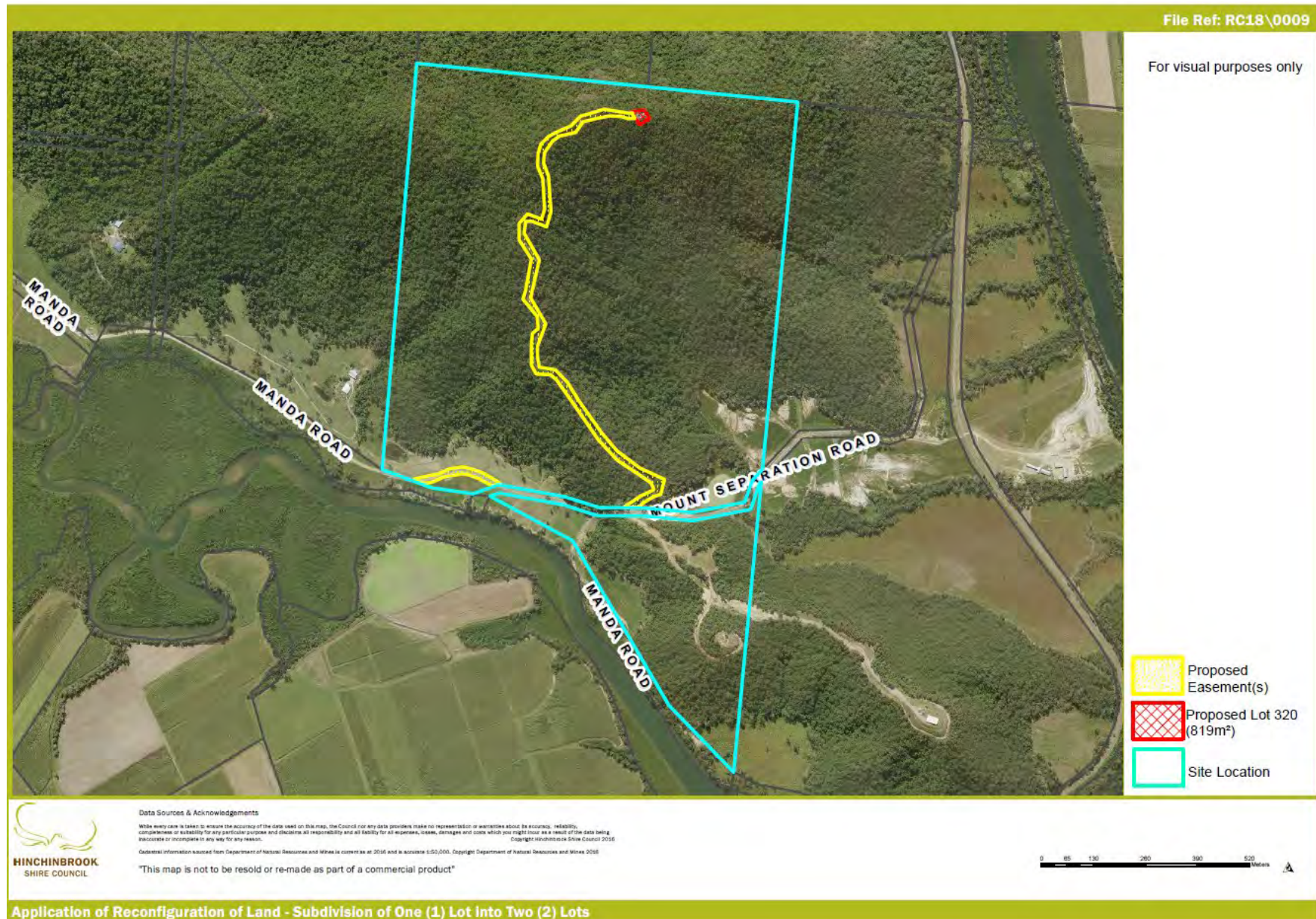
Infrastructure Services Delivery (Infrastructure Services)

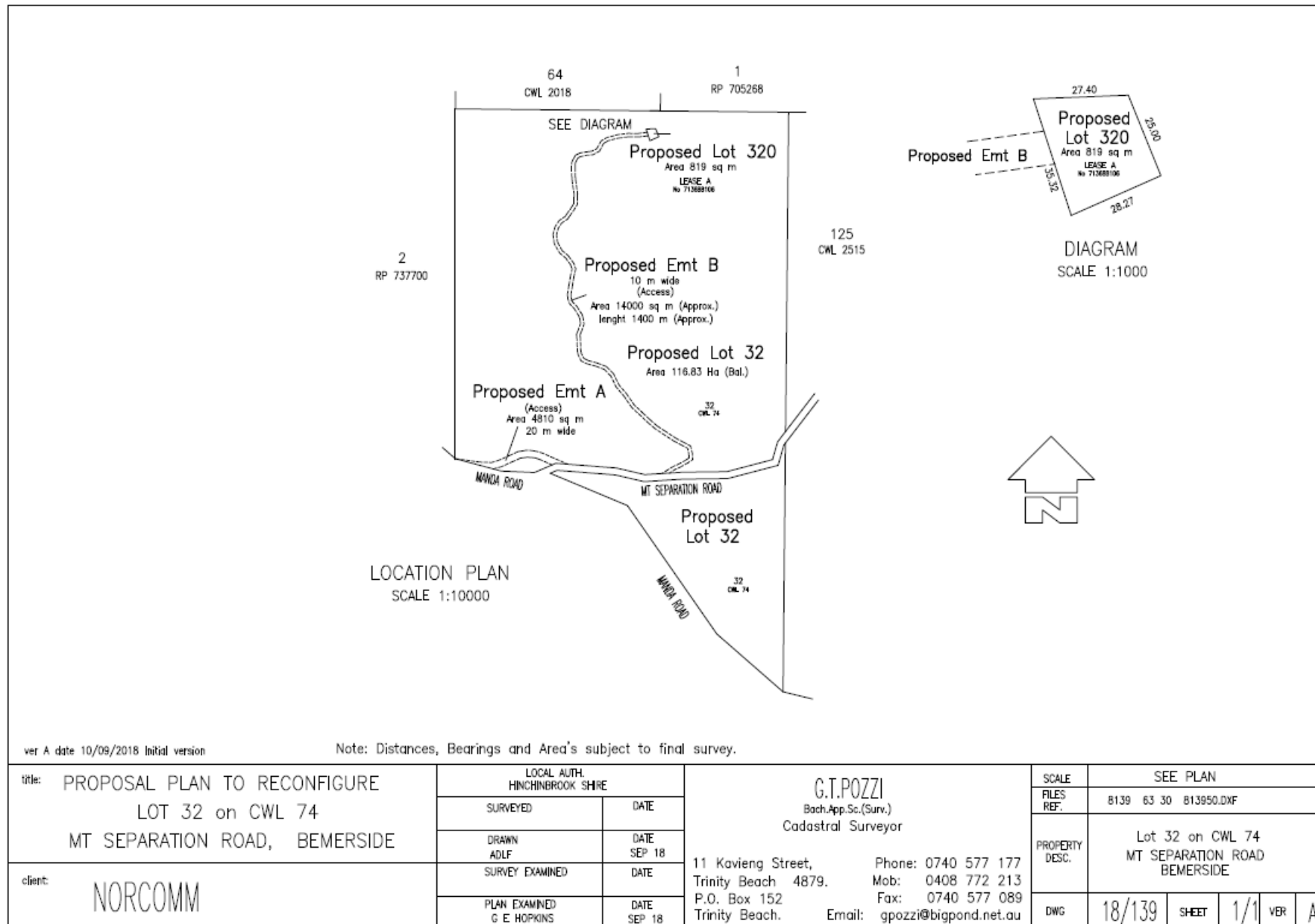
- The application for negotiated changes to the conditions of approval, Condition 15 is not supported for the reasons as set out in Attachment C.

**Attachments**

Attachments	
<b>Attachment A:</b>	Reconfiguration / Subdivision Plans
<b>Attachment B:</b>	Negotiated Conditions of Approval Assessment
<b>Attachment C:</b>	Negotiated Decision Application
<b>Attachment D:</b>	Access Point Photos







RECONFIGURATION OF A LOT CONDITIONS OF APPROVAL – LOT 32 ON CWL74											
Conditions	Applicants Request	Response									
<b>Administration</b>											
<p>(1) The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with:-</p> <ul style="list-style-type: none"> <li>a. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within the technical reports;</li> <li>b. The development must unless otherwise stated, be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards</li> <li>c. The conditions of approval, the requirements of Council's Planning Scheme and best practice engineering.</li> <li>d. The conditions of the Infrastructure Charges Notice.</li> </ul>	Accepted	Nil									
<b>Currency Period</b>											
<p>(2) The currency period applicable to this approval.</p> <ul style="list-style-type: none"> <li>• MCU/ROL – 6 years until 03 December 2024</li> </ul>	Accepted	Nil									
<b>Approved plans</b>											
<p>(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:</p> <table border="1"> <thead> <tr> <th>Plan / Document Name</th><th>Number</th><th>Date</th></tr> </thead> <tbody> <tr> <td>Proposed plan to reconfigure Lot 32 on CWL74, Mt Separation Road, Bemerside</td><td>File 8139 63 30 813950.DXF 18/139.dwg</td><td>Sep 18</td></tr> <tr> <td> </td><td> </td><td> </td></tr> </tbody> </table>	Plan / Document Name	Number	Date	Proposed plan to reconfigure Lot 32 on CWL74, Mt Separation Road, Bemerside	File 8139 63 30 813950.DXF 18/139.dwg	Sep 18				Accepted	Nil
Plan / Document Name	Number	Date									
Proposed plan to reconfigure Lot 32 on CWL74, Mt Separation Road, Bemerside	File 8139 63 30 813950.DXF 18/139.dwg	Sep 18									



**RECONFIGURATION OF A LOT  
CONDITIONS OF APPROVAL – LOT 32 ON CWL74**

Conditions	Applicants Request	Response
(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.	Accepted	Nil
(5) Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council.	Accepted	Nil
<b>Internal works</b>		
<p><b>Water</b></p> <p>(6) Provide proposed Lot 320 with a potable water supply and Fire Fighting supply.</p> <p>(7) Water supply must be designed and installed in accordance with The Plumbing and Drainage Act 2002 and the Water Act 2000 (applies to developments which will be reconfigured by Building Format Plan);</p> <p><b>Sewerage</b></p> <p>(8) Provide proposed Lot 320 with on-site sewerage system;</p> <p><b>Plumbing</b></p> <p>(9) All plumbing and sanitary drainage works must be in accordance with regulated work under the Plumbing and Drainage Act and Council Plumbing and Drainage Policies and must be completely separate for each dwelling unit</p>	<p>As noted within the Planning Report submitted to Council with the Development Application, Proposed Lot 320 is utilized for telecommunications infrastructure purposes. We are instructed that the site is unmanned, and is improved with three small communications enclosures, with less than 3m x 3m in roof area. There is insufficient roof area to capture water in tanks for potable or non-potable purposes.</p> <p>There is currently no water supply on site.</p> <p>Any 'hot work' to be undertaken on site is completed on contractual arrangements whereby site supervisors and contractors must ensure that suitable firefighting equipment is taken to site. This will include (dependent upon the nature of work, time of year etc) water tank and pump, fire extinguishers and the like.</p> <p>Land within Proposed Lot 320 not improved with telecommunications infrastructure is kept clean and improved with crusher dust to prevent weed growth and further assist in fire management.</p>	<p>(i) no sewerage or water network will be provided to the site and</p> <p>(ii) that the site is an unmanned site and</p> <p>(iii) contractual arrangements between the communication facility owners and any contractors to supply firefighting equipment and potable water when working on the site.</p>

**RECONFIGURATION OF A LOT  
CONDITIONS OF APPROVAL – LOT 32 ON CWL74**

Conditions	Applicants Request	Response
	<p>Visits to the site for maintenance and related purposes are generally no more frequent than each three (3) months, and for no more than 6hrs in duration. Toilets are not currently provided on site, and in the event work on site will exceed the 'average', then contractors bring portable facilities with them. This is a fairly standard approach on other sites and on construction sites more generally. It is rare that such works are required (usually no more often than every 5 years or so).</p> <p>Furthermore, the site is insufficient in area to permit installation of an effluent disposal system due to topography and site characteristics (solid rock for a large part, if not all, of Proposed Lot 320).</p> <p>In addition, it is noted that any future development on site, including, for example, development for a dwelling house, would need to be assessed against Council's codes. Amongst code requirements are the following:</p> <p>Rural Zone Code</p> <ul style="list-style-type: none"> <li>a) Dwellings are located on lots with access from roads identified on overlay mapping (A02);</li> <li>b) Buildings and structures are setback no less than 10m from property boundaries (A03.1);</li> <li>c) Dwellings are setback no less than 50m from adjacent rural zoned land (A03.2).</li> </ul> <p>Infrastructure, Services and Works Code</p> <ul style="list-style-type: none"> <li>a) Development is provided with suitable water supply (A01.2 and A01.3);</li> </ul>	

**RECONFIGURATION OF A LOT  
CONDITIONS OF APPROVAL – LOT 32 ON CWL74**

Conditions	Applicants Request	Response
	<p>b) Development is provided suitable on-site effluent disposal (A02.3);</p> <p>c) Development is provided suitable electricity connection / supply (A03.1, A03.2).</p> <p>Setback requirements within the Rural Zone Code are likely difficult to comply with, having regard the width of Proposed Lot 320, which is no less than 25m and no more than 35.32m at its greatest. In addition, non-compliance with code requirements identified above will trigger a “code assessable” application to Council pursuant to Section 5.3.3(2) of the Scheme. This will allow, at a future date, appropriate setbacks, siting and overall servicing for that use to be considered, and if necessary, conditioned to comply with reasonable and relevant requirements.</p> <p>At this stage, however, given no alternative use of the site is proposed, and the existing use on site is well established with current levels of servicing being sufficient, Council is requested to delete Conditions 6, 7, 8 and 9 having regard to representations above, and on the basis that in these circumstances, those conditions are not reasonable nor relevant.</p>	
<p><b>Drainage</b> <b>(10)</b> The surface drainage on the property must be managed on site.</p> <p>(ii) surface drainage must be catered for in a manner that lessens possible impacts in receiving areas.</p>	Accepted	Nil

**RECONFIGURATION OF A LOT  
CONDITIONS OF APPROVAL – LOT 32 ON CWL74**

Conditions	Applicants Request	Response
(11) All existing creek systems and drainage areas must be left in their current state, including no channel alterations and no removal of vegetation, unless consented to in writing by the Chief Executive Officer.	Accepted	Nil
(12) That any works as a result of the reconfiguration must not interfere with stormwater flow over or through the land.	Accepted	Nil
<b>Access</b> (13) An access easement (EMT B) is created from Mount Separation Road over proposed Lot 32 to proposed Lot 320. (14) An access easement (EMT A) in favour of the Council over Manda Road. (15) Professional engineering design, certified by a suitably qualified RPEQ Engineer, of the easement be provided to council for approval showing: <ul style="list-style-type: none"> <li>(iii) Road design of the access point (EMT B) onto Mount Separation Road</li> <li>(iv) Stormwater drainage assessment and design to ascertain that the access easement does not adversely affect Mount Separation Road.</li> </ul>	Accepted  Accepted  As noted above, uses currently undertaken on Proposed Lot 320 are for telecommunications infrastructure. The sites are unmanned, save and except for maintenance checks generally no more often than every three (3) months. The easement is gated, and any visitors to the site must have appropriate driving skills and insurance coverage. 4WD access only is available, as is conventional practice on other sites given it is private and low-traffic volumes are involved. There is no public access provided, the track terminates at Proposed Lot 320, and the road as currently provided has proved fit for purpose since establishment of the infrastructure some years prior.  The road is provided with whoa boys and drainage channels to minimize erosion, and tree clearing for maintenance purposes is not undertaken except to ensure that timber fall within edge gutters is removed promptly.	Nil  Nil  Photographic evidence indicates that there is currently no constructed access and inadequate drainage infrastructure at the intersection of the proposed easement access point with Mount Separation Road. <p style="text-align: center;"><b>(refer Attachment E)</b></p> Therefore the conditions as originally specified are required.

**RECONFIGURATION OF A LOT  
CONDITIONS OF APPROVAL – LOT 32 ON CWL74**

Conditions	Applicants Request	Response
	<p>The access as currently provided is not proposed for alteration or improvement, and requirements to provide engineering to confirm the road is “fit for purpose” is an unreasonable requirement in these circumstances.</p> <p>In addition, as noted above, in the event land uses change on Proposed Lot 320 (considered unlikely), those uses would be subject to assessment against Scheme requirements, which currently are not complied with for most alternative uses. A code assessable application would likely be required, permitting Council to undertake an assessment with regard the potential land use/s proposed at that stage.</p> <p>The existing uses on Proposed Lot 320 have been lawfully established, and to require substantive modification to current operating conditions is considered unnecessary.</p> <p>The requirement for access to be of a “suitable” standard to Proposed Lot 320 is confirmed within Condition 16, as is the requirement for the Applicant to maintain the access long-term.</p> <p>Council is therefore requested to delete Condition 15 in its entirety.</p>	
<p><b>(16)</b> Access provision to the proposed development must be provided to the satisfaction of the Council. Future maintenance of all accesses is the responsibility of the lessee.</p>	Accepted	Nil
<p><b>Private Works in a Road Reserve</b> <b>(17)</b> Works in a Road Reserve must be approved by Council through a Private Works in a road Reserve application.</p>	Accepted	Nil

**RECONFIGURATION OF A LOT  
CONDITIONS OF APPROVAL – LOT 32 ON CWL74**

Conditions	Applicants Request	Response
<b>External Works</b>		
<b>Lawful Point of Discharge</b> <b>(18)</b> All stormwater from the property must be directed to a lawful point of discharge such that it does not adversely affect surrounding properties or properties downstream from the development, all to the requirements and satisfaction of the Chief Executive Officer. That any works as a result of the reconfiguration must not interfere with stormwater flow over or through the land.	Accepted	Nil
<b>Other</b>		
<b>Existing Services</b> <b>(19)</b> 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.	Accepted	Nil
<b>Construction</b> <b>(20)</b> 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.	Accepted	Nil
<b>Damage to Infrastructure</b> <b>(21)</b> 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.	Accepted	Nil

**RECONFIGURATION OF A LOT  
CONDITIONS OF APPROVAL – LOT 32 ON CWL74**

Conditions	Applicants Request	Response
<p><b>Electricity</b> (22) Provide evidence that adequate electricity supply standard or renewable energy will be supplied and is supported/approved by relevant authority.</p>	<p>A suitable standard of supply is evidenced on site via the ongoing operation of telecommunications infrastructure on Proposed Lot 320. Any future alternate uses on Proposed Lot 320 will require assessment against Council code requirements, which include requirements related to electrical supply In the context of no change to the current use being proposed, and any potential alternative uses (including for example a dwelling house) requiring submission of a code assessable application to Council, it is submitted that this requirement is not reasonable, relevant nor necessary.</p> <p>Council is therefore requested to delete Condition 22 in its entirety.</p>	<p>The first reason for the condition is to ascertain that the relevant authority is notified and know that electricity supply to the site will be requested.</p> <p>The second reason is to protect council from being held liable if services can't be provided within relevant expected timeline by the applicant.</p> <p>The response of the applicant has been registered and accepted as proof that the relevant Electricity supply has been provided.</p> <p><b>The deletion of the condition is thus supported.</b></p>



**Representation by the Applicant regarding the Adopted Infrastructure Charges Notice**

Councils' Adopted Infrastructure Charges Notice, dated 4 December 2018, seeks to levy charges in the amount of \$4,366.68 (subject to increases as per the Charges Resolution) on the reconfiguration proposed.

The charges have been calculated with reference to the "Specialised uses" charge category, on the basis of GFA being up to 80% of the subject site (an area of 655sq m). Across the area of Proposed Lot 320, this results in a Total Adopted Infrastructure Charge for Water, Sewer, Transport and Stormwater being \$19,650.

From the nominal charge as calculated, Council have deducted an existing charge value (as a credit) in the sum of \$15,283.32. The net charge payable across infrastructure networks is \$4,366.68.

**Representations**

The ability for Council to charge infrastructure charges is set out in the Planning Act 2016. Section 120 of the Act states:

1. A levied charge may be only for extra demand placed on trunk infrastructure that the development will generate.
2. When working out extra demand, the demand on trunk infrastructure generated by the following must not be included-
  - i. an existing use on the premises if the use is lawful and already taking place on the premises;
  - ii. a previous use that is no longer taking place on the premises if the use was lawful at the time the use was carried out;
  - iii. other development on the premises if the development may be lawfully carried out without the need for a further development permit.

In this instance it is considered that the following apply:

- The application is for reconfiguration of a lot to formalise an existing "lot" currently separately let under a long-term lease arrangement. A 'new lot' is arguably not being created; further, and / or in the alternative
- The existing use of premises is for telecommunications infrastructure. As outlined above, there are only three (3) buildings on site, with an impervious roofed area no greater than 3m x 3m (9sq m). This is significantly less than the "80%" proposed site coverage / GFA assumed on the Adopted Infrastructure Charges Notice calculations; further, and / or in the alternative
- As has been outlined above, alternate uses that may be considered on site in the future (but are not proposed nor contemplated at this stage), will likely trigger requirements for a code-assessable application to Council, permitting re-consideration of infrastructure contributions payable at that point in time; further, and / or in the alternative
- There is no intensification in the uses on site, nor (as outlined above), is there any new 'lot' proposed given the operation of the repealed Integrated Planning Act 1997, Sustainable Planning Act 2009, nor the Planning Act 2016; further, and / or in the alternative
- Section 3.2 of the Adopted Infrastructure Charges Resolution CR1-2018 provides that:

"The adopted charges for reconfiguring a lot for residential or non-residential purposes are the adopted charges for the development category 'Residential – three or more Bedroom dwelling house' calculated in accordance with Section 3.3."

Section 3.3, Table 3 confirms that the charge applicable for "Residential – 3 or more Bedroom Dwelling House" is \$6,500, where connected to 5 networks.

The "note" below Table 3 confirms that pursuant to Section 3.3(c), "the adopted charge stated in Column 2 of Table 3 assumes that a premise is serviced by all five trunk infrastructure networks. Where a premises is not serviced, or planned to be serviced, by all five trunk infrastructure networks, the adopted charge will be reduced by 20% for each trunk infrastructure network that will not service the premises."

The site is not serviced by:

- Water supply;
- Sewerage;
- Road (noting the access is privately maintained).

This would reduce the charge payable pursuant to Section 3.2 and Section 3.3, Table 3 by 60%, leading to the charge payable, if the charge applies (which is not accepted), being \$2,600, ignoring any credit applicable; further, and / or in the alternative

Section 4.0 of the Adopted Infrastructure Charges Resolution CR1-2018 provides that:

“A credit is an amount which is the greatest allowable under the following instances:

1. If the premises is subject to a continuing existing lawful use and is serviced by trunk infrastructure networks, the adopted charge for the existing lawful use, calculated in accordance with Section 0....”

In the absence of confirmation regarding the charge/s payable to Council during establishment of the existing lawful use for telecommunications infrastructure on site (if any), it is noted that there is no change to the existing use even possible via the reconfiguration proposed.

Any alternate development on Proposed Lot 320 (not contemplated nor proposed given the nature of the existing use and the reconfiguration being required to permit ongoing use for existing lawfully established purposes), will, as noted above, likely require submission and approval of a code-assessable application to Council (at least), allowing future assessment of infrastructure demand and requirements at that time; further, and / or in the alternative

- The proposed development would not increase the impacts on the infrastructure network given the existing uses on site, maintenance of existing infrastructure and access arrangements, and any significant change and / or intensification of uses on site likely requiring further application to Council, permitting assessment of appropriate charges to be revisited at a future stage.

On that basis, it is considered that the development will not create an increased demand on the trunk infrastructure greater than the existing development on the site and, consequently, in accordance with section 120 an infrastructure charge is not considered appropriate in this instance.

Council is therefore requested to revise the Adopted Infrastructure Charges Notice to levy a “nil” charge; or alternatively, to rescind the charges notice and confirm by notation in the Decision Notice for Reconfiguration of a Lot that in circumstances of the existing use and nature of development proposed, no charge is payable.

### Response to Representation

1. The current use on the site is lawful but on a lease arrangement and not a permanent separate site.
2. The application is for a subdivision to create a new allotment for the purpose of Communication Infrastructure.
  - The usage on the new allotment, Lot 320, could be increased from the existing smaller footprint (160m<sup>2</sup> calculated from aerial photos) to a footprint of 655m<sup>2</sup> through the submission of a Building Plan.
    - Site coverage and hardened surface additional to structures could take the hardened coverage to 80%
    - The current structures already cover a substantial part of the site i.e. 24.43% (161m<sup>2</sup>)



- A potential increase in structures could place an extra burden on the Network in as it could require more maintenance. Thus more vehicular movement.
  - Infrastructure Charges would be able to be levied as the site area have been confirmed through the subdivision
3. Contrary to the applicants representation the Adopted Infrastructure Charges Notice (AICN) was not calculated for residential usage but for Non-Residential use.
  4. Contrary to the applicants representation the AICN was calculated based on three (3) networks (Transport, Water, Sewerage) only and not five (5) networks as mentioned in the applicants representation.
  5. It is accepted that with the approval of the Negotiated Decision that the site will only be serviced by one (1) and not three (3) networks i.e. a transport network for access to the site and not water and sewerage networks.
  6. The applicant indicates that the access arrangement (easement) is and will be maintained by the applicant which is correct. However the access connects onto Mount Separation Road and future potential increase in the footprint of the development will place a burden on the community in road maintenance expectations, as such an infrastructure charge may be levied.

As per the indexation listed within CR1-2018 the proposal is considered creating a specialised use within existing built structure on rural land over proposed Lot 320 on CWL74. The adopted charge is a charge that Council determines should apply for the potential use of the premises at the time of assessment.

The revised calculated charge based on one (1) network service only i.e. Transport Network is as reflected hereunder:

- (i) The Council adopted and Infrastructure charge of \$20/m<sup>2</sup> for the Specialised Use (Telecommunication Facility) the lowest Infrastructure Charge listed in the Infrastructure Charge Resolution CR1-2018 decision 290518-28.
- (ii) This charge of \$20/m<sup>2</sup> is calculated for three (3) networks i.e. water, sewerage and transport
- (iii) Based on the applicants submissions the water and sewerage network will not be provided on the site as the site is unmanned and all contractors servicing the site will be required if they are expected to work longer than 6 hours to transport toilet facilities and potable water to the site.
- (iv) The current site coverage is calculated at approximately 24.73% (162m<sup>2</sup>) with a potential future expansion to 655m<sup>2</sup>. The previous calculation has been amended to take into consideration the existing development envelope.

This will have an impact in that the calculated Adopted Infrastructure Charge dated 04 December 2018 will be reduced from \$4,366.68 to \$1,126.66.

ADOPTED CHARGE FOR NON-RESIDENTIAL DEVELOPMENT				
Column 1	Column 2	Column 3	Column 4	Column 5
Development Category	Adopted Charge – Water, Sewerage & Transport	Adopted Infrastructure Charge	Adopted infrastructure charge - Stormwater	
Charge Category	(\$)	Unit Per m <sup>2</sup> GFA	(\$)	TOTAL (\$)
Specialised Uses	20.00 (\$/m <sup>2</sup> of GFA)	493m <sup>2</sup> (new developable area)		9,860.00
		655m <sup>2</sup> (impervious area)	10.00 (\$/m <sup>2</sup> - Impervious GFA)	6,550.00
<b>Total Adopted Infrastructure Charge</b>				<b>\$16,410.00</b>

EXISTING CHARGE CREDITS			
Column 1	Column 2	Column 3	Column 4
Charge Reduction Network(s)	Charge Reduction Percentage	Adopted Infrastructure Charge	Adopted Infrastructure Charge Reduction
Network(s)	(%)	(\$)	TOTAL (\$)
Sewerage	33.3	4,366.67	4,366.67
Water	33.3	4,366.67	4,366.67
Stormwater	100	6,550.00	6,550.00
<b>Total Adopted Infrastructure Charge Credit(s)</b>			<b>\$15,283.34</b>

\* No Water or Sewerage Services are available to the site

\* Stormwater Services are not provided to the site, site stormwater will not impact on Council Stormwater Services

NET CHARGE SUMMARY		
Gross Charge Amount	Applied Credit Amount	Net Charge Amount
\$16,410.00	\$15,283.34	<b>\$1,126.66</b>

Based on this calculation the applicant will be required to pay Council \$1,126.66 in infrastructure charges.









**INGHAM WATER TOWER - LICENCE AGREEMENT - BUNDABERG NARROWCASTERS PTY LTD**

**Strategic Considerations**

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
<b>Strategic Direction</b>	<b>Action</b>
1. Fiscally Responsive and Responsible Management of Public Infrastructure and Assets	1.5 Ensure that public infrastructure contributes to lifestyle aspirations of current residents, underpins population attraction and acts as an enabler for economic growth in tourism in particular
2. Responsive and responsible management of land	
4. Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire	4.5 Regulatory Functions that underpin liveability

**Budget, Financial and Resource Implications**

An income will be generated.

Free advertising airtime of \$500 per month (30x30 second commercials) to Council.

**Asset Management**

The aim of the Asset Management Plan is in determining the level of funding that provides the most cost effective outcomes for renewal and maintenance that will maintain desired levels of service. The 10-year funding required to achieve Council's adopted asset performance targets as reflected in Volume 4, Facilities- includes buildings and structures (incorporates marine facilities), of the Hinchinbrook Local government Area Asset Management Plan 2017, which includes the Ingham Water Tower.

**Executive Summary**

Bundaberg Narrowcasters Pty Ltd trading as KIX Country is requesting a three (3) year Licence Agreement in regards to the Ingham Water Tower to install broadcasting equipment to provide a new service to the Hinchinbrook Community broadcasting popular music.

Council Resolution 271118-21 requested further information concerning fees and charges.

(refer Attachment A: Locality Map)  
(refer Attachment B: Applicants Correspondence)  
(refer Attachment C: Council Resolution 271118-21)

Summary of Application & Site Details	
<b>Applicant:</b>	Bundaberg Narrowcasters Pty Ltd trading as KIX Country
<b>Street Address:</b>	9 Atkinson Street
<b>RP Description:</b>	Lot 6 on RP703718
<b>Land Area:</b>	8686m <sup>2</sup>

Author: Gerhard Visser  
Position: Planning & Development Manager  
Date: 29 January 2019



<b>Plan Zoning:</b>	Centre Zone
<b>Application Type:</b>	Licence Agreement
<b>Existing Use of Land:</b>	Water Tower
<b>Proposed Development:</b>	Radio Station Communication Equipment

The proposal is considered to be consistent with the relevant similar uses on Councils Water Towers, in particular:

- The proposed use is not dissimilar to the existing uses on the water tower;
- The use is in support of Councils Corporate and Operational Plans directions; and
- A benefit to the community in free advertising airtime of \$500 per month.

### For Council Decision – Recommendation

That Council:

- A. Approve a Licence Agreement between Hinchinbrook Shire and Bundaberg Narrowcasters Pty Ltd at the Ingham Water Tower at LOT 6 on RP703718 subject to conditions; and
- B. Approve a Licence Agreement fee of \$2,500 exclusive of GST per year subject to Council receiving a \$500 per month benefit in free advertising.

KIX COUNTRY MUSIC RADIO NETWORK – LICENCE AGREEMENT CONDITIONS OF APPROVAL –LOT 6 on RP703718	
Conditions	Compliance Timing
<b>Administration</b>	
(1) The applicant is responsible to carry out the approved Licence Agreement and comply with relevant requirements in accordance with:- <ol style="list-style-type: none"> <li>a. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports;</li> <li>b. The use must unless otherwise stated, be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards</li> </ol>	At all times
<b>Development Plans</b>	
(2) Detailed plans & technical reports of the equipment to be installed and location at the Ingham Water Tower must be submitted to council for approval.	Prior to the signing of the Licence Agreement.
(3) The applicant provides Council with a technical report providing proof that the equipment and operation of the equipment will not interfere with the existing uses.	Prior to the signing of the Licence Agreement.
<b>Licence Agreement</b>	
<b>Documentation</b> (4) The applicant is responsible for the payment of a proportional cost of the drafting of the Licence Agreement as reflected in the Council's Commercial Charges, Regulatory Fees & Other Charges schedule.	Prior to the Registration of the Trustee Permit.
<b>Currency Period</b>	
(5) The currency period applicable to this approval. <ul style="list-style-type: none"> <li>• Licence Agreement – Three years</li> </ul>	Annual / Term
<b>Fees &amp; Charges</b>	
(6) Community Radio Station \$2,500 exclusive of GST plus a \$500 per month benefit in free advertising.	Annual
(7) Tenancy term – Annual;	Annual



KIX COUNTRY MUSIC RADIO NETWORK – LICENCE AGREEMENT CONDITIONS OF APPROVAL –LOT 6 on RP703718	
Conditions	Compliance Timing
(8) Yearly increase as per Council's Commercial Charges, Regulatory Fees & Other Charges schedule.	Annual
(9) The applicant is responsible for all electricity charges.	At all times
<b>Operational</b>	
<b>Maintenance</b>	
(10) The applicant is responsible for maintenance of the equipment in a high standard of maintenance and visual appearance commensurate with Councils standards.	At all times
<b>Equipment</b>	
(11) The applicant must clearly mark and maintain the marking of the equipment with the applicants name up to date contact information.	At all times
(12) Twenty-four hour advance notice have to be provided prior to access required to the facility.	At all times
<b>Other</b>	
<b>Construction</b>	
(13) 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
<b>Damage to Infrastructure</b>	
(14) 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.	At all times

### Officers Summary

The proposed telecommunication use is not dissimilar to the uses allowed on Councils Water Towers. The applicant proposes to install an aerial and equipment on the water tower.

Councils 2018/2019 Commercial Charges, Regulatory Fees and Other Charges for Telecommunications are as set out hereunder.

Description	Unit	Rate
Telecommunications: Aerials Only (Repeater facility)	Per Annum	\$10.00
Telecommunications: Aerials + Equipment	Per Annum	\$7,132.00
Telecommunications: Equipment + Ancillary	Per Annum	\$13,890.00

The current Licence Agreements for each of the relevant Council Facilities are as set out hereunder. The differences in fees reflect the negotiations with each applicant and as per directions from Council during the relevant application period.

Facility	Location	Lot & Plan	Licensee	Type of Equipment	Licence Period	Annual rental / Licence Fee
Halifax Water Treatment Plant	100 Lucinda Road, Halifax	Lot 1 on RP72737 2	Ergon Energy Corporation	Full telecommunications service	01/06/2018-30/05/2023	\$13,890.00
Halifax Water Tower	26 Scott Street, Halifax	Lot 1 on RP72731 7	Honeycombes Sales and Service	Aerial + Equipment	01/01/2018-31/12/2021	\$750.00
Lucinda Water Tower	4-6 Dungeness Road, Lucinda	Part A Lot 290 on CWL2004	Optus Mobile Pty Ltd	Full telecommunications service	01/02/2012-31/01/2032	\$9,552.42
Lucinda Water Tower	4-6 Dungeness Road, Lucinda	Part Z Lot 290 on CWL2004	NBN Co Limited	Full telecommunications service	28/07/2014-27/07/2024	\$7,000.00
Ingham Water Tower	Haig Street, Ingham	Lot 6 on RP70371 8	Optus Mobile Pty Ltd	Full telecommunications service	29/04/2015-28/04/2035	\$16,390.92
Forrest Beach Water Treatment Plant	Forrest Beach Road, Forrest Beach	Lot 7 on RP80004 7	NBN Co Limited	Full telecommunications service	01/08/2014-31/07/2024	\$7,000.00
Forrest Beach Water Treatment Plant	Forrest Beach Road, Forrest Beach	Part B Lot 7 on RP80004 7	Optus Mobile Pty Ltd	Full telecommunications service	19/09/2008-18/09/2028	\$13,047.74
Forrest Beach Water Tower	10 Leichardt Street, Forrest Beach	Lot 370 on CWL2758	NBN Co Limited	Full telecommunications service	18/12/2013-17/12/2023	\$4,500.00
Forrest Beach Water Tower	10 Leichardt Street, Forrest Beach	Lot 370 on CWL2758	Telstra Corporation Limited	Full telecommunications service	01/03/2018-28/02/2028	\$7,132.00

In discussions with the applicant in early December 2018 the applicant indicated that the offer as set out in the application is still relevant. The applicant proposed an annual Licence Agreement fee of \$2,500 which is less than the fee as reflected in the Councils 2018/2019 Commercial Charges, Regulatory Fees and Other Charges for Telecommunications: Aerials + Equipment which is \$7,132.00 per annum.

This fee however is supplemented with a \$500 per month (\$6,000 per annum) free advertising offered to the Council by the applicant. The total fee as proposed by the applicant is thus \$8,500.

### Historical Information

Bundaberg Narrowcasters Pty Ltd trading as KIX Country recently purchased the broadcast frequency of 87.6 FM in Ingham and wants to deliver a unique format of popular country music to Ingham and its community. Within the format itself, there is provision to include minimalistic commercial content to defray the costs of introducing this service but certainly not to the extent of that experienced on mainstream commercial radio stations.

Bundaberg Narrowcasters Pty Ltd is requesting a three (3) year Licence Agreement in regards to the Ingham Water Tower. The following equipment is to be erected at the tower.

- Mast Mount
- Wall/side Mount of Transmitter & Playout System
- Feeder Cable
- Electrical Connections

Council assessed the application in November 2018 requesting further information in relation to the Councils 2018/2019 Commercial Charges, Regulatory Fees and Other Charges for Telecommunications. Council Resolution 280217-18

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### Policy Implications

Nil

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### Risk Management Implications

Nil

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### Statutory Environment

*Land Act 1994*

*Local Government Act 2009*

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### Consultation

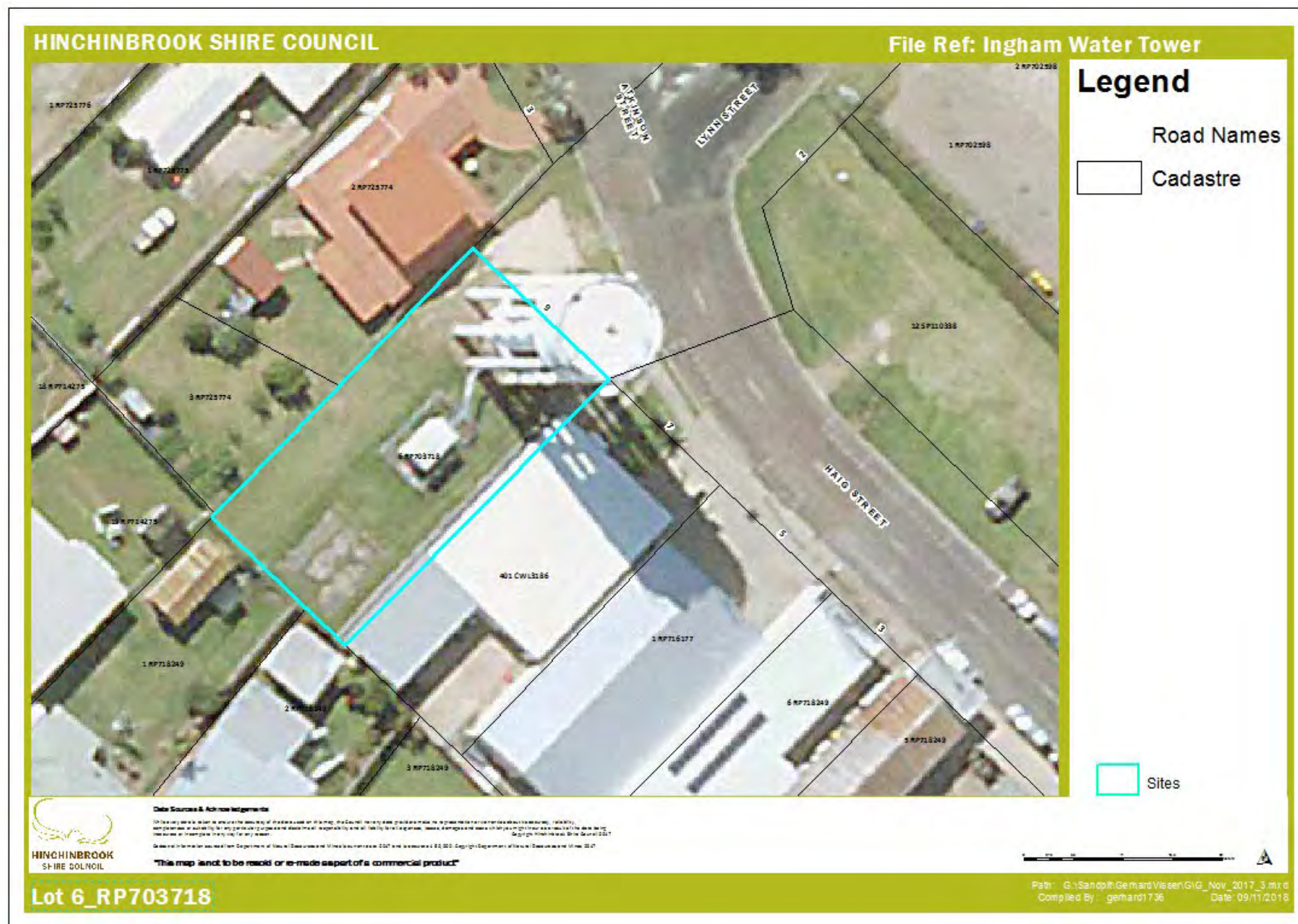
- Executive Manager Development Planning and Environmental Services
- Councillors at January Briefing Session
- Infrastructure Services Delivery (Water & Sewerage) - Agree with the proposed Licence Agreement subject to conditions.

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### Attachments

Attachments	
Attachment A:	Locality Map
Attachment B:	Reconfiguration/Subdivision Map
Attachment C:	Council Resolution 280217-18
Attachment D:	KIX-Radio Further Information

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To the Chief Executive Officer  
Hinchinbrook Shire Council  
PO Box 366  
Ingham QLD 4850

October 16, 2018

Dear Sir/ Madam,

Bundaberg Narrowcasters Pty Ltd owns and operates a Network of low powered terrestrial FM radio stations throughout regional and remote Australia, trading under the name of KIX Country. As the name suggests, our common format is popular Country Music. Under our special ACMA licence conditions, we operate low powered transmission of our music- based format within the confines of the many towns we serve.

Just recently we purchased the broadcast frequency of 87.6 FM in your town and we are certainly excited at the prospect of delivering our unique format to Ingham and its community. Within the format itself, there is provision to include minimalistic commercial content to defray the costs of introducing this service but certainly not to the extent of that experienced on mainstream commercial radio stations. We do note that the rental as listed in your licence agreement is far beyond our expectations when compared to similar arrangements we have in place in comparable towns across the country. There is no doubt that a position on your water tower would give us a very clear coverage within the town and the outlying areas. Our requirements are at a minimal in terms of support space.( attachment) We do appreciate the real estate fees for siting on your water tower but we ask that you give considerations to the following counter offer.

Within our format, we would offer The Hinchinbrook Shire Council local advertising at no charge to highlight Council information or the promotion of your events to your ratepayers. The content would be prepared by Council nominees and recorded by our production team for airing. In very rough terms, we would provide airtime (based on a card rate) to your Council to the value of \$500 per month. i.e 30 x 30 second commercials each month which can be banked should you wish to give greater exposure to upcoming major activity. In return, would the Hinchinbrook Shire Council accept a yearly rental of say \$2500 with CPI indexation in years two and three? This is in keeping with other rental agreements we already have in place.

Please find attached our lodgment form together with a description of our broadcasting requirements and should you require further information, please don't hesitate to call me as per below.



Suite 10, level 10  
269 Wickham  
Street  
Fortitude Valley  
Brisbane 4006  
  
P.O Box 444  
Fortitude Valley

David Greenwood  
General Manager  
w . 07 3251 8300  
m. 0408781266

1.3.10 INGHAM WATER TOWER – LOT 6 on RP703718 – LICENCE AGREEMENT – BUNDABERG NARROWCASTERS PTY LTD

Consideration of Report to Council from Planning and Development Manager dated 17 November 2018 regarding request for a three (3 ) year Licence Agreement in regards to the Ingham Water Tower to install broadcasting equipment to provide a new service to the Hinchinbrook community broadcasting popular music.

*EMISD, J Stewart re-entered the meeting at 1.45 pm*

*Moved Mayor Jayo*  
*Seconded Councillor Lancini*

Council Resolution - That Council is supportive of the concept however consideration of the matter is deferred pending receipt of further information and discussion with the applicant concerning fees and charges.

Carried 7-0  
271118-21



15 January, 2019

Attention: Mr. Gerhard Visser

Planning and Development Officer

To the Chief Executive Officer  
Hinchinbrook Shire Council  
P.O Box 366  
Ingham QLD 4850

Through you Mr.Visser, you will recall a conversation we had at the end of last year and as suggested, I am providing a diagram with the minimalist dimensions in support of our application to the Hinchinbrook Shire Council to establish a transmission pole atop of your water tower to broadcast our local Country Music service.

I am also providing the original paperwork previously sent to you.

You will notice that we are seeking very little space and from your published scale of fees, the difference from 'aerial only' to the higher 'aerial and equipment' definition is, we think, excessive when compared to other arrangements we have in place across Australia and with our limited opportunity to monetize our service.

We would ask that consideration be once again given to our original submission as we believe it to be a fair and reasonable offer.

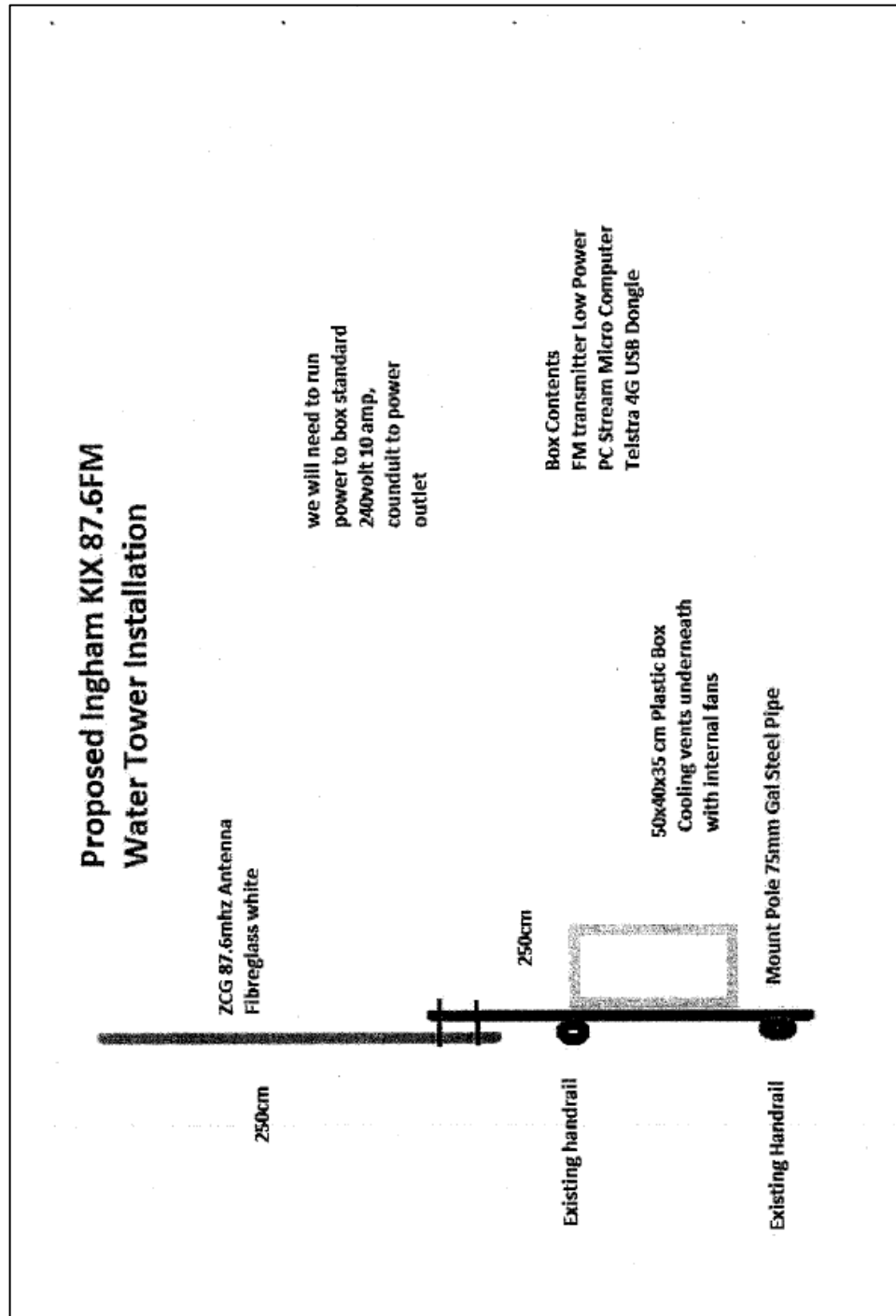
Yours Sincerely,



[david.greenwood@kixcountry.com.au](mailto:david.greenwood@kixcountry.com.au)

 TOYOTA  
COUNTRY  
MUSIC  
FESTIVAL  
TAMWORTH  
CHAMPIONSHIP 2019

 THE MOTTING COUNTRY  
OFFICIAL BROADCASTER



**INGHAM SHOWGROUNDS - COOPER STREET INGHAM, LOT 43 on I22490, INGHAM KENNEL and OBEDIENCE CLUB INCORPORATED - LICENCE AGREEMENT**

**Strategic Considerations**

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
<b>Strategic Direction</b>	<b>Action</b>
1. Fiscally Responsive and Responsible Management of Public Infrastructure and Assets	1.5 Ensure that public infrastructure contributes to lifestyle aspirations of current residents, underpins population attraction and acts as an enabler for economic growth in tourism in particular
4. Council's Role in Creating an Envable Lifestyle and Contribution to the Whole of Life Liveability of our Shire	4.1 Arts and Cultural Investment 4.2 Provision of Recreation Opportunities
5. Council's Role in Creating and Supporting the Economic Prosperity of our Shire	5.2 Support for business diversity and employment growth

**Budget, Financial and Resource Implications**

An income is generated as per Council's Commercial Charges, Regulatory Fees & Other Charges schedule.

**Asset Management**

The aim of the Asset Management Plan is in determining the level of funding that provides the most cost effective outcomes for renewal and maintenance whilst also maintaining desired levels of service.

The 10-year funding required to achieve Council's adopted asset performance targets as reflected in Volume 4, Facilities- includes buildings and structures (incorporates marine facilities), of the *Hinchinbrook Local government Area Asset Management Plan 2017*, includes the structures at the Ingham Kennel & Obedience Club area.

**Executive Summary**

Council is in receipt of a request for the renewal of the Ingham Kennel & Obedience Club area at the Ingham Showgrounds. The club has been operating from the Showgrounds prior to 1993 and is providing a valuable service to the community. The partial usage of the Showgrounds by the Ingham Kennel & Obedience Club Incorporated is compliant with the relevant purpose of the Showgrounds and doesn't generate obstruction to surrounding residential areas. The requested renewal is supported for approval subject to conditions.

**For Council Decision – Recommendation**

That Council approve a renewed Licence Agreement between Council and the Ingham Kennel & Obedience Club Incorporated over part of Lot 43 on I22490 (Licence D), Cooper Street, Ingham, subject to conditions:

<b>LICENCE AGREEMENT</b> <b>CONDITIONS OF APPROVAL - PART LOT 43 ON I22490 (LICENCE D)</b>	
<b>Conditions</b>	<b>Compliance Timing</b>
<b>Administration</b>	
(1) The licensee is responsible to carry out the approved Licence Agreement and comply with relevant requirements in accordance with:- <ul style="list-style-type: none"> <li>a. The specifications, facts and circumstances as set out in the application to Council, including recommendations and findings;</li> <li>b. The use must unless otherwise stated, be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards</li> </ul>	At all times
<b>Licence Agreement</b>	
<b>Licence D</b> (2) An area of the Ingham Showgrounds identified as Licence D in Lot 43 on I22490	At all times
<b>Area</b> (3) 2689m <sup>2</sup>	At all times
<b>Currency Period</b>	
(4) The currency period applicable to this approval. <ul style="list-style-type: none"> <li>• Licence Agreement – Three (3) years</li> <li>• Subject to annual review</li> <li>• Termination period of twenty eight (28) business days written notification</li> </ul>	Annual/Term
<b>Fees &amp; Charges</b>	
(5) Groups / Organisations: Sporting Clubs \$20.00 annual exclusive of GST;	Annual
(6) Tenancy payment term.	Annual
(7) Yearly increase as per Council's Commercial Charges, Regulatory Fees & Other Charges schedule.	Annual
<b>Operational</b>	
<b>Storage Area E</b> (8) The licensee must allow access to the Storage Area E as demarcated on the Licence Agreement Plan.	At all times
<b>Maintenance</b> (9) The lessee is responsible for maintenance of the premises, structures and infrastructure excluding the maintenance of the Storage Area E.	At all times
(10) Any improvements may only be undertaken with Councils pre-approval and in terms of relevant applicable legislation.	At all times
<b>Signage</b> (11) The lessee is responsible to erect and maintain signage on the outside perimeter of the Licence Agreement area notifying the public that dogs may be present at any time on the premises.	At all times
<b>Insurances/Indemnities</b> (12) The lessee is responsible to obtain and maintain public liability insurances to the amount of \$20,000,000.	At all times
<b>Special Condition</b>	
<b>Ingham Annual Show Period</b> (13) Removal of equipment may be required for the Ingham Annual Show period on written notification of no less than five (5) business days.	At all times

## Officers Summary

The proposed renewal of the Ingham Kennel & Obedience Club Incorporated's occupation has initiated preparation of a re-drafted Plan for the area of land at the Ingham Showgrounds, The proposed new Licence Agreement clearly demarcates the area as Licence D for use by the Club, excluding an area identified as Storage Area E. Storage Area E is currently utilised by Council as a storage space for emergency evacuation materials. Therefore continued access to Storage Area E by Council will be ensured through a condition of approval.

The proposal alters the current arrangement from a Trustee Permit to a Licence Agreement for the same time period of no more than three years. The Licence Agreement process allows additional independence to both parties to renegotiate conditions and or agreement periods, whilst also providing relevant legal surety through the formal Licence Agreement documentation. Licence Agreements are additionally administratively easier to manage.

### Reason(s) for Decision

- The Ingham Kennel & Obedience Club Incorporated has been operating at the Ingham Showgrounds for over 20 years;
  - The Ingham Kennel & Obedience Club Incorporated is providing a valuable service to the Hinchinbrook community;
  - The proposed use will not impact upon the surrounding residential areas; and
  - The proposed use of a part of the Ingham Showgrounds by the Ingham Kennel & Obedience Club Incorporated is compliant with the relevant purpose of the Ingham Showgrounds.
- 

## Historical Information

The Ingham Kennel & Obedience Club Incorporated has been operating at the Ingham Showgrounds since prior to 1993. The Club have undertaken numerous improvements on the area with Council's permission.

An application for the renewal of the current Trustee Permit that lapsed in October 2018 had been received prior to the due date.

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## Policy Implications

Nil

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## Risk Management Implications

Nil

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## Statutory Environment

*Land Act 1994*

*Local Government Act 2009*

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## Consultation

Executive Manager Development, Planning & Environmental Services

Chief Financial Officer (Facilities Management)

- The Ingham Kennel & Obedience Club Incorporated has been in operation at the showgrounds for a considerable period of time.
  - The Club has enhanced the area and complied with Council's requirement throughout this period.
- 

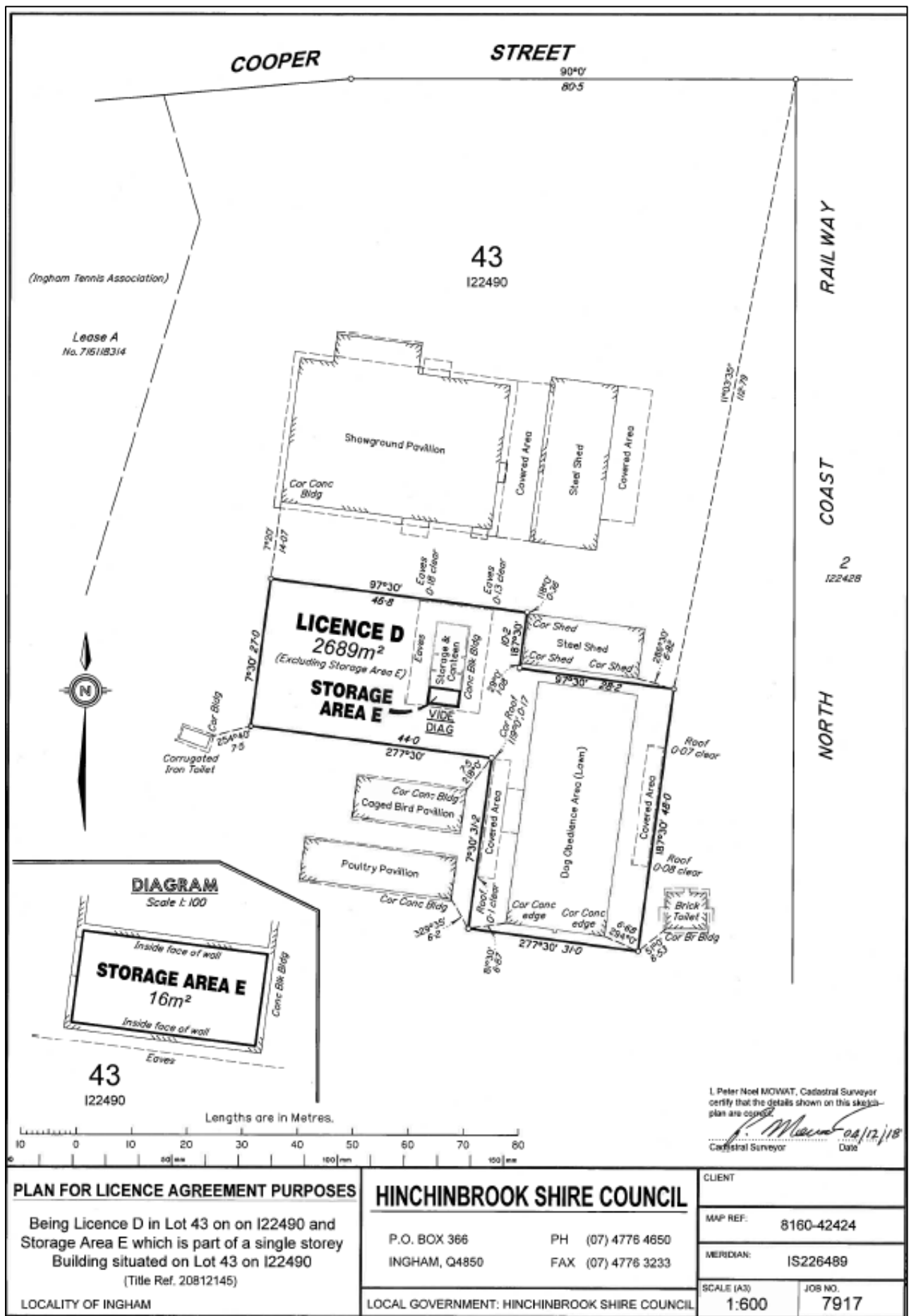
## Attachments

Attachments	
Attachment A:	Locality Map
Attachment B:	Licence Agreement Plan









**HINCHINBROOK MARINE COVE, DUNGENESS - LOT 1 AND LOT 2 ON AP13608 - PERMIT TO OCCUPY**

**Strategic Considerations**

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
<b>Strategic Direction</b>	<b>Action</b>
2. Responsive and responsible management of land	2.3 Riverine and riparian environment management
4. Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire	4.2 Provision of Recreation Opportunities 4.5 Regulatory Functions that underpin liveability
5. Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire	5.2 Support for business diversity and employment growth 5.3 Tourism development

**Budget, Financial and Resource Implications**

Nil

**Asset Management**

Nil

**Executive Summary**

Council is in receipt of correspondence requesting views and/or recommendations on the surrender of the current Permit to Occupy and the re-issue of a new Permit to Occupy by the Department of Natural Resources, Mines and Energy (DNRME) at 54 Dungeness Road, Lucinda. A formal request from DNRME was received on 8 January, 2019.

Hinchinbrook Marine Cove Resort at 54 Dungeness Road, Lucinda, was recently purchased by new owners and as such, the existing Permit to Occupy over the grassed area/s in front of the resort units has to be surrendered and re-issued to the new owners on application to DNRME. The grassed portion forms part of the channel but also forms an integral part of the Hinchinbrook Marine Cove Resort, providing patrons with open space areas for recreational activities.

(refer Attachment A: Locality Map)  
(refer Attachment B: Permit to Occupy Map)  
(refer Attachment C: Survey Diagram)

**For Council Decision – Recommendation**

That Council advise the Department of Natural Resources, Mines and Energy that Council offers no objection to the re-issue of a Permit to Occupy over Lot 1 and Lot 2 on AP13608, part of the channel, contiguous to Lot 404 on SP116057.

### Officers Summary

The application supports the principles of the Council's Corporate and Operational Plans.

#### Reason(s) for Decision

- The re-issue of a Permit to Occupy will support the economic basis of the Hinchinbrook area;
- Support the existing tourism development; and
- The land parcels can only be accessed through the resort.

---

### Historical Information

The Permit to Occupy land parcels adjacent to the Hinchinbrook Marine Cove Resort, have been utilised by the patrons for a number of years, with the land parcels only utilised and accessed via the Resort.

Due to the recent sale of the resort, the seller must surrender the current Permit to Occupy over the parcels of land. Once purchasers have submitted an application to the Department of Natural Resources, Mines and Energy (DNRME), the re-issue of a new Permit to Occupy for the allocated areas will be processed.

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### Policy Implications

Nil

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### Risk Management Implications

Nil

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### Statutory Environment

*Land Act 1994*

*Local Government Act 2009*

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### Consultation

Executive Manager Development Planning & Environmental Services

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### Attachments

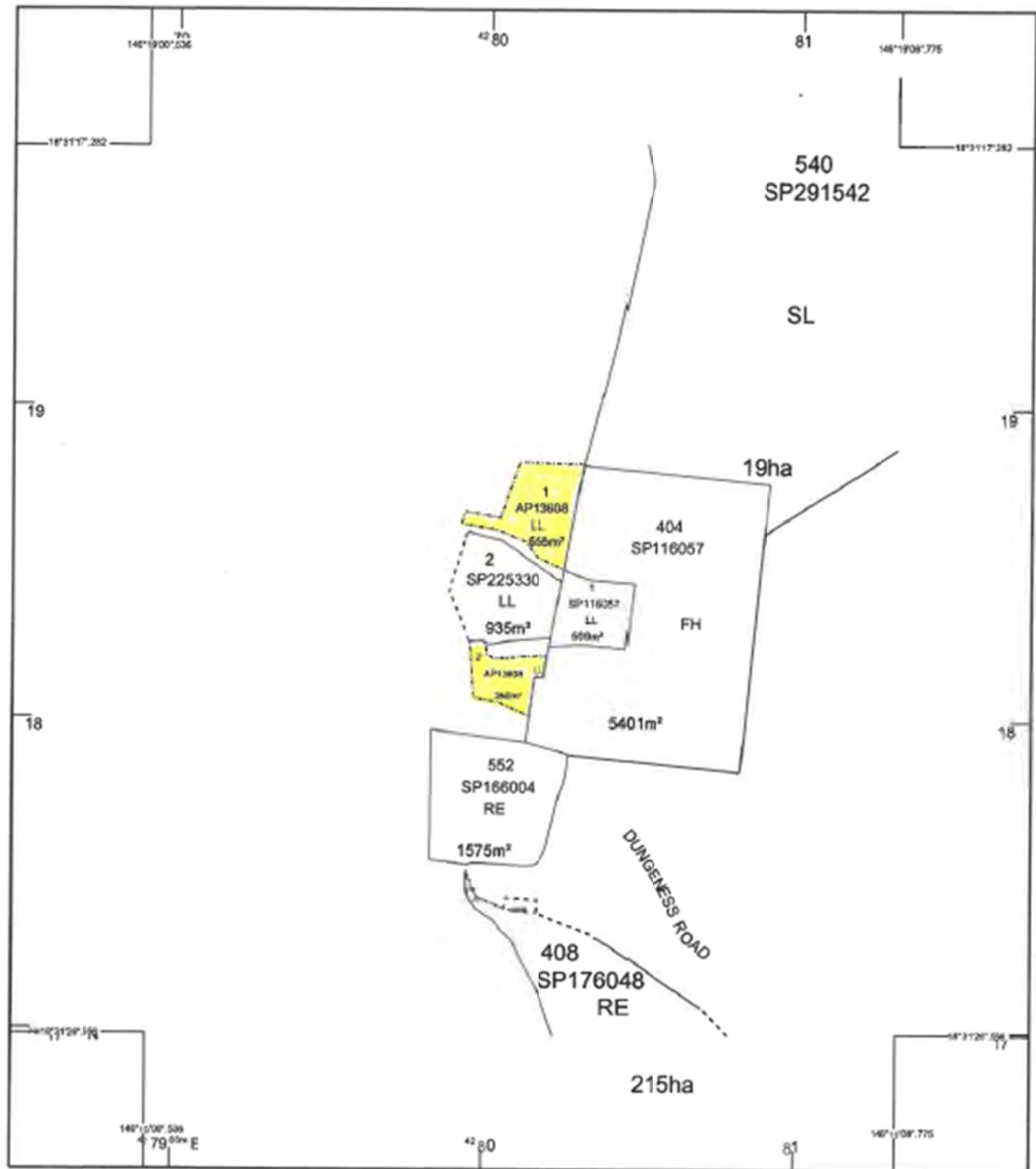
Attachments	
Attachment A:	Locality Map
Attachment B:	Permit to Occupy Map
Attachment C:	Survey Diagram
Attachment D:	DNRME Correspondence













Author: Graeme Geisler  
File number: 2018/006949  
Directorate / Unit: State Land Asset Management  
Phone: 4741 1657



Department of  
Natural Resources,  
Mines and Energy

8 January 2019

Hinchinbrook Shire Council  
P.O. Box 366  
Ingham QLD 4850

Dear Chief Executive Officer

**APPLICATION FOR SURRENDER AND RE-ISSUE OF PERMIT TO OCCUPY 238350 LAND  
DESCRIBED AS LOTS 1 AND 2 ON CROWN PLAN AP13608**

The department has received the above application. The proposed use of the land is Tourism. The land is used as grassed extensions used in conjunction with the resort and other improvements on:

- Lot 404 on Survey Plan 116057
- Lot 1 on Survey Plan 116057
- Lot 2 on Survey Plan 225330

Copies of documents supporting the application are enclosed for your information. The enclosed Smartmap and copy of Crown Plan AP13608 shows the subject land and the surrounding locality.

Please advise the department of your views or requirements including any local non-indigenous cultural heritage values that the department should consider when assessing this application.

Objections to the application, and any views or requirements that may affect the future use of the land should be received by close of business on **8 March 2019**. If you offer an objection to the application, a full explanation stating the reason for the objection should be forwarded to this Office.

If you wish to provide a response but are unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe. An extension to this due date will only be granted in exceptional circumstances.

If a response is not received by the due date and no alternative arrangements have been made, it will be assumed you have no objections or requirements in relation to this matter.

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65 Brodie Street Hughenden Qld 4821  
PO Box 5318 Townsville Qld 4810  
Telephone: 4741 1657  
[www.dnrme.qld.gov.au](http://www.dnrme.qld.gov.au)  
ABN 59 020 847 551

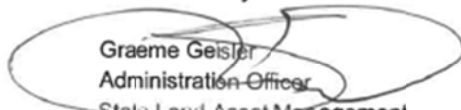
This information has been provided to you in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any person, company, or organisation, without the express written permission of the department unless required.

If you wish to discuss this matter please contact Graeme Geisler on 4741 1657.

All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to [Townsville.SLAMS@dnrme.qld.gov.au](mailto:Townsville.SLAMS@dnrme.qld.gov.au). Any hard copy correspondence received will be electronically scanned and filed. For this reason, it is recommended that any attached plans, sketches or maps be no larger than A3-sized.

Please quote reference number 2018/006949 in any future correspondence.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Graeme Geisler', is written over a circular stamp. The stamp contains the text 'Graeme Geisler', 'Administration Officer', and 'State Land Asset Management'.

Graeme Geisler  
Administration Officer  
State Land Asset Management  
Department of Natural Resources, Mines and Energy

**EXTENSION of CURRENCY PERIOD, RECONFIGURATION of LAND: SUBDIVISION of ONE (1) LOT into TWO (2) LOTS – LOT 41 on SP264201 - WARREN STREET, INGHAM**

**Strategic Considerations**

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
<b>Strategic Direction</b>	<b>Action</b>
1. Fiscally Responsive and Responsible Management of Public Infrastructure and Assets	1.5 Ensure that public infrastructure contributes to lifestyle aspirations of current residents, underpins population attraction and acts as an enabler for economic growth in tourism in particular
2. Responsive and responsible management of land	
4. Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire	4.5 Regulatory Functions that underpin liveability

**Budget, Financial and Resource Implications**

The reconfiguration of land (subdivision) approval triggered infrastructure charges under Council's Adopted Infrastructure Charges Resolution 2013 (AICR).

**Asset Management**

Not Applicable

**Executive Summary**

Council is in receipt of an application for extension of the relevant currency period for reconfiguration of land, being a subdivision (1 lot into 2 lots) located along Warren Street, Ingham (Lot 41 on SP264201).

The reconfiguration of land: subdivision of one (1) lot into two (2) lots application (RC17\0001) was approved by Council on 28 February, 2017, with Council Resolution 280217-18

(refer Attachment A: Locality Map)  
(refer Attachment B: Reconfiguration / Subdivision Map)  
(refer Attachment C: Council Resolution 280217-18)

Summary of Application & Site Details	
<b>Applicant:</b>	LJ Sproats and JE Ginger
<b>Street Address:</b>	5-9 Warren Street, Ingham
<b>RP Description:</b>	Lot 41 on SP264201
<b>Land Area:</b>	4724m <sup>2</sup>
<b>Plan Zoning:</b>	General Residential Zone

<b>Relevant Codes &amp; Overlays</b>	<b>ZONE:</b> General Residential Zone Code <b>DEVELOPMENT:</b> Reconfiguration Code <b>OVERLAYS:</b> Flood Hazard Overlay
<b>Application Type:</b>	Extension of Currency Period for Reconfiguration of Land – Subdivision
<b>Assessment Type:</b>	Code assessment
<b>Existing Use of Land:</b>	Noorla Hotel
<b>Proposed Development:</b>	Subdivision of One (1) Lot into Two (2) Lots

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

- 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 property;
- the development provides allotments that facilitate the existing uses and future proposed uses at an intensity appropriate to the local area; and
- the proposed development appropriately responds to the subject site and is considered to further the character of the locality and neighbourhood.

### For Council Decision – Recommendation

That Council:

- A. Approve the extension of the development approval currency period for a Reconfiguration of Land – Subdivision One (1) lot into Two (2) lots over Lot 41 on SP264201 for a period of four (4) years subject to conditions:

RECONFIGURATION OF A LOT – SUBDIVISION LOT 41 ON SP264201 CONDITIONS OF APPROVAL	
Conditions	Compliance timing
<b>Administration</b>	
(1) The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with:- <ul style="list-style-type: none"> <li>a. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within the technical reports;</li> <li>b. The development must unless otherwise stated, be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards</li> <li>c. The conditions of approval, the requirements of Council's Planning Scheme and best practice engineering.</li> <li>d. The conditions of the Infrastructure Charges Notice.</li> </ul>	At all times
<b>Currency Period</b>	
(2) The currency period applicable to this approval. <ul style="list-style-type: none"> <li>MCU/ROL – 4 years until 5 February 2023</li> </ul>	At all times

Approved 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:  <table border="1"> <thead> <tr> <th>Plan / Document Name</th><th>Number</th><th>Date</th></tr> </thead> <tbody> <tr> <td>Owner, Lot 41, Noorla Subdivision 5-9 Warren St, Ingham</td><td>0317/2016 Dwg.A02 Rev. B</td><td>09/01/2017</td></tr> </tbody> </table>	Plan / Document Name	Number	Date	Owner, Lot 41, Noorla Subdivision 5-9 Warren St, Ingham	0317/2016 Dwg.A02 Rev. B	09/01/2017	At all times
Plan / Document Name	Number	Date						
Owner, Lot 41, Noorla Subdivision 5-9 Warren St, Ingham	0317/2016 Dwg.A02 Rev. B	09/01/2017						
(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.	At all times						
(5)	Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council.	At all times						
Internal Works								
<b>Water</b>								
(6)	Provide a single internal water connection for the metering of water consumption;	Prior to the Approval of Survey Plan						
<b>Sewerage</b>								
(7)	Provide a single internal sewer connection which must be clear of any buildings or structures;	Prior to the Approval of Survey Plan						
(8)	No building or structure is to be built over a sewer manhole and if required the sewer manhole is to be raised to the surface.	At all times						
(9)	All the above works must be designed and constructed in accordance with Council Standards and must obtain any necessary permissions in respect of any building over or within 2m of a local government sewer.	At all times						
<b>Plumbing</b>								
(10)	All plumbing and sanitary drainage works must be in accordance with regulated work under the Plumbing and Drainage Act 2002 and Council Plumbing and Drainage Policies.	At all times						
External Works								
<b>Lawful Point of Discharge</b>								
(11)	All stormwater from the property must be directed to a lawful point of discharge such that it does not adversely affect surrounding properties or properties downstream from the development, all to the requirements and satisfaction of the Chief Executive Officer. That any works as a result of the reconfiguration must not interfere with stormwater flow over or through the land.	At all times						
<b>Access</b>								
(12)	Access provision to all proposed allotments must be provided/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								
<b>Existing Services</b>								
(13)	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	Prior to the Approval of Survey Plan						

No new conditions have been proposed for the extension of currency period as per legislative requirements. The original conditions have been administratively re-developed to be consistent with the current format and to provide further clarity in the implementation of the conditions of approval.

The reconfiguration of land: subdivision of one (1) lot into two (2) lots application (RC17\0001) was approved by Council on 28 February, 2017, with Council Resolution 280217-18

## Nil

## Nil

*Note: Public Holidays and close down periods are excluded from Business Days.*

## Page 4 of 10



IDAS item	Date
Application lodged with Hinchinbrook Shire Council	20 December 2018
Action Notice Issued	N/A
Confirmation Notice Issued	N/A
<i>Referrals Information Received</i>	N/A
<i>Planning Act 2016 - Decision Making Period Concludes</i>	18 February 2019
Applicant agreed Decision Making Period Extension Concludes	N/A
Council General Meeting	29 January 2019
Decision Notice preparation and mail-out Period Concludes	05 February 2019

#### Assessment

Given that the development remains generally compliant with the provisions of the current *Hinchinbrook Shire Planning Scheme 2017*; that the development is still consistent with the matters detailed within s. 87 (1) of the Act; and neither additional referral triggers or State planning policies would be relevant to the development, it is likely that the proposal would again be approved in its current form.

There are thus reasonable grounds for approving the request to extend the currency period.

#### Consultation

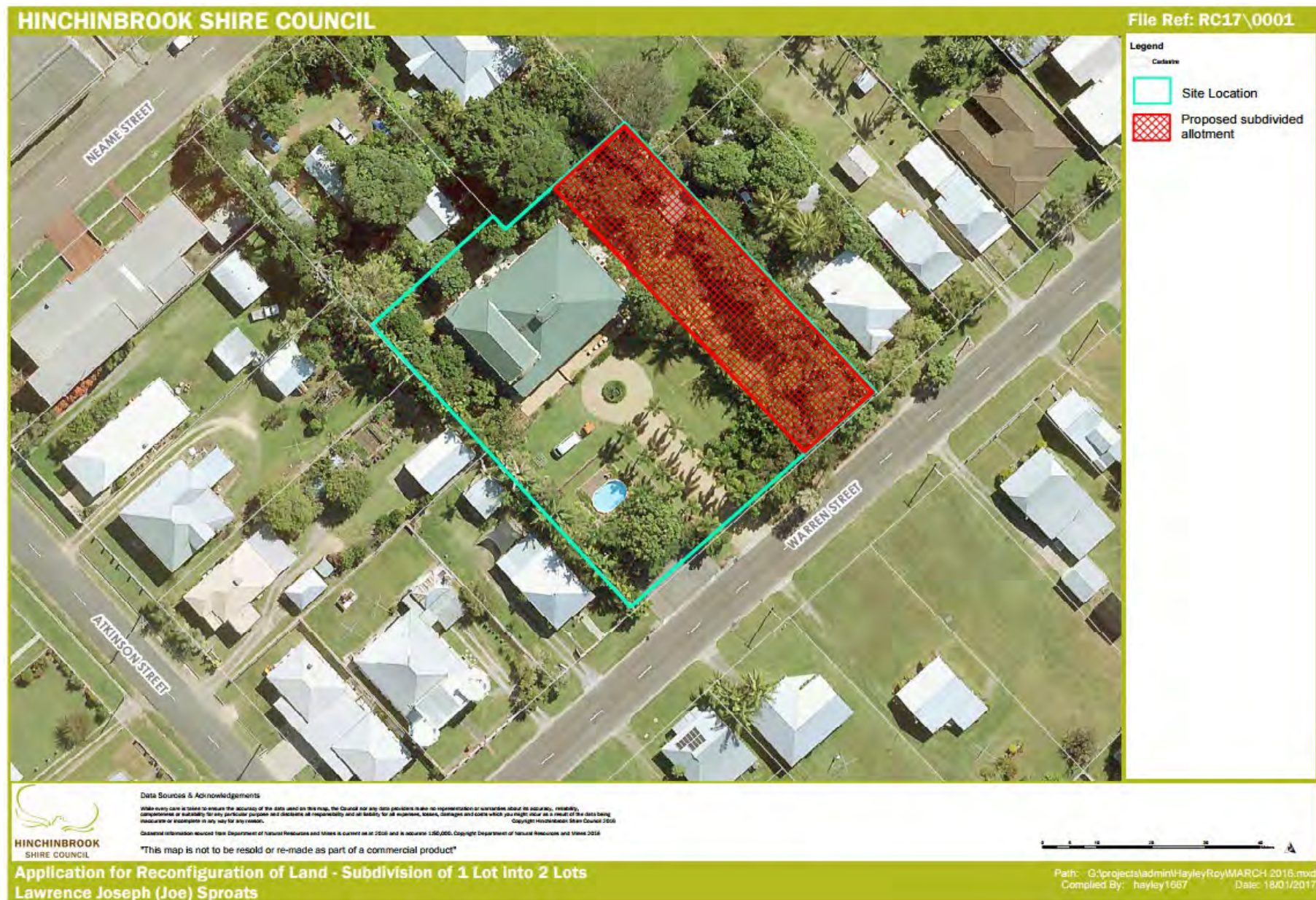
Executive Manager Development, Planning and Environmental Services

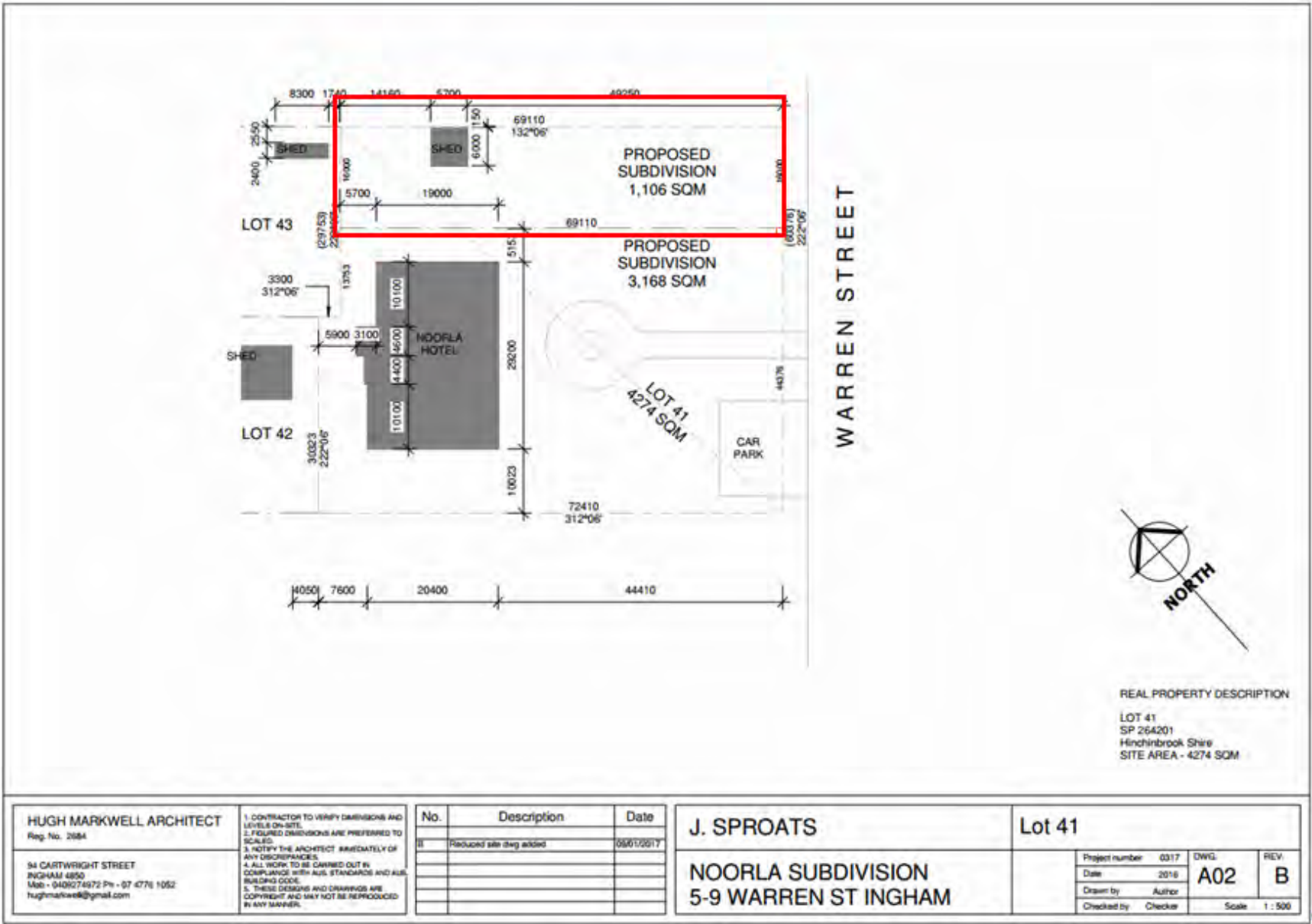
#### Attachments

Attachments	
<b>Attachment A:</b>	Locality Map
<b>Attachment B:</b>	Reconfiguration/Subdivision Map
<b>Attachment C:</b>	Council Resolution 280217-18











**2.3.8 RECONFIGURING A LOT: SUBDIVISION OF LAND – ONE (1) LOT INTO TWO (2) LOTS – 5 – 9 WARREN STREET, INGHAM – LOT 41 ON SP264201, PARISH OF CORDELIA – LAWRENCE JOSEPH (JOE) SPROATS (RC17/0001)**

Consideration of Report to Council from Planning and Development Manager dated 13 February 2017 in relation to an application made by LJ Sproats, seeking a Development Permit for Reconfiguration of Land at 5 – 9 Warren Street, Ingham (RC17\0001).

*Moved Councillor Lancini*  
*Seconded Councillor Brown*

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

**Approved Plans**

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

**Timing of Effect**

2. Conditions of the Development Permit must be satisfied prior to issue of a Compliance Certificate for the Plan of Survey, except where specified otherwise in these conditions of approval.
3. All works must be carried out in accordance with the approved plans, to the requirements and satisfaction of the Chief Executive Officer prior to Commencement of Use or approval and dating of the Building Format Plan, whichever occurs first.

**Existing Services**

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

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

**Lawful Point of Discharge**

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

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

**Access**

6. 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

**Construction and Operations**

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

**Damage to Infrastructure**

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

**Water Supply and Sewerage Works Internal**

9. Undertake the following water supply and sewerage works internal to the subject land:
- a. Provide a single internal sewer connection which must be clear of any buildings or structures;
  - b. Provide a single internal water connection for the metering of water consumption;
  - c. Water supply metering must be designed and installed in accordance with The Plumbing and Drainage Act 2002 and the Water Act 2000;
  - d. No building or structure is to be built over a sewer manhole and if required the sewer manhole is to be raised to the surface.

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

Carried – 280217-18



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**PALUMA to WALLAMAN FALLS TOURISM TRAIL – DEVELOPMENT of a CONCEPT PLAN**

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**Strategic Considerations**

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
<b>Strategic Direction</b> 5.3 Tourism Development	<b>Action</b> Nil

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**Budget, Financial and Resource Implications**

No budget provision has been made in the 2018/2019 financial year. There is sufficient savings to date in the Economic Development Operational Consultancy Budget to fund this project.

---

**Asset Management**

This project is aimed at preparing a Concept Plan for the development of a tourism trail between Paluma and Wallaman Falls.

---

**Executive Summary**

This Report is for Council consideration to participate in a collaborative project with two other local government authorities, Charters Towers and Townsville, to develop a Concept Plan for the Paluma to Wallaman Falls tourism trail.

It is proposed that Townsville Enterprise Ltd (TEL) be appointed to facilitate the project and engage a consultant to prepare a Concept Plan. The project is proposed to be funded through the contribution of \$15,000 (excl. GST) by each of the three Councils. This contribution would be used by TEL to undertake the project.

---

**For Council Decision – Recommendation**

That Council:

- A. Agree to collaborate with the Charters Towers Regional Council and Townsville City Council to appoint Townsville Enterprise Ltd for the sum of \$15,000 (excl. GST) to engage a consultant to develop a Concept Plan for the Paluma to Wallaman Falls Tourism Trail.
- B. Add the following action in the 2018/2019 Operational Plan under the Corporate Plan Strategic Heading:
  - 5.3 – Tourism Development
    - 5.3.5 – Collaborate with other regional Councils to prepare a Concept Plan for development of a tourism trail between Paluma and Wallaman Falls.

### Officers Summary

Recently TEL facilitated a meeting with the Mayors of Hinchinbrook, Charters Towers and Townsville, their respective Economic Development Officers and tourism operators, to discuss a way forward for development of the tourism trail.

The road link from Paluma to Mt Fox and Wallaman Falls was identified as a catalyst action in the Hinchinbrook Growth Strategy 2010 and the proposed trail is also included in the current Hinchinbrook Shire Council Economic Development Strategy 2020.

---

### Historical Information

The improved linkage between Paluma and Mt Fox as a tourism trail has been raised over a number of years as a tourism opportunity to increase the number of visitors to the Shire.

The Economic Development Strategy 2020 supports the creation of drive tourism product that is attractive to a broad spectrum of visitors.

---

### Policy Implications

The Council's Operational Plan would need to be amended to include this project. Transferring projects into the Operational Plan documentation improves governance compliance.

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### Risk Management Implications

Non compliance with legislative requirements should projects not be referenced in the Operational Plan.

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### Statutory Environment

- *Local Government Act 2009*
  - Economic Development Strategy 2020
- 

### Consultation

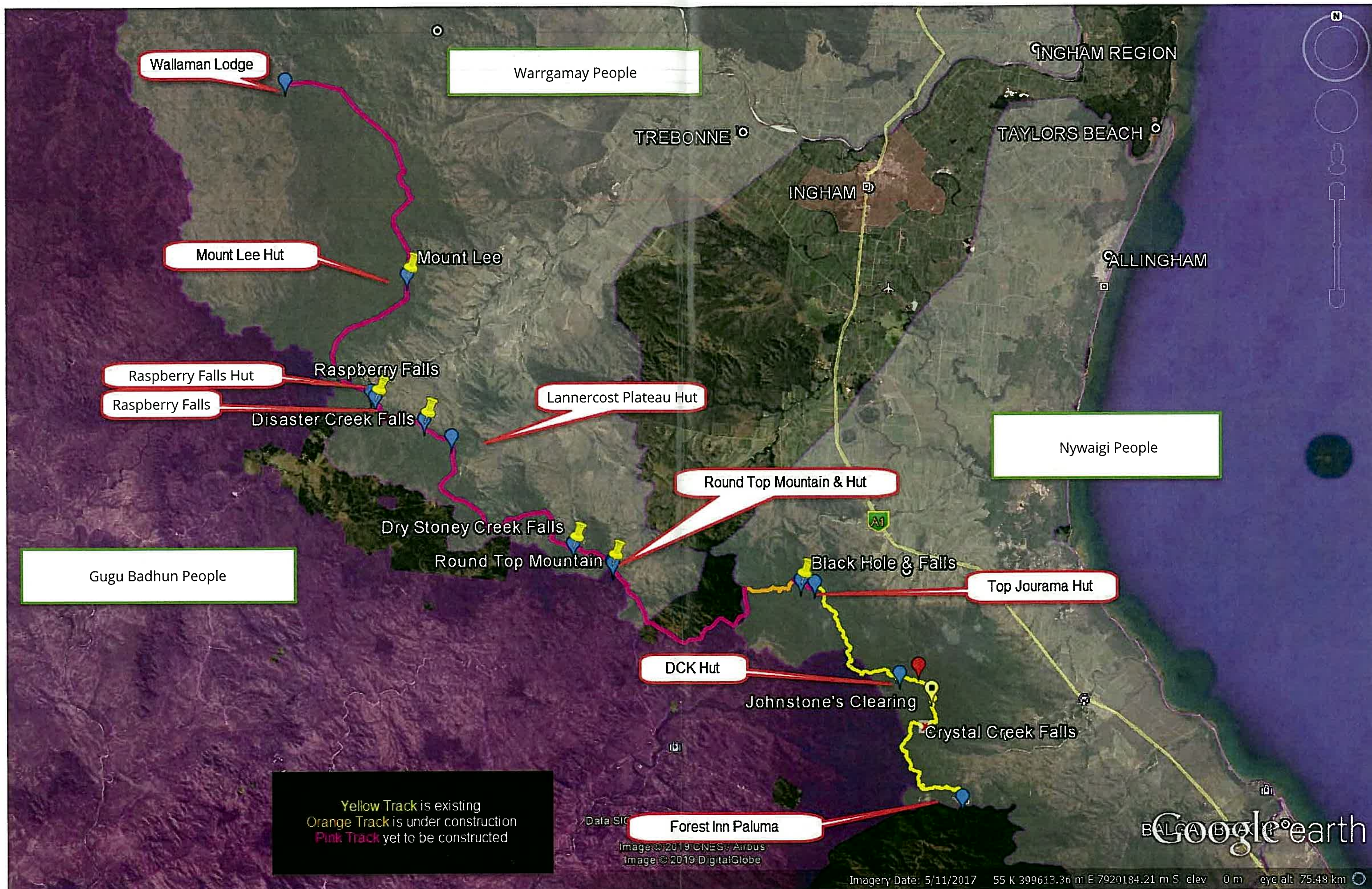
- Mayor
  - Chief Executive Officer
  - Manager Economic and Community Development
  - Economic Development Officer
  - Charters Towers Regional Council
  - Townsville City Council
  - Townsville Enterprise Limited
- 

### Attachments

- Map of the Proposed Paluma to Wallaman Falls Trail
  - Letter from McLean Projects for the preliminary trail alignment fee proposal
  - Quotation from Townsville Enterprise for Council's contribution
-



# Proposed Paluma to Wallaman Falls Trail







# McLean Projects

PROJECT MANAGEMENT | TRAIL DESIGN & CONSTRUCTION

ABN 27 882 407 578

13 O'Connor Street, Rosslea, Qld 4812

m: 0407 757 734 e: mcleanprojects@gmail.com w: mcleanprojects.com.au



16<sup>th</sup> January 2019

Lisa Woolfe  
Tourism and Marketing Executive  
Townsville Enterprise Limited  
Sent Via Email: lisa.woolfe@tel.com.au

Dear Lisa,

**RE: PALUMA TO WALLAMAN FALLS TRAIL PROJECT  
DETERMINE PRELIMINARY TRAIL ALIGNMENT  
FEE PROPOSAL**

To complete a desk top exercise to determine a preliminary trail alignment,  
McLean Projects proposes the undertake the works as per the following scope:

**Paluma To Wallaman Falls Trail Project  
Preliminary Trail Alignment – Desk Top Exercise  
Scope of Work**

*Preliminaries*

- Collate GPS data from Helicopter Flight (22/12/18)
- Source digital contour information
- Source digital property & land parcel Information
- Identify Stakeholders / Initial contact
- Identify any property/land parcel restrictions along the proposed trail corridor (eg private property/access restrictions etc)
- Collate all preliminary info in to a Project Concept Plan.  
Project Concept Plan is to be suitable for presentation to Stakeholders for the purpose of initial engagement in the project.

*Consultation*

- Consultation with stakeholders to identify requirements / no go areas / restrictions, etc.
- Consultation with Authorities / Property Owners to identify requirements and restrictions of each respective Owner / Authority
- Confirm trail corridor incorporating Consultation / Feedback



# McLean Projects

PROJECT MANAGEMENT | TRAIL DESIGN & CONSTRUCTION

ABN 27 882 407 558

13 O'Connor Street, Rosslea, Qld 4812

m: 0407 757 734 e: mcleanprojects@gmail.com w: mcleanprojects.com.au



## *Preliminary Trail Alignment - Desk Top Exercise*

- Determine preliminary trail alignment within possible trail corridor, based on contour/property/stakeholder/heli flight info available
- Prepare Preliminary Trail Alignment Plan for Stakeholder and Authority information and approval
- Prepare presentation trail plan for project presentation purposes.
- Presentation photos provide by Photographer
- Deliver Project concept / overview / trail alignment / logistics overview to stakeholders at 1/2 day workshop.

McLean Projects offers to undertake the works as per the scope provided  
for the fee of **\$ 32,900.00 Ex GST**

Thank you for the opportunity to be involved in this unique project.

If you require any additional information or clarification please do not hesitate to contact me.

Enclosed is our Company Profile for your information.

Regards,

**Peter McLean**

# QUOTE

Hinchinbrook Shire Council  
PO Box 366  
INGHAM QLD 4850  
AUSTRALIA

**Date**  
18 Jan 2019

**Expiry**

Townsville Enterprise  
Limited  
PO Box 1043  
TOWNSVILLE QLD 4810  
AUSTRALIA

**Account Number**

**Quote Number**  
QU-0002

**Reference**

**ABN**  
58 053 020 536

Description	Quantity	Unit Price	GST	Amount AUD
Paluma to Wallaman Trail Concept Plan Development	1.00	15,000.00	10%	15,000.00
Subtotal				15,000.00
Total GST 10%				1,500.00
<b>TOTAL AUD</b>				<b>16,500.00</b>

**Terms**



**FORREST GLEN RETIREMENT VILLAGE - LOT 540 on SP288711 - NATIONAL REGULATORY SCHEME for COMMUNITY HOUSING TRANSITION PERIOD**

**Strategic Considerations**

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
<b>Strategic Direction</b>	<b>Action</b>
1. Fiscally Responsive and Responsible Management of Public Infrastructure and Assets	1.4 Be open to innovative and alternate solutions for the provision of ongoing public infrastructure needs
2. Responsive and responsible management of land	
4. Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire	4.5 Regulatory Functions that underpin liveability
5. Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire	5.2 Support for business diversity and employment growth

**Budget, Financial and Resource Implications**

Nil

**Asset Management**

The aim of the Asset Management Plan is in determining the level of funding that provides the most cost effective outcomes for renewal and maintenance that will maintain desired levels of service.

The 10-year funding required to achieve Council's adopted asset performance targets as reflected in Volume 4, Facilities- includes buildings and structures (incorporates marine facilities), of the *Hinchinbrook Local government Area Asset Management Plan 2017*, include the structures at the Forrest Glen Retirement Village.

**Executive Summary**

Council is in receipt of correspondence from the Department of Housing and Public Works (DHPW) advising that although the transitional period for the National Regulatory Scheme for Community Housing (NRSCH) expired on 31 December 2018, the DHPW acknowledges the information provided by the Council in early December 2018 in relation to the divestment of the assets.

The DHPW does not propose to take action in relation to the contravention of the NRSCH period and will proceed to process the divestment documentation provided by Council.

A new divestment date for the NRSCH transfer process has been nominally set as 31 March 2019 by the DHPW.

(refer Attachment B: DHPW Correspondence)

**For Council Decision – Recommendation**

That Council receive and note the correspondence received from the Department of Housing and Public Works.

## Officers Summary

The application supports principles of Council's Corporate and Operational Plans.

---

## Historical Information

The Department of Housing and Public Works (DHPW) provided most of the funding for the construction of the duplex units at Forrest Glen Retirement Village, located on a reserve (Purpose Health, Sub-Purpose Pensioner Homes) for which Council has a State lease issued from the Department of Natural Resources Mines and Energy (DNRME).

The Hinchinbrook Community Support Centre (HCSC) has been managing the property for many years under an MOU with Council, requiring minimal direct involvement from Council for the operation of the site. HCSC is a registered provider under the National Regulatory System for Community Housing (NRSCH).

On 19 September 2014, Council wrote to the Department to formally confirm that it no longer wished to be a community housing provider and sought to transfer the property to a local provider. As Council has decided not to register under NRSCH, it is required by the *Housing Act 2003* and the *Housing Regulation 2015* to divest its Department-funded assets, including the Forrest Glen units, by the end of the transition period which was 31 December 2018.

In 2017 Council negotiated and obtained an extended lease area with DNRME to provide more land for the operations of the biocycle plant.

The Forrest Glen Retirement Village lease was issued for community purposes under the *Land Act 1994*, as such the Hinchinbrook Shire Council applied and received Ministerial consent (DNRME) in November 2018 to transfer the lease to a community organisation to manage the facility. This process was a prerequisite to the submission of relevant divestment documentation to DHPW.

Relevant divestment documentation was lodged with DHPW in early December 2018 prior to the due date of 31 December 2018.

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## Policy Implications

Nil

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## Risk Management Implications

Nil

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## Statutory Environment

*Land Act 1994*

*Local Government Act 2009*

*Housing Act 2003*

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## Consultation

Executive Manager Development Planning & Environmental Services

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## Attachments

Attachments	
Attachment A:	Locality Map
Attachment B:	DHPW Correspondence





Our Ref: HS 02593-2018

19 December 2018



Department of  
Housing and Public Works

██████████  
Chief Executive Officer  
Hinchinbrook Shire Council  
PO Box 366  
INGHAM QLD 4850

council@hinchinbrook.qld.gov.au

Dear ██████████

**National Regulatory Scheme for Community Housing transitional period**

I refer to the following Capital Assistance Agreements (Agreements) between Hinchinbrook Shire Council (the Provider) and the Department of Housing and Public Works:

- Capital Funding Agreement dated 10 April 2003
- Capital Assistance Agreement Nation Building – Economic Stimulus Plan – Social Housing Initiative dated 15 December 2009
- Capital Assistance Agreement Nation Building – Economic Stimulus Plan – Social Housing Initiative Deed of Variation dated 20 August 2010.

As you are aware, the transitional period for the National Regulatory Scheme for Community Housing (NRSCH) that is applicable to the Provider will expire on 31 December 2018.

The Provider did not apply for registration under the NRSCH before the application period ended on 31 December 2014. Accordingly, it must dispose of its relevant assets under section 159 of the *Housing Act 2003* before the end of the transitional period, being 31 December 2018.

The department and the Provider have negotiated a divestment proposal as outlined below:

- Transfer to Hinchinbrook Community Support Centre Incorporated.

The Director-General has not yet approved the proposal and it is unlikely the proposal will be completed by 31 December 2018.

A failure to dispose of relevant assets by 31 December 2018 will mean that the Provider is deemed to have contravened the Agreements to which it is a party under section 160(3) of the *Housing Act 2003*. It will also be in breach of specific obligations under the Agreements.

However, the department acknowledges the efforts made by the Provider to formulate a divestment proposal and does not propose to take action in relation to these contraventions of the Agreements, provided that the approved divestment strategy is completed as soon as possible and no later than 31 March 2019.

Level 19, 41 George St  
Brisbane Queensland  
GPO Box 690 Brisbane  
Queensland 4001 Australia

Telephone +617 3007 4400

Website [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au)

-2-

The department's position should not be taken as a waiver of any of its rights under the Agreements. The department reserves its rights to take action to enforce the terms of the Agreements if the divestment proposal is not implemented, and relevant assets are not disposed of, as soon as possible and by 31 March 2019.

If you require any more information, Ms Debra Smout, Manager, Sector Engagement, Housing and Homelessness Services can be contacted on (07) 3007 4441, or email at [debra.smout@hpw.qld.gov.au](mailto:debra.smout@hpw.qld.gov.au).

Yours sincerely



Trish Woolley  
**Deputy Director-General**  
**Housing, Homelessness and Sport**

CC: G Visser  
[GVisser@hinchinbrook.qld.gov.au](mailto:GVisser@hinchinbrook.qld.gov.au)

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OFFICE of the MAYOR and CHIEF EXECUTIVE OFFICER ACTIVITY REPORT – 31 DECEMBER 2018

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Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3. Responsive and responsible Local Representation	Direction 3.2 Communication with the community

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Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

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Asset Management

Not applicable concerning acceptance of this Report.

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Executive Summary

This Report is presented for the information of Council and includes an activity update for the month ending 31 December 2018.

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For Council Decision – Recommendation

That Council receive and note the information in the Report.



### Officers Summary

This Report details and indicates a true and accurate summary of activities which have been undertaken during the month of December 2018.

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### Historical Information

Not applicable concerning acceptance of this Report.

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### Policy Implications

Not applicable concerning acceptance of this Report.

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### Risk Management Implications

Not applicable concerning acceptance of this Report.

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### Statutory Environment

*Local Government Act 2009*

*Local Government Regulation 2012*

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### Consultation

Nil

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### Attachments

Capital Works Progress Report

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### Media Engagement

- Media releases sent - 14
  - Media enquiries carried out – 10
  - Hinchinbrook Shire Council Facebook page – 2,461 likes (2,413 likes as at 30 November)
  - Christmas Lights Bus Tour (4,487 reach), 682 post clicks, 154 reaction/comments/shares
  - Press articles –27
  - TV coverage – nil
  - Radio coverage – nil
  - Web coverage – 171
- 

### Human Resource Services

HRS activities also include addressing all other HR matters which are not identified in this Report.

Recruitment - Advertised Vacancies:

- Traineeships:
  - Records and Customer Service
  - Development and Planning
  - Finance
- Apprenticeship:
  - Parks and Gardens

Recruitment not finalised:

- Finance Officer Revenue - Position on hold until New Year for readvertising.
- Labour Operator – sitting with EMISD

Appointments:

- Executive Assistant Corporate Services - 6 month Maternity position. Library Coordinator successful in a secondment to this position.

Resignations:

- Nil

Work Experience:

- Nil

Training:

- First group - 10 Works employees completed Traineeship in Cert III Civil Construction Plant Operations, Cert III Maintenance. Sign off continuing with four employees yet to be completed. – December training cancelled by Works Managers due to the threat of local flooding. The aim is to finalise early 2019
- Ongoing - Second group - 10 Works employees continue to attend training once a month with RTO for Cert III in Civil Construction Plant Operations and Civil Road Construction and Maintenance. December training cancelled by Works Managers due to threat of local flooding.
- Matrix identifying Training and Skills gap linked to PD's ongoing - information has commenced to be input into TechOne. Skill requirements are also identified within Performance Appraisals. Appraisals are 80% completed. HR continues to identify training to obtain quotes.

General:

- Policy and Procedures to be reviewed and updated for CEO approval.

Workplace Health and Safety

- WHS Training
  - NIL completed
- Health Monitoring
  - Skin Checks completed
  - Ongoing immunisations for Hepatitis and Tetanus
- Other on Going Activities
  - HSC Systems Development
    - § Chemical Register uploaded to ChemWatch in progress
    - § Training Data Upload continuing.
    - § New WHSC commenced

Partnership, Regional and State Activities

- North Queensland Regional Organisation of Councils - NQROC
  - 7 December - Regular Meeting
- Far North Queensland Regional Organisation of Councils – FNQROC
  - Nil
- Regional Economic Development Regional Organisation of Councils – RED-ROC
  - Nil

## Emergency Disaster Management

- Activities
  - 12 December – LDMG Meeting
  - 13 December – QDMC Extraordinary Meeting – Tropical Cyclone Owen
  - 14 December – QDMC Extraordinary Meeting – Tropical Cyclone Owen
  - 15 December - LDMG Meeting
  - 15 December – QDMC Extraordinary Meeting – Tropical Cyclone Owen
  - 16 December – QDMC Extraordinary Meeting – Tropical Cyclone Owen
  - 16 December – LDMG Meeting - Activation of LDCC following Ex TC Owen rainfall
- Training
  - Nil
- Other
  - 12 and 13 December - visits to Blue haven and Churches of Christ nursing homes to discuss Evacuation Plans
  - 19 December - Flood Mitigation Lidar App progress
  - Continuation of Local Disaster Management Plan and Annexures Review

## Projects

- CSI Project  
CRM training yet to occur.
- Customer Service Charter  
Continue to review and focus on various gateways impacting meeting targets such as CRM system, timely feedback on queries / complaints. Generally there has been a vast improvement across the organisation.
- Actions from Staff Survey Results  
New staff survey being developed.
- Internal Audit – Fuel Management  
Nil – provided quarterly – next due April 2019

## Management Activity

- Conference Attendance
  - Nil
- Training Attendance
  - Nil
- Meeting Attendance

In addition to the meetings already documented, the CEO attended the following meetings:-

  - 3 December – Meeting with Mayor and QFES
  - 3 December – Onsite meeting with Councillor and Mungalla
  - 3 December – Meeting with Mayor and resident
  - 3 December – Internal staff meeting
  - 4 December – Internal staff meetings
  - 5 December – Meeting with Mayor, DTMR and landholders
  - 6 December – Internal staff meetings

- 6 December – Meet and greet with HRIT
- 7 December – Onsite meeting with Mayor
- 7 December – Internal staff meeting
- 10 December – Onsite inspection
- 10 December – Internal staff meetings
- 10 December – Meeting with Councillor
- 11 December – Meeting with resident
- 11 December – Internal staff meeting
- 11 December – Councillor Briefing Sessions
- 11 December – Chamber of Commerce meeting
- 11 December – Forrest Beach Progress Association meeting
- 12 December – Onsite inspection at Showgrounds Pavilion
- 12 December – Ageing in Place Committee
- 13 December – Meeting with Mayor and resident
- 13 December – Meeting with AECOM
- 13 December – Internal staff meeting
- 14 December – Internal staff meetings
- 14 December – Inspections with Mayor
- 17 December – Internal staff meetings
- 17 December – Meeting with TEL
- 17 December – Meeting with resident
- 18 December – Internal staff meetings
- 18 December – General Meeting
- 19 December – Updates to staff following Council meeting
- 19 December – Internal staff meetings
- 19 December – Meeting with Mayor and Senator James McGrath
- 20 December – Update to staff following Council meeting
- 20 December – Internal staff meetings
- 21 December – Internal staff meeting
- Events
  - 1 December – Christmas in Hinchinbrook Carols by Candlelight
  - 4 December – Retirement morning tea for Peter Sheedy (Canegrowers Manager)
  - 5 December – TEL Presentation of Destination Tourism Plan
  - 6 December – Festival of Small Halls
  - 8 December – Forrest Beach Stinger Net Opening
  - 13 December – Mercer Lane Christmas Night Markets
  - 14 December – Council Employee Recognition Awards and Christmas Festivities
  - 19 December – Lucinda Christmas Carols

#### Mayoral Discretionary Fund

- Nil

C	Assessment	A	Procurement	P	Construction
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OFFICE of the MAYOR and CEO ACTIVITY REPORT – 31 DECEMBER 2018

Office of the CEO Capital Progress Report:

Project Description (Project Code)	Programme Estimate 2018/2019			2018/2019 YTD Expenditure	Comments & Project Timeline																	
	HSC Budget	Other Source	Total																			
CSI Project 2016/2017 \$20k Carryover	\$20,000	\$0	\$20,000	December 2018 \$18,338	Carryover from 2016/2017 project.																	
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast																	
					Actual																	
Unallocated Capital Fund 2017/2018 \$100k Carryover	\$100,000	\$0	\$100,000	December 2018 \$0	Carryover from 2017/2018 project.																	
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast																	
					Actual																	
Airport development plan 2018/2019 (carryover from CEO's unallocated Capital fund 2017/2018)	\$20,000	\$0	\$0	December 2018 \$0	Grant application submitted under the Building our Regions funding stream on 05/09/18.																	
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast																	
					Actual																	
Marine Access – Dungeness and Forrest Beach 2018/2019 (carryover from CEO's unallocated Capital fund 2017/2018)	\$100,000	\$0	\$0	December 2018 \$0	Pre-lodgement for Dungeness completed. EMISD currently developing a Development Application. An RFQ has been sent to market to undertake cost estimates for the construction, maintenance and operational costs for the project.																	
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast																	
					Actual																	



C	Assessment	A	Procurement	P	Construction
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OFFICE of the MAYOR and CEO ACTIVITY REPORT – 31 DECEMBER 2018

Project Description <i>(Project Code)</i>	Programme Estimate 2018/2019			2018/2019 YTD Expenditure	Comments & Project Timeline																						
	HSC Budget	Other Source	Total																								
Planning and development costs for motor sport precinct 2018/2019 <i>(carryover from CEO's unallocated Capital fund 2017/2018)</i>	\$20,000	\$0	\$0	December 2018 \$0	Planning and Development currently master planning and consulting with stakeholders.																						
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun										
					Forecast																						
					Actual																						
Recreational / Adventure Tourism Plan 2018/2019 <i>(carryover from CEO's unallocated Capital fund 2017/2018)</i>	\$50,000	\$0	\$0	December 2018 \$0																							
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun										
					Forecast																						
					Actual																						
Upgrade of Disaster Management Radio Systems 2018/2019 <i>(carryover from CEO's unallocated Capital fund 2017/2018)</i>	\$10,000	\$0	\$0	December 2018 \$0																							
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun										
					Forecast																						
					Actual																						
Agricultural Diversification Program 2018/2019 <i>(carryover from CEO's unallocated Capital fund 2017/2018)</i>	\$30,000	\$0	\$0	December 2018 \$28,000	Study is underway.																						
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun										
					Forecast																						
					Actual																						
Camera Equipment for Media Office 2018/2019	\$10,000	\$0	\$0	December 2018 \$0																							
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun										
					Forecast																						
					Actual																						

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OFFICE of the MAYOR and CHIEF EXECUTIVE OFFICER STATUS REPORT – 31 DECEMBER 2018

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Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction  3 – Responsive and responsible local representation	Action  Council will create an organisation that is empowered to act and develops an internal capacity to respond and to change. Council will seek to be aware of external factors that impact on Local Government as a whole and on Hinchinbrook specifically.

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Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

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Asset Management

Not applicable concerning acceptance of this Report.

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Executive Summary

Report on the actions taken to complete Council resolutions relating to the Office of the Mayor and CEO.

---

For Council Decision – Recommendation

That Council receive and note the information in the Report.

---

**Officers Summary**

Not applicable concerning acceptance of this Report.

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**Historical Information**

Report on the actions taken to complete Council resolutions relating to the Office of the Mayor and CEO.

---

**Policy Implications**

Not applicable concerning acceptance of this Report.

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**Risk Management Implications**

Not applicable concerning acceptance of this Report.

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**Statutory Environment**

*Local Government Act 2009*

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**Consultation**

Chief Executive Officer

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**Attachments**

Status of Actions

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*Resolution Number – 121218-35 – Executive Manager Infrastructure Services Delivery Contract Renewal*

That Council authorise the Mayor, Chief Executive Officer and Councillor Brown to negotiate a contract extension for Mr James Stewart.

Status:

*January 2019 Update – Correspondence dated 21/12/18 forwarded to EMISD. In progress.*

*Matter Closed*

*Resolution Number – 181218-27 – Correspondence – Reef Councils' Major Integrated Projects (MIP) Proposal*

That Council:

- A. Receive and note correspondence received from Local Government Association of Queensland dated 23 November 2018; and
- B. Formally endorse the *Reef Councils Major Integrated Projects (MIP)* proposal as a prospectus for seeking external investment in priority collaborative actions by Queensland Reef Region Councils; and
- C. Resolve to allow the Local Government Association of Queensland to include its logo for the publication and promotion of the *Reef Councils Major Integrated Projects (MIP)*.

Status:

*January 2019 Update - Correspondence dated 20/12/18 forwarded to LGAQ.*

*Matter Closed*

*Resolution Number – 181218-25 – Meeting Procedures and Supporting Standing Orders for Council Meetings including Standing Committees "Best Practice Guide"*

That Council adopt and implement the following:

- A. Meeting Procedures as presented; and
- B. Standing Orders for Council Meetings including Standing Committees "Best Practice Guide" as presented.

Status:

*January 2019 Update – Policies uploaded to Council website and copies to be provided to Councillors.*

*Matter Closed*

*Resolution Number – 181218-24 – Investigation Policy*

That Council adopt and implement the Investigation Policy as presented

Status:

*January 2019 Update – Policy uploaded to Council website and copies to be provided to Councillors. Matter Closed*

*Resolution Number – 181218-23 – Code of Conduct of Councillors in Queensland*

That Council adopt and implement the Code of Conduct for Councillors in Queensland as presented.

Status:

*January 2019 Update – Policy uploaded to Council website and copies to be provided to Councillors. Matter Closed*

## COUNCILLOR PORTFOLIOS and ORGANISATION and COMMITTEE RESPONSIBILITIES

### Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3.1 Councillor two way engagement with our community	Action 3.1.2 Facilitate an annual review of Councillor nominations for representational roles

### Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

### Asset Management

Not applicable concerning acceptance of this Report.

### Executive Summary

Under Strategic Direction Three of Council's 2018 / 2019 Operational Plan, Council is required to facilitate an annual review of Councillor nominations for representational roles. The last review was carried out in January 2018.

It is also timely for Councillors to review their appointment as representatives of the following Council Department Portfolios and appoint a Councillor to the new Portfolio of Community Services:

- Infrastructure Services Delivery;
- Environmental Services;
- Community Services;
- Corporate Services;
- Development and Planning; and
- Office of the Mayor and CEO.

An updated version of the Councillor Organisation / Committee Responsibilities is now submitted to Council for adoption.

### For Council Decision – Recommendation

That Council approve:

- Councillor Andrew Cripps to be appointed Community Services Portfolio Chairperson and Councillor Tack to remain as Community Services Portfolio Deputy Chairperson.
- Councillor Marc Tack to remain as the Corporate Services Portfolio Chairperson and Councillor Andrew Cripps to be appointed Corporate Services Portfolio Deputy Chairperson.
- Councillor Wally Skinner to remain as the Infrastructure Services Delivery Portfolio Chairperson and Councillor Kate Milton to remain as the Infrastructure Services Delivery Portfolio Deputy Chairperson.
- Councillor Andrew Lancini to remain as the Environmental Services Portfolio Chairperson and Councillor Kate Milton to remain as the Environmental Services Portfolio Deputy Chairperson.
- Councillor Organisation and Committee Responsibilities as presented.

### Officers Summary

Councillors are required to be appointed or re-appointed as representatives of Council's Department Portfolios.

Council is involved in many and varied community groups. Council is required to nominate Councillors as members and /or Council representatives on various community organisations and committees. Representation should as far as possible align to the Councillors Portfolio responsibility, bearing in mind that in some cases, Councillors will want to participate in areas of interest.

The draft Councillor Organisation / Committee Responsibilities List attached also details Council representation where it is required or has been requested.

Council representatives are expected to provide notes / minutes from attendances at meetings they are representing Council on for consideration by the Executive Management Team and the information of other Councillors.

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### Historical Information

There are a number of committees that are required to be run by Council which must include a Councillor representative, and in addition, there are a number of community groups that request Councillor representation.

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### Policy Implications

Not applicable concerning acceptance of this Report.

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### Risk Management Implications

Not applicable concerning acceptance of this Report.

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### Statutory Environment

*Local Government Act 2009* – a number of the Committees are a statutory requirement.

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### Consultation

Not applicable concerning acceptance of this Report.

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### Attachments

Draft Councillor Organisation / Committee Responsibilities List

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# COUNCILLOR ORGANISATION / COMMITTEE RESPONSIBILITIES

<i>Organisation / Committee – Mayor Ramon Jayo</i>	<i>Organisation / Committee – Deputy Mayor Mary Brown</i>
<i>Mayor's attendance at community meetings ex officio by virtue of position</i>	<ul style="list-style-type: none"> <li>• Development and Planning Portfolio Chairperson</li> </ul>
<ul style="list-style-type: none"> <li>• Office of Mayor and CEO Portfolio Chairperson</li> </ul>	<ul style="list-style-type: none"> <li>• Office of Mayor and CEO Portfolio Deputy Chairperson</li> </ul>
<ul style="list-style-type: none"> <li>• Local Disaster Management Group (LDMG) Chairperson</li> </ul>	<ul style="list-style-type: none"> <li>• Local Disaster Management Group (LDMG) Deputy Chairperson</li> </ul>
<ul style="list-style-type: none"> <li>• NQ Regional Organisation of Councils (NQROC)</li> </ul>	<ul style="list-style-type: none"> <li>• Hinchinbrook Recovery Committee Chairperson</li> </ul>
<ul style="list-style-type: none"> <li>• Far North Qld Regional Organisation of Councils (FNQROC)</li> </ul>	<ul style="list-style-type: none"> <li>• Far North Qld Regional Organisation of Councils (FNQROC)</li> </ul>
<ul style="list-style-type: none"> <li>• Regional Economic Development ROC (REDROC)</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Arts Development Fund Committee (RADF)</li> </ul>
<ul style="list-style-type: none"> <li>• Hinchinbrook Road Safety Advisory Committee (HRSAC) Chairperson</li> </ul>	<ul style="list-style-type: none"> <li>• Hinchinbrook Chamber of Commerce Tourism and Industry</li> </ul>
<ul style="list-style-type: none"> <li>• Ageing in Place Committee (Chairperson)</li> </ul>	<ul style="list-style-type: none"> <li>• Ageing in Place Committee</li> </ul>
<ul style="list-style-type: none"> <li>• NQ Regional Roads and Transport Group (NQRRTG)</li> </ul>	<ul style="list-style-type: none"> <li>• Tropical Coast Tourism (TCT)</li> </ul>
<ul style="list-style-type: none"> <li>• NQ Regional Planning Committee (NQRPC)</li> </ul>	<i>Organisation / Committee – Councillor Kate Milton</i>
<ul style="list-style-type: none"> <li>• Regional Development Authority (RDA)</li> </ul>	<ul style="list-style-type: none"> <li>• Infrastructure Services Delivery Portfolio Deputy Chairperson</li> </ul>
<ul style="list-style-type: none"> <li>• Audit Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Services Portfolio Deputy Chairperson</li> </ul>
<ul style="list-style-type: none"> <li>• Ingham Aerodrome User Group</li> </ul>	<ul style="list-style-type: none"> <li>• Environment Recovery Sub Group Chairperson</li> </ul>
<ul style="list-style-type: none"> <li>• Agricultural Forum (Chairperson)</li> </ul>	<ul style="list-style-type: none"> <li>• Natural Resource Management Advisory Committee (NRMAC)</li> </ul>
<ul style="list-style-type: none"> <li>• Hinchinbrook Agricultural Diversification Study Forum (Chairperson)</li> </ul>	<ul style="list-style-type: none"> <li>• Herbert River Catchment and Landcare Group (HRCLG)</li> </ul>
<ul style="list-style-type: none"> <li>• Lucinda Progress Association</li> </ul>	<ul style="list-style-type: none"> <li>• Local Pest Management Group</li> </ul>
	<ul style="list-style-type: none"> <li>• Navua Sedge Select Committee</li> </ul>
<i>Organisation / Committee – Councillor Wally Skinner</i>	<i>Organisation / Committee – Councillor Andrew Lancini</i>
<ul style="list-style-type: none"> <li>• Infrastructure Services Delivery Portfolio Chairperson</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Services Portfolio Chairperson</li> </ul>
<ul style="list-style-type: none"> <li>• Infrastructure Recovery Sub Group Chairperson</li> </ul>	<ul style="list-style-type: none"> <li>• Development and Planning Portfolio Deputy Chairperson</li> </ul>
<ul style="list-style-type: none"> <li>• Hinchinbrook Road Safety Advisory Committee (HRSAC)</li> </ul>	<ul style="list-style-type: none"> <li>• Economic Recovery Sub Group Chairperson</li> </ul>
<ul style="list-style-type: none"> <li>• Herbert River Improvement Trust (HRIT)</li> </ul>	<ul style="list-style-type: none"> <li>• Herbert River Improvement Trust (HRIT)</li> </ul>
<ul style="list-style-type: none"> <li>• Natural Resource Management Advisory Committee (NRMAC)</li> </ul>	<ul style="list-style-type: none"> <li>• Australian Italian Festival Association</li> </ul>
<ul style="list-style-type: none"> <li>• Local Pest Management Group</li> </ul>	<ul style="list-style-type: none"> <li>• Herbert River Catchment and Landcare Group (HRCLG)</li> </ul>
<ul style="list-style-type: none"> <li>• Local Authority Waste Management Advisory Committee (LAWMAC) (Proxy)</li> </ul>	<ul style="list-style-type: none"> <li>• Local Authority Waste Management Advisory Committee (LAWMAC)</li> </ul>
<ul style="list-style-type: none"> <li>• NQ Regional Waste Reduction &amp; Recycling Plan Working Group (WRRP) (Proxy)</li> </ul>	<ul style="list-style-type: none"> <li>• NQ Regional Waste Reduction &amp; Recycling Plan Working Group (WRRP)</li> </ul>
<ul style="list-style-type: none"> <li>• Ingham Health Service Consumer Action Network (Proxy)</li> </ul>	<ul style="list-style-type: none"> <li>• Halifax Progress Association</li> </ul>
<ul style="list-style-type: none"> <li>• Trebonne Action Group (TAG)</li> </ul>	
<i>Organisation / Committee – Councillor Andrew Cripps</i>	<i>Organisation / Committee – Councillor Marc Tack</i>
<ul style="list-style-type: none"> <li>• Community Services Portfolio Chairperson</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate Services Portfolio Chairperson</li> </ul>
<ul style="list-style-type: none"> <li>• Corporate Services Portfolio Deputy Chairperson</li> </ul>	<ul style="list-style-type: none"> <li>• Community Services Portfolio Deputy Chairperson</li> </ul>
<ul style="list-style-type: none"> <li>• Hinchinbrook Recovery Committee Deputy Chairperson</li> </ul>	<ul style="list-style-type: none"> <li>• Human Social Recovery Sub Group Chairperson</li> </ul>
<ul style="list-style-type: none"> <li>• Audit Committee (Authorised proxy)</li> </ul>	<ul style="list-style-type: none"> <li>• Audit Committee</li> </ul>
<ul style="list-style-type: none"> <li>• Lower Herbert Water Management Authority (LHWMA)</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Arts Development Fund Committee (RADF)</li> </ul>
<ul style="list-style-type: none"> <li>• Showground Users Advisory Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Showground Users Advisory Management Committee (Proxy)</li> </ul>
<ul style="list-style-type: none"> <li>• Herbert River Pastoral &amp; Agricultural Association (Show)</li> </ul>	<ul style="list-style-type: none"> <li>• Herbert River Pastoral &amp; Agricultural Association (Show) (Proxy)</li> </ul>
<ul style="list-style-type: none"> <li>• Hinchinbrook Local Marine Advisory Committee (HLMAC) (Proxy)</li> </ul>	<ul style="list-style-type: none"> <li>• Hinchinbrook Community Support Centre (HCSC)</li> </ul>
<ul style="list-style-type: none"> <li>• NQ Sports Foundation</li> </ul>	<ul style="list-style-type: none"> <li>• Ingham Health Service Consumer Action Network</li> </ul>
<ul style="list-style-type: none"> <li>• Australia Day Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Hinchinbrook Local Marine Advisory Committee (HLMAC)</li> </ul>
<ul style="list-style-type: none"> <li>• Hinchinbrook Agricultural Diversification Study Forum</li> </ul>	<ul style="list-style-type: none"> <li>• Taylors Beach Progress Association</li> </ul>
<ul style="list-style-type: none"> <li>• Forrest Beach Progress Association</li> </ul>	

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COUNCILLOR OPPORTUNITIES – ATTENDANCE at 2019 LOCAL GOVERNMENT FINANCE and STRATEGIC LEADERSHIP SUMMIT

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Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3.3 Influencing other Levels of Government	Action 3.3.7 State and Regional LGAQ conferences and meetings attendance.

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Budget, Financial and Resource Implications  
Not applicable concerning acceptance of this Report.

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Asset Management  
Not applicable concerning acceptance of this Report.

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Executive Summary

The LGAQ Local Government Finance and Strategic Leadership Summit will be held at the Gladstone Entertainment Convention Centre on Tuesday 26 and Wednesday 27 February 2019.

In previous years the Mayor and / or Portfolio Councillor with Chief Financial Officer has attended the Financial Summit.

The format this year has been broadened to include strategic leadership and governance topics.

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For Council Decision – Recommendation

That Council:

- A. Nominate relevant Councillors, Chief Executive Officer and Chief Financial Officer to attend the Finance and Strategic Leadership Summit in Gladstone on Tuesday 26 and Wednesday 27 February 2019 as Council's representatives; and
- B. Reschedule the General Meeting to be held on Tuesday 26 February 2019 to Friday 22 February 2019 and advertise the new date accordingly.

### Officers Summary

This Summit will commence with a full day Strategic Leadership Short Course where participants can focus on two strategic leadership streams, choosing from – strategy and government; finance and reporting; and people and culture. Keynote speakers and interactive panel sessions will also form part of an informative and interactive Summit which is an opportunity for personal growth and to learn new skills, frameworks and approaches that can be applied at Council.

The approximate Councillor costs associated with attendance at the Summit is approximately \$2,235 consisting of registration, dinner registration, travel, accommodation (3 nights), and miscellaneous food and incidentals.

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### Historical Information

It is considered usual for the Mayor, Chief Executive Officer and a Portfolio Councillor to attend the Financial Summit.

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### Policy Implications

There is no Councillor Conference Attendance Policy as such, only that a resolution is required for attendance at Conferences.

The Councillors Expenses Reimbursement Policy notes that Council will reimburse those expenses incurred for a Councillors attendance at Regional, State or National Local Government associated conferences, subject to that attendance being approved by Council.

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### Risk Management Implications

Not applicable concerning acceptance of this Report.

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### Statutory Environment

*Local Government Act 2009*

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### Consultation

- Mayor
  - Councillors
  - Chief Executive Officer
- 

### Attachments

2019 Local Government Finance and Strategic Leadership Summit Registration Information

26-27 FEBRUARY 2019

2019 Local Government Finance  
& Strategic Leadership Summit

# FACING THE FUTURE

Gladstone Entertainment Convention Centre  
LEADERSHIP | CULTURE | GOVERNANCE



#LGFINANCE19



## WELCOME TO THE 7TH LOCAL GOVERNMENT FINANCE AND STRATEGIC LEADERSHIP SUMMIT



**Mayor Mark Jamieson**  
President, LGAQ



**Philip Noble**  
Chief Executive, QTC

With the spotlight on governance, culture and trust across many industries and sectors in recent times, the importance of leadership and the pursuit of purposeful strategy is imperative in today's business environment.

We are excited to announce that this year's Local Government Finance and Strategic Leadership Summit will start with a full day **Strategic Leadership Short Course**, where participants will receive a certificate of completion from The University of Queensland's Executive Education Business School. Queensland Treasury Corporation's Local Government Team has designed the course specifically for local government leaders, drawing from an MBA-style structure and leadership topics. We have handpicked the best facilitators for this course where participants can focus on two strategic leadership streams, choosing from—strategy and governance; finance and reporting; and people and culture.

Day two features an impressive list of keynotes and interactive panel sessions. **David Gall, Chief Customer Officer, Corporate & Institutional Banking, NAB**—and a member of its Executive Leadership Team—will provide valuable insights into the key lessons from the Royal Commission and how NAB is setting its forward focus and future vision. Other key themes that will be explored by councils and industry experts include **asset management, economic development strategies and using technology to drive efficiencies**. This year, we have invited **Warwick Agnew, Director-General, Department of Local Government, Racing and Multicultural Affairs** to provide an update on the Grant Reform Project.

Back by popular audience demand, **Michael Anthonisz, Senior Economist, QTC** will share the economic outlook at a local, national and global level, and highlight the implications for Queensland's local governments. At the Conference Dinner, we will hear from **Leanne Kemp, Queensland's Chief Entrepreneur** with her ideas on how to foster state-wide entrepreneurship.

The 2019 Summit promises to be informative and interactive with the opportunity for personal growth and to learn new skills, frameworks and approaches that can be applied at council. We look forward to seeing you in Gladstone.

A stylized black ink signature of Mayor Mark Jamieson.

**Mayor Mark Jamieson**  
President, LGAQ

A stylized black ink signature of Philip Noble.

**Philip Noble**  
Chief Executive, QTC

## AGEING IN PLACE - GROWTH INDUSTRY

### Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction	Action
1. Fiscally Responsive and Responsible Management of Public Infrastructure and Assets.	1.5 Ensure that public infrastructure contributes to lifestyle aspirations of current residents, underpins population attraction and acts as an enabler for economic growth in tourism in particular.
2. Responsible and Responsive Management of Land.	3.3.1 Continue and foster partnerships with various agencies to promote activities and programs for the betterment of the community.
3. Responsive and Responsible Local Representation.	4.4.3 Continue to progress the Ageing in Place Committee and monitor outcomes.
4. Council's Role in Creating an Enviably Lifestyle and Contribution to the Whole of Life Liveability of our Shire.	5.2 Support for business diversity and employment growth.
5. Council's Role in Creating and Supporting the Economic Prosperity of our Shire.	

### Budget, Financial and Resource Implications

Progression of this proposed agenda item may have budget implications associated with revising the scope of the Ageing in Place Committee and the various strategies associated with the demographic and population challenges identified in the current Corporate Plan. However, given the current Corporate Plan is due to expire this year, the document is being reviewed anyway and this process will require resources.

### Asset Management

Not applicable concerning acceptance of this Report.

### Executive Summary

The demographic and economic challenges confronting the Hinchinbrook Shire are significant. It has a steadily declining and steadily ageing population. The 2016 Census recorded 10,885 residents, while 10 years previous, the Census recorded 12,017 residents. The 2016 Census recorded a median age of 50 years for the Hinchinbrook Shire, whereas the median for Queensland was 37 and the median for Australia was 38.

We have a modern hospital and excellent local medical centres, a strong number of allied health professionals and established support services for older residents. When you think about it, health, allied health, aged care and support services are industries involving skilled jobs with good career paths for employees in the sector. They are also high value industries, involving significant amounts of public and private funding.

Ageing in place should be a growth industry for the Hinchinbrook Shire – a place recognised for welcoming and supporting older Australians into our community. Quite frankly, our local community would not function properly without the retired and semi-retired people, because they are amongst our most prolific community organisation volunteers, charity workers and service club members.



The formulation of a *Seniors, Retirees and Ageing Strategy* for the Hinchinbrook Shire is proposed so we can continue to make this community an even better place for Australians to live. Yes we want more young people, but I also believe we should be encouraging older Australians to stay and move to the Hinchinbrook Shire, because we know they are excellent contributors to our local community.

This would involve a revision, expansion and elevation of current initiatives associated with addressing the demographic and economic challenges confronting the Hinchinbrook Shire. A diverse group, seniors, retirees and aged residents all require different services and support systems. The Hinchinbrook Shire currently has a number of public and private assets supporting these needs, but could accommodate more.

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### For Council Decision – Recommendation

That Council pursue the development of a revised, expanded and enhanced *Seniors, Retirees and Ageing Strategy* which should assess the following:

- A. The demand for additional aged care accommodation, including the expansion of existing facilities, or the establishment of a new facility and how Council can support these developments.
  - B. The demand for additional independent living accommodation, including the expansion of existing facilities, or the establishment of a new facility and how Council can support these developments.
  - C. The need for additional specialist and allied health rehabilitation and recovery services, such as stroke and cardiac and fall prevention and rehabilitation, to be provided at the Ingham Hospital.
  - D. The need for additional in-home care, disability support, respite and rehabilitation services, with associated service providers located in the community, not an outreach model from Townsville.
  - E. Examine the financial impact of the enhancement of the pensioner discount scheme for ratepayers to the budget of the Hinchinbrook Shire Council, potentially coupled with an early payment incentive.
- 

### Councillors Summary

Refer to Executive Summary

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### Historical Information

Concerns are frequently raised about our ageing population in the Hinchinbrook Shire, but I think we should be seeking to turn this challenge into an opportunity. It is absolutely correct that we need to do more to help our young people to stay in the Hinchinbrook Shire, or give them every opportunity to return after they've completed further education or training.

Current and previous Councils have pursued and implemented strategies to encourage and support the local economy and create new jobs in the Hinchinbrook Shire and have been right to do so. On the other hand, there are real opportunities associated with the Hinchinbrook Shire making itself an even more attractive place for older Australians to live.

The Hinchinbrook Shire Council Corporate Plan 2014-19 mentions the demographic challenges of the Shire several times, as it was a significant feature of the community consultation process involved in developing the document. It emerged in the document as strategies to retain/attract young people and families and over 60s/seniors, namely Strategies 1.5, 4.2, 4.4 and 4.6.

The Hinchinbrook Shire Council Operational Plan 2018-19 is the latest document to outline Councils' interest in the area, the document outlining the detail of initiatives associated with the above strategies. In particular, Strategy 4.4.3 seeks to progress the Ageing in Place Committee. However, people over 60 have various needs and enjoy a wide range of capabilities. As such, they are hard to categorise.

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### Policy Implications

Not applicable concerning acceptance of this Report.

**Risk Management Implications**

Not applicable concerning acceptance of this Report.

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**Statutory Environment**

*Local Government Act 2009*

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**Consultation**

Not applicable concerning acceptance of this Report.

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**Attachments**

Nil

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## HINCHINBROOK AGRICULTURE DIVERSIFICATION STUDY - IMPLEMENTATION

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### Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction  2. Responsible and Responsive Management of Land. 3. Responsive and Responsible Local Representation. 5. Council's Role in Creating and Supporting the Economic Prosperity of our Shire.	Action  5.2 Support for business diversity and employment growth.

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### Budget, Financial and Resource Implications

Nil from proposal, although what budget, financial and resource implications are associated with implementing the Study itself is a matter for the Council as a whole.

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### Asset Management

Not applicable concerning acceptance of this Report.

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### Executive Summary

One of the key economic development initiatives of the current Council is the Hinchinbrook Shire Agricultural Diversification Study and it is an important project. Growing tourism and attracting new small businesses and more services are all part of making the local economy more diverse, but agriculture can be part of this as well.

The Hinchinbrook Shire does have an established and growing cattle industry; it does have some farmers growing small crops and it recently hosted trials with rice. The potential to grow alternative crops in rotation on fallow sugar cane land is proposed to complement our established sugar cane industry, not replace it.

As a former Queensland Natural Resources Minister, I would like to use my knowledge of water resources, vegetation management and land tenure to support the current Hinchinbrook Agriculture Diversification Study. The use of land, the availability of water entitlements and the management of vegetation are the building blocks of agriculture and will be central to this study.

This is a key initiative focused on supporting the future economic viability of our local community and I believe I can make a valuable contribution to the project.

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### For Council Decision – Recommendation

That Council appoint Councillor Andrew Cripps to the Hinchinbrook Agriculture Diversification Study Committee together with the Mayor, Councillor Ramon Jayo.

### Councillors Summary

Refer to Executive Summary

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### Historical Information

For decades, it has been widely acknowledged that, as our largest agricultural sector, the fortunes of the Hinchinbrook Shire are very strongly linked to the fortunes of the local sugar industry. The sugar industry has been a great industry for the Hinchinbrook Shire – our environment suits the production of sugar cane and with continued research, development and extension, we are getting better at it all the time.

However, these fortunes can go up and down depending on a whole range of variables – international market prices, floods and cyclones, pests and diseases, government policies, the policies of other countries and costs of farm inputs. As such, the diversification of the economic base that generates jobs and incomes in the Hinchinbrook Shire can only be a good thing for our local community.

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### Policy Implications

Not applicable concerning acceptance of this Report.

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### Risk Management Implications

Not applicable concerning acceptance of this Report.

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### Statutory Environment

*Local Government Act 2009*

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### Consultation

Not applicable concerning acceptance of this Report.

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### Attachments

Nil

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## ESTABLISHMENT OF "HINCHINBROOK ENTERPRISE"

### Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
<b>Strategic Direction</b> 1. Fiscally Responsive and Responsible Management of Public Infrastructure and Assets. 2. Responsible and Responsive Management of Land. 3. Responsive and Responsible Local Representation. 5. Council's Role in Creating and Supporting the Economic Prosperity of our Shire.	<b>Action</b> 5.2 Support for business diversity and employment growth.

### Budget, Financial and Resource Implications

A decision to progress proposal would involve the time of Council Officers requested to undertake the research, consultation and analysis and the preparation of a report on the matter for consideration of Councillors and the resources of Council to that end.

If then agreed to by Council, the establishment of "Hinchinbrook Enterprise" itself would likely involve capital allocations and potentially, resource implications in a future council budget, or budgets. An accurate understanding of these potential costs would be clearer if the proposal is further investigated.

### Asset Management

Not applicable concerning acceptance of this Report.

### Executive Summary

I think we need to look at different and innovative ways of supporting potential investors to overcome some of the hurdles involved in investing in the Hinchinbrook Shire - in particular, issues associated with access to the protected area estate and secure tenure - because new projects can help create jobs and grow our community in the Hinchinbrook Shire.

Under the *Queensland Local Government Act 2009*, local councils can establish what are known as 'beneficial enterprises', in order to support economic development opportunities for the benefit of their council area. I propose that Council investigate the establishment of an investment vehicle, 'Hinchinbrook Enterprise,' to support and facilitate new investment and jobs in the Hinchinbrook Shire.

'Beneficial enterprises' established by Councils can be partnerships, corporations limited by shares or guarantees (but not listed on the stock exchange), or another type of association. Council would then have the opportunity to participate in new projects in the Hinchinbrook Shire as partners, or in other facilitating roles to encourage investment.

The involvement of Council through the beneficial enterprise could reduce the risk of a project for the investor and give confidence to other levels of government that the project would benefit the community. However, there have recently been some issues involving the former Ipswich City Council and its utilisation of "Beneficial Enterprises", which have brought these vehicles to the attention of the State Government.

The governance and transparency issues associated with the operation of "Beneficial Enterprises" by the Ipswich City Council do not readily transfer to the Hinchinbrook Shire Council, in terms of scale or scope. Nevertheless, any further investigation by Council should include correspondence to the Department of Local Government, seeking advice as to the intentions of the State Government in this regard.

### For Council Decision – Recommendation

That Council investigate the establishment of an investment vehicle (Beneficial Enterprise) under Part 2, Division 1, Clauses 39 – 41 of the *Queensland Local Government Act 2009*, with a view to assessing:

- A. The opportunities to promote and support economic development;
  - B. The feasibility of creating the associated structure and allocating the necessary resources; and,
  - C. The intentions of the State Government with respect to future governance arrangements.
- 

### Councillors Summary

Refer to Executive Summary

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### Historical Information

One of the major hurdles for potential investors with ideas for new projects in the Hinchinbrook Shire is the uncertainty around dealing with access and tenure issues. For example, the amazing natural beauty of the Hinchinbrook Shire means it is a prime location for the development of eco-tourism and adventure tourism products, including in the protected area estate.

Unfortunately, potential investors may find other levels of government and government agencies, which own and manage parts of the Hinchinbrook Shire, sometimes do not have the same priorities as local residents. Whether it is an eco-tourism project at Wallaman Falls, or commercial, tourism-friendly marine facilities at Dungeness, the uncertainty that goes with having to deal with government departments and corporations can be a risk to potential investors.

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### Policy Implications

Not applicable concerning acceptance of this Report.

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### Risk Management Implications

Not applicable concerning acceptance of this Report.

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### Statutory Environment

*Local Government Act 2009*

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### Consultation

Not applicable concerning acceptance of this Report.

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### Attachments

Nil

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## AUSTRALIAN REFUGEE ACTION NETWORK

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### Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3.3 Influencing other levels of Government	Action 3.3.1 Continue and foster partnerships with various agencies to promote activities and programs for the betterment of the community

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### Budget, Financial and Resource Implications

Nil

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### Asset Management

Not applicable concerning acceptance of this Report.

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### Executive Summary

The Australian Refugee Action Network (ARAN) request Council to consider supporting a local government-led campaign to ensure that people living in our communities who are seeking asylum, or recognised as refugees are not left without any income support due to the Federal Government's withdrawal of all income support to hundreds of individuals seeking asylum living in the community still waiting to have their claims for refugee status assessed.

Inviting local Councils to lend support to the advocacy campaign launched by the City of Greater Dandenong recently calling for the restoration of the Status Resolution Support Service (SRSS) payment to individuals which is approximately \$35 a day before the Government cut support to thousands more, including families.

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### For Council Decision – Recommendation

That Council is not in a position to provide ongoing financial support for such a network but continue to provide financial support to its local community groups.

### Officers Summary

Federal Government changes to the Status Resolution Support Service (SRSS) payment to people living in our communities who are seeking asylum, or recognised as refugees has recently been withdrawn. All income support for hundreds of people who are waiting to have their claims for refugee status assessed have been affected.

The SRSS is less than \$35 a day and was designed to support people as they wade through the prolonged process of seeking asylum. The total withdrawal of this minimal income support will leave people destitute, entirely reliant on charity to meeting housing costs and living expenses.

Around 13,000 people living across Australia receive SRSS including single people, the elderly, and families (including up to 4,000 children) enabling them to meet basic needs of food, rent and medical treatment.

Active lobbying has delayed cuts to support families, however individuals have already had their benefits cut.

The Local Government Mayoral Taskforce Supporting People Seeking Asylum has been established in Victoria and invites support from Councils nationwide to join them to advocate for the reversal of these cuts and the reinstatement of income support as it is a local issue affecting the welfare of people in local communities.

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### Historical Information

Not applicable concerning acceptance of this Report.

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### Policy Implications

Not applicable concerning acceptance of this Report.

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### Risk Management Implications

Not applicable concerning acceptance of this Report.

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### Statutory Environment

*Local Government Act 2009*

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### Consultation

Mayor

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### Attachments

Australian Refugee Action Network correspondence dated 3 November 2018

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## Donna Robinson

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**From:** Australian Refugee Action Network <austrefugeenetwork@gmail.com>  
**Sent:** Saturday, 3 November 2018 1:53 PM  
**Subject:** Request to Councils from Australian Refugee Action Network re cuts to SRSS support  
**Attachments:** Request to LGAs re SRSS from ARAN.pdf

Dear Mayor and Councillors

Please see attached letter from the Australian Refugee Action Network requesting your support for a local government-led campaign to ensure that people living in our communities who are seeking asylum, or recognised as refugees are not left without any income support whatsoever. It is unreasonable to expect that local charities and local government will cover all living costs for those families and individuals who are unable to find work.

We are inviting all local Councils to lend their support to the advocacy campaign launched by the City of Greater Dandenong recently, which is calling for the restoration of the Status Resolution Support Service (SRSS) payment, which is around \$35 a day (less than Newstart).

A number of Councils have indicated their support so far, and we are hoping that your Council will do likewise.

See attached letter for further detail.

Looking forward to hearing from you

Marie Hapke

on behalf of Committee

**ARAN - Australian Refugee Action Network**

**Email:** [austrefugeenetwork@gmail.com](mailto:austrefugeenetwork@gmail.com)

[Website](#)

[Facebook](#)

FILE No	_____
Doc No	2267906
Pr / Re	_____
Action	To Council for

Resolution &  
determination

-----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.

1 November 2018

Dear Mayor and Councillors

**Changes to the SRSS program are causing destitution in Australian communities – call for support**

You may have heard that the Federal Government has recently withdrawn **all income support** for hundreds of people seeking asylum who are **living in the community** still waiting to have their claims for refugee status assessed – **and the plan is to cut support for thousands more, including families.**

The Status Resolution Support Service payment (SRSS) is less than \$35 a day (less than Newstart) and was designed to support people as they go through the prolonged process of seeking asylum. Most of that goes in rent so these changes will potentially leave those affected homeless. The total withdrawal of this minimal income support **will leave people destitute, entirely reliant on charity to meeting housing costs and living expenses.** It may also leave them without support services like trauma counselling.

**Around 13,000 people living across Australia receive SRSS**, including single people, the elderly, and families (including up to 4,000 children) enabling them to meet basic needs of food, rent and medical treatment.

Peak bodies, church and welfare organisations, together with grassroots advocacy groups have been actively lobbying to have these cuts reversed. Thanks to coordinated lobbying, plans to cut this support for families have been delayed, though only until early next year. Individuals on the other hand **have already been having their benefits cut** so the situation is **desperate and urgent.** For further details about the cuts see the Refugee Council of Australia Factsheet and Australian Churches Refugee Taskforce background on SRSS cuts referenced below.

**What you can do - join other LGAs who support the restoration of SRSS**

We are writing to ask you to **join with other local Councils to advocate for the reversal of these harsh cuts**, and the reinstatement of this income support. It is a local issue affecting the welfare of people in local communities so it is vital that local Councils raise their voice.

A growing number of Councils led by the City of Greater Dandenong have formed a taskforce against the cuts. See below a list of Councils already supporting this initiative.

The Local Government Mayoral Taskforce Supporting People Seeking Asylum has been established in Victoria and is inviting support from councils nationwide. They are working with peak bodies like the Refugee Council of Australia, Asylum Seeker Refugee Centre, Australian Refugee Action Network and Rural Australians for Refugees to maintain advocacy on this issue.

For further information about the Joint Council Taskforce and SRSS advocacy efforts, contact Cr Matthew Kirwan, City of Greater Dandenong

**Could you please reply to this letter** indicating whether your Council is prepared to join with other Councils advocate against these cuts devastating Australian communities by emailing [austrefugeenetwork@gmail.com](mailto:austrefugeenetwork@gmail.com) and please copy in Cr Matthew Kirwan [matthew.kirwan@cgd.vic.gov.au](mailto:matthew.kirwan@cgd.vic.gov.au).

Yours faithfully

Marie Hapke  
*for the Australian Refugee Action Network*  
[www.australianrefugeeactionnetwork.wordpress.com](http://www.australianrefugeeactionnetwork.wordpress.com)

Further information:

1. Local Government Mayoral Taskforce Supporting People Seeking Asylum  
<http://www.greaterdandenong.com/document/32480/local-government-mayoral-taskforce-supporting-people-seeking-asylum>
2. Refugee Council of Australia Factsheet  
<https://www.refugeecouncil.org.au/getfacts/seekingsafety/asylum/srss-cuts-factsheet/>
3. Australian Churches Refugee Taskforce background on SRSS cuts  
<http://www.acrt.com.au/dignity-not-destitution-changes-to-support-services-for-people-seeking-asylum-srss/>
4. City of Greater Dandenong response  
<http://www.greaterdandenong.com/document/32379/greater-dandenong-council-advocacy-and-practical-response-to-the-changes-to-the-federal-status-resolution-services-srss-program>
5. Council Minutes 23 April 2018 – Greater Dandenong Advocacy Notice of Motion  
<http://www.greaterdandenong.com/document/32164/council-minutes-23-april-2018>
6. Joint Statement by Victorian Councils against changes to the Status Resolution Support Services (SRSS)  
<http://www.greaterdandenong.com/document/32470/draft-joint-statement-against-changes-to-the-srss>
7. Victorian councillors condemn federal cuts to asylum seeker payments  
<https://sable.madmimi.com/c/130362?id=3737.698.1.cc8f0449e75c3a6c3a03da5c217f1f4d>

**Taskforce member Councils (October 2018)**

- Brimbank City Council
- City of Darebin
- City of Greater Dandenong
- City of Monash
- Moreland City Council
- Yarra City Council

**Councils involved as General Members**

General Members get consulted on Taskforce direction, take an active role in Taskforce activities and contribute resources to the Taskforce.

- Banyule City Council
- Cardinia Shire Council
- City of Ballarat
- City of Port Phillip
- City of Whittlesea
- Maribynong City Council
- Moonee Valley City Council
- Wyndham City Council

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GENERAL COUNCIL CORRESPONDENCE – SENATOR THE HON MATTHEW CANAVAN - DIVERSIFICATION

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Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3. Responsive and Responsible Local Representation.	Action 3.2 Communication with the community.

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Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

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Asset Management

Not applicable concerning acceptance of this Report.

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Executive Summary

Mayor Ramon Jayo wrote to Senator the Hon Matthew Canavan, Minister for Resources and Northern Australia on 7 November 2018 outlining Council's development priorities focusing towards diversification as part of the development of Northern Australia for tourism and agriculture. An invite was extended to the Senator to visit the Shire for the opportunity to showcase the district and to discuss development projects.

Senator Canavan responded to the Mayor dated 13 December 2018 and advised that he was pleased to hear of Council's drive for economic diversification and growth despite a number of challenges and would visit when next in the region.

Further advising that as the Government supports growth of the Northern Australia economy as set out in the White Paper for Developing Northern Australia, measures to support a sustainable and productive agricultural sector have been included. Investing in Northern Australia water resource assessments, creating new visa arrangements to support seasonal workforce availability in the north, and establishing the Cooperative Research Centre for Developing Northern Australia (CRCNA) are a few among others. Noting that the CRCNA is already assisting the region through the Agricultural Market and Supply Chain Study.

Also advising that the Government on 19 November 2018 announced an increase of more than \$500 million to the National Water Infrastructure Development Fund (NWIDF) to accelerate the detailed planning and construction of water infrastructure projects, especially for agricultural projects which may stimulate regional economic development through new and expanded agriculture. Encouraging Council to talk to the Queensland Government about a business case for the proposed Herbert River Weir Project as the NWIDF funding is only available to state and territory governments.

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For Council Decision – Recommendation

That Council receive and note correspondence received from Senator the Hon Matthew Canavan.

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**Officers Summary**

Not applicable concerning acceptance of this Report.

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**Historical Information**

Not applicable concerning acceptance of this Report.

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**Policy Implications**

Not applicable concerning acceptance of this Report.

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**Risk Management Implications**

Not applicable concerning acceptance of this Report.

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**Statutory Environment**

*Local Government Act 2009*

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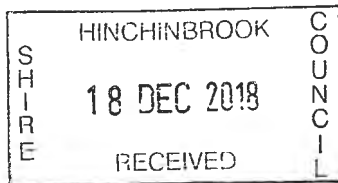
**Consultation**

Not applicable concerning acceptance of this Report.

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**Attachments**

- Senator the Hon Matthew Canavan correspondence dated 13 December 2018
- Hinchinbrook Shire Council correspondence dated 7 November 2018



**Senator the Hon Matthew Canavan**

**Minister for Resources and Northern Australia**

MC18-003589

Cr Ramon Jayo  
Mayor  
Hinchinbrook Shire Council  
PO Box 366  
INGHAM QLD 4850

FILE No	_____
Doc No	_____
Pr / Re	_____
Action	_____

13 DEC 2018

Dear Mayor *Ramon*,

Thank you for your letter of 7 November 2018 outlining the development priorities of Hinchinbrook Shire Council.

I am pleased to hear that despite a number of challenges, you are focussed on new and constructive approaches to drive economic diversification and growth in your district.

Growing the northern Australia economy is a priority for the Australian Government, as set out in the White Paper for Developing Northern Australia. The Government is supporting the tourism sector through reforms to tourism visas, increasing access to labour and business advisory services for tourism businesses in northern Australia.

In the White Paper on Developing Northern Australia, we also included measures to support a sustainable and productive agricultural sector, such as investing in Northern Australia Water Resource Assessments, creating new visa arrangements to support seasonal workforce availability in the north, and by establishing the Cooperative Research Centre for Developing Northern Australia (CRCNA) among others. I am pleased to note that the CRCNA is already assisting your region through its Agricultural Market and Supply Chain study.

Further, on 19 November 2018, the Government announced an increase of more than \$500 million to the National Water Infrastructure Development Fund (NWIDF). The purpose of the NWIDF is to accelerate the detailed planning and construction of water infrastructure projects, especially for agricultural projects which may stimulate regional economic development through new and expanded agriculture. As NWIDF funding is only available to state and territory governments, I strongly encourage you to talk to the Queensland Government about a business case for your proposed Herbert River Weir Project. The Department of Natural Resources, Mines and Energy can be contacted at [www.dnrme.qld.gov.au](http://www.dnrme.qld.gov.au) or by phoning 13 74 68. Further information about funding under the NWIDF, including contact details, is available at [infrastructure.gov.au/infrastructure/water-infrastructure/nwi-development-fund/](http://infrastructure.gov.au/infrastructure/water-infrastructure/nwi-development-fund/).

Thank you for your invitation to meet with you in the Hinchinbrook district. I have asked my office to contact you when I am next scheduled to be in the region.

Thank you for writing on this matter.

Yours sincerely

A handwritten signature in black ink, appearing to be 'm' followed by a long horizontal stroke.

Matthew Canavan



## **HINCHINBROOK SHIRE COUNCIL**

Our Ref: RJ:CAF

7 November 2018

Senator Hon Matthew Canavan  
Senator for Queensland  
Minister for Resources and Northern Australia  
PO Box 6100  
Senate  
Parliament House  
CANBERRA ACT 2600

Dear Senator

Thank you for the opportunity to meet with you at Parliament House as part of our North Queensland Regional Organisation of Councils (NQROC) delegation. Unfortunately, due to the limited amount of time available, our concerns, ideas and aspirations could not be properly articulated and as such, I am taking the liberty to provide you with further information for you to digest at your leisure.

The Hinchinbrook priorities are enclosed.

The priorities are based on Council's focus towards diversification to ensure the future sustainability of our district. There is no doubt that we are struggling. We have the oldest demographic in Queensland and we also boast the fastest declining population in Queensland.

Our district has no growth and it is for this reason that our population is declining, new jobs are non-existent and shops are closing. We can no longer afford to live and die on the world price of sugar. We must not have all our eggs in the one basket.

The way forward is to work towards diversification so that we no longer have reliance on any one industry. We can do that by actively pursuing business in other growth sectors such as tourism, renewable energy, new sporting and recreational activities such as mountain biking, motor sports and hiking to name a few.

Population decline in this district has occurred due to a number of factors including –

- Rapid mechanisation of the sugar industry;
- Loss of forestry industry due to world heritage and National Parks throughout the district;
- Loss of trawler fleet at Lucinda.

We no longer have the people spending as those industries have gone and have not been replaced. That is why we need to address new industry.

We are looking towards introducing alternate cropping complimentary to sugar into our district. New product and technologies are emerging such as mound planting and controlled traffic that could provide the edge over our variable weather patterns so as to crop all year round.

This initiative will not only assist with providing an alternative source of income to growers, but would also have the beneficial aspects of improving soil health by breaking the mono culture that is cane and therefore improve future cane yields.

Tourism is an increasingly attractive alternative for improving of small town economies. The potential for tourism in this district is insurmountable as Hinchinbrook really remains the best kept secret in North Queensland.

The ability to grow complimentary crops in rotation is an opportunity for the betterment of the economic prosperity of the Hinchinbrook district, for improved yield of cane and increased cash flow.

Other non-rotational cropping opportunities will also attract attention once ready markets, supply and transfer logistics are determined. Council is currently involved with the North Queensland Agricultural Market and Supply Chain Study to explore emerging markets, supply chain gaps analysis and sector capacity in the agricultural sector of North Queensland. The results of the research will assist in guiding future industry development, investment decisions and advocacy supportive of the ongoing growth and prosperity of the North Queensland agricultural sector. The study will adopt a 'demand-led' approach to provide relevant domestic governments, stakeholders and producers with the critical intelligence and insight required to guide long-term planning and informed decision making.

It should be noted that by utilising cane fallow, cleared land for production already exists and no green field activities are required.

The additional benefit of enabling the production of alternate crops in fallow cycles is that the most conducive period to enable this production to occur with crops such as legumes, is in the winter months. Accordingly the preparation of land and other field work activities would be occurring in the non-wet season periods of the year, thus reducing the potential for erosion and sediment drift from paddocks. In effect, if practices were to occur in this manner, a significant reduction of soil tillage throughout the wet season would occur as fallow cropping would be occurring in the winter months. Alternate cropping in the summer months would also ensure coverage of the soil and not expose bare earth from such cropping pursuits.

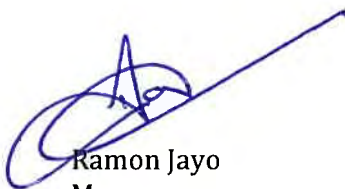
Agricultural diversification in the Herbert has not taken off in the past as the district is much drier than the districts further north. It is for this reason that Council considers it imperative to look closely towards the potential for irrigation and your assistance on such matters would be most appreciated.



We are progressing these matters as fast as we possibly can within our resources and capability. We believe that we as a district have a lot to offer towards the development of Northern Australia from both a tourism and agricultural perspective and would welcome the opportunity to showcase our district and the projects proposed to you in person.

On behalf of the Hinchinbrook community, I respectfully invite you to our Shire to discuss matters aforesaid and would welcome the opportunity to discuss a suitable time and possible agenda with you.

Yours sincerely



Ramon Jayo  
Mayor

cc Hon David Littleproud MP, Minister for Agriculture and Water Resources, PO Box 6022,  
House of Representatives, Parliament House, CANBERRA ACT 2600

Senator the Hon James McGrath, Senator for Queensland, PO Box 6100, Senate, Parliament  
House, CANBERRA ACT 2600

Hon Bob Katter, Member for Kennedy, PO Box 6022, House of Representatives, Parliament  
House, CANBERRA ACT 2600



# SUPPORTING THE REGIONS

## Hinchinbrook Shire Council

### RECOMMENDATION

- Federal Government to provide \$300K in funding to undertake a Coastal Processes Assessment Study (including comprehensive EIS);
- Federal Government to provide \$750K in funding to undertake the business case (including comprehensive EIS) for establishment of ramp and jetty facilities at Forrest Beach;
- Federal Government to provide \$750K in funding towards heated silo storage facilities for pulse, rice and comparable grain production; and
- Federal Government to provide \$450K in funding towards a business case (including comprehensive EIS) for establishment of an in-stream weir facility within the Herbert River.

### THE ISSUES

#### IMPROVED MARINE ACCESS AT DUNGENESS

A Coastal Processes Assessment Study will seek to understand options available to improve marine access at Enterprise Creek navigation channel.

#### NEW BOAT RAMP/JETTY FACILITIES AT FORREST BEACH

There are limitations to accessing marine waters in the region, including:

- Access restrictions at low tide, with limited to no access for small shallow draft vessels;
- Lack of all-tidal marine access facilities within reasonable proximity to the Hinchinbrook region;
- Marine access is limited to casual recreational purposes (tide dependent), with the exception of the jetty, operated by Queensland Sugar Limited;
- Limited ability to provide safe and efficient marine access for people and goods within the region, including access to Palm and Orpheus Islands and access for Maritime Safety Queensland (MSQ) vessels, a major concern in emergency situations.

#### HEATED SILO STORAGE FACILITIES

This project will encourage and promote diversification in agriculture, complementary to sugar cane production, by value-adding during crop rotational/fallow cycles, utilising dryland rice cropping and legumes.

A lack of suitable storage facilities is impacting transport costs as smaller truck loads need to travel between Hinchinbrook and Burdekin. Efficiencies and improved profitability can be achieved through increased storage capacity, enabling individual farmers the ability to drop loads at local depot for collection by bigger units when appropriate quantities have accumulated.

#### HERBERT RIVER WEIR PROJECT

An in-stream weir facility within the Herbert River will seek to:

1. Protect salt water intrusion of fresh water supplies;
2. Increased opportunity for irrigated horticulture, complementary to sugar cane production by availability of supplementary irrigation; and
3. Increase recreational opportunities for fishing, water sports and tourism adjacent to the township of Ingham.

### THE SOLUTION

Townsville Enterprise is seeking Federal Government support towards the improvement of key tourism and enabling economic infrastructure in the Hinchinbrook Shire by funding:

- The Coastal Processes Assessment Study;
- The Business Case for ramp and jetty facilities at Forrest Beach;
- Heated silo storage facilities; and
- The Business Case for the Herbert River Weir Project.

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GENERAL COUNCIL CORRESPONDENCE – DEPARTMENT OF ENVIRONMENT AND SCIENCE -  
MANAGEMENT OF FLYING FOXES

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Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3. Responsive and Responsible Local Representation.	Action 3.2 Communication with the community.

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Budget, Financial and Resource Implications  
Not applicable concerning acceptance of this Report.

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Asset Management  
Not applicable concerning acceptance of this Report.

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Executive Summary

Council wrote to the Department of Environment and Science on 3 December 2018 regarding management of Ingham's flying fox roost which is detrimentally affecting the liveability, functioning of the Hinchinbrook community and Council resources. Council also sought advice from the Department regarding avenues available for financial assistance for Council to manage the significant operational resources expended currently and into the foreseeable future.

Acting Director-General of Department of Environment and Science responded on 21 December 2018 acknowledging that flying-fox roost management is a challenging and costly exercise for local government and is aware of the flying fox problems endured by Councils along the coast from Townsville to Cairns.

The Department advised that it does not operate a funding scheme for local governments to help with ongoing flying fox roost management efforts.

The Department also thanked Council for participating in a local government workshop on the review of flying fox roost management arrangements in Queensland held in Cairns on 7 November 2018.

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For Council Decision – Recommendation

That Council receive and note response received from Department of Environment and Science regarding management of Ingham's flying fox roost.

**Officers Summary**

Not applicable concerning acceptance of this Report.

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**Historical Information**

Not applicable concerning acceptance of this Report.

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**Policy Implications**

Not applicable concerning acceptance of this Report.

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**Risk Management Implications**

Not applicable concerning acceptance of this Report.

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**Statutory Environment**

*Local Government Act 2009*

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**Consultation**

Not applicable concerning acceptance of this Report.

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**Attachments**

- Department of Environment and Science correspondence dated 21 December 2018; and
- Council correspondence dated 3 December 2018.

Our Ref: CTS 35668/18  
Your Ref: AR:CAF



Department of  
**Environment and Science**

Mr Alan Rayment  
Chief Executive Officer  
Hinchinbrook Shire Council  
PO Box 366  
INGHAM QLD 4850

FILE No	_____
Doc No	_____
Pr / Re	_____
Action	_____

Dear Mr Rayment

Thank you for your letter dated 3 December 2018 regarding the management of flying-foxes in Ingham.

The Queensland Government's approach to flying-fox roost management aims to provide ways of reducing adverse impacts caused by flying-fox roosts, particularly in populated areas, without compromising the long-term conservation of these animals, which play an important ecological role as the pollinators of many native plant species.

As I am sure you are aware, under the *Nature Conservation Act 1992* administered by the Department of Environment and Science (the department), local governments have an as-of-right authority to use non-lethal measures to manage flying-fox roosts in urban flying-fox management areas, provided they comply with the 'Code of Practice – Ecologically sustainable management of flying-fox roosts' (the Code). However, local governments are not required to take action under the Code.

The department acknowledges that flying-fox roost management can be a challenging and costly exercise for local governments and is aware of the flying-fox problems endured by Hinchinbrook Shire Council (HSC) in Ingham due to a recent heat wave. Similar problems were experienced by local governments at flying-fox roosts along the coast from Townsville to Cairns.

From your letter, it appears that there are sites in Ingham where flying-foxes have taken up residence for the first time. If this is the case, those sites are not roosts and therefore there are no restrictions on the actions council can take to deter flying-foxes, as long as no flying-foxes are harmed.

Your letter also seeks advice on avenues for HSC to obtain financial assistance from the department to help it with its ongoing flying-fox roost management efforts. I can advise that the department does not operate such a funding scheme for local governments. However, the department is currently delivering a four-year \$2.7 million research program, the *Reduce flying-fox conflict 2016-2020* program, into little red flying-fox migration and behaviour. The research program, centred around Charters Towers, is seeking scientifically-sound information to help improve the management of urban flying-fox roosts across Queensland.


1 William Street Brisbane  
GPO Box 2454 Brisbane  
Queensland 4001 Australia  
Telephone + 61 7 3338 9304  
Website [www.des.qld.gov.au](http://www.des.qld.gov.au)  
ABN 46 640 294 485

Should you wish to search for other funding programs that are available across the Queensland Government, please visit the website at [www.grants.services.qld.gov.au/#/](http://www.grants.services.qld.gov.au/#/).

Finally, the department is committed to reviewing flying-fox roost management arrangements in Queensland in consultation with local governments and other stakeholders in an effort to make them as effective and scientifically-sound as possible. In that context, the department appreciates HSC staff participating in a local government workshop on this subject in Cairns on 7 November 2018.

Should your officers require any further information, they may contact Mr Lindsay Delzoppo, Acting Executive Director - Conservation and Biodiversity Operations of the department by email at [lindsay.delzoppo@des.qld.gov.au](mailto:lindsay.delzoppo@des.qld.gov.au) or by telephone on (07) 3330 5393.

Yours sincerely

  
Kirsten Herring  
**Acting Director-General**  
21 / 12 / 18



## **HINCHINBROOK SHIRE COUNCIL**

Our Ref: AR:CAF

3 December 2018

Director General  
Department of Environment and Science  
GPO Box 2454  
BRISBANE QLD 4001

Dear Sir

### **RE – FLYING FOXES**

On behalf of the Hinchinbrook Shire Council I write in regard to the current flying fox issue that is detrimentally affecting the liveability and functionality of our community and Council resources.

The existing flying fox roost located at the Botanical Gardens, Jane Street, Ingham has been significantly devastated by years of roosting to the extent that minimum tree coverage exists.

Council is concerned that the flying foxes will endeavour to re-establish a similar roost in other parts of the urban area. Given the sentiment of the community, and non-compatibility of an infestation of flying foxes with humans, Council cannot allow a new roost to be created. Every attempt to prevent this from occurring, of a non-lethal nature, will occur.

Council has witnessed flying foxes attempt to roost within Rotary Park and the fig tree lane traversing Palm Creek adjacent to the Ingham State School.

Significant operational resources have been utilised and will continue to be required into the foreseeable future. Financial assistance to ensure the operations continue for as long as required to dissuade the establishment of a new roost will be needed.

Council would appreciate any advice you are able to offer on avenues to seek financial assistance from your Department, or other departments at your earliest convenience. Such an issue is impacting our community significantly.

Yours sincerely



Alan Rayment  
Chief Executive Officer





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GENERAL COUNCIL CORRESPONDENCE – REGIONAL DEVELOPMENT AUSTRALIA – 2018 HIGHLIGHTS

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Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3. Responsive and Responsible Local Representation.	Action 3.2 Communication with the community.

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**Budget, Financial and Resource Implications**  
Not applicable concerning acceptance of this Report.

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**Asset Management**  
Not applicable concerning acceptance of this Report.

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**Executive Summary**

Regional Development Australia Townsville and North West Queensland (RDA) Committee is a small not-for-profit incorporated association which advocates and facilitates for regional economic development outcomes across the 15 local government areas in the Townsville and North West Queensland region, and also in their work on cross-regional projects. RDA also collaborates with all three levels of government and the private sector to develop the long term sustainability of our region.

Advising 2018 highlights were as follows:

- Inland Queensland Roads Action Project (IQ-RAP);
  - Regional Employment Trials Program (RETP);
  - Regional Funding;
  - Regional Voice;
  - Regional Collaboration through the Northern Regional Development Australian Alliance (NRDAA); and
  - RDA Committee.
- 

**For Council Decision – Recommendation**

That Council receive and note Regional Development Australia's 2018 highlights

**Officers Summary**

Not applicable concerning acceptance of this Report.

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**Historical Information**

Not applicable concerning acceptance of this Report.

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**Policy Implications**

Not applicable concerning acceptance of this Report.

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**Risk Management Implications**

Not applicable concerning acceptance of this Report.

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**Statutory Environment**

*Local Government Act 2009*

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**Consultation**

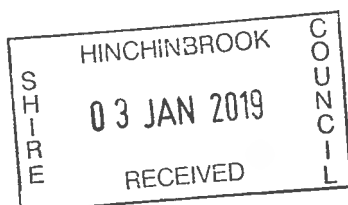
Not applicable concerning acceptance of this Report.

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**Attachments**

RDA correspondence dated 19 December 2018

19 December, 2018



Mr Alan Rayment  
Chief Executive Officer  
Hinchinbrook Shire Council  
PO Box 366  
Ingham QLD 4850

ABN 44 798 638 628

P: 07 4410 3655  
F: 07 4772 7668  
E: [info@rdanwq.org.au](mailto:info@rdanwq.org.au)  
PO Box 1669  
Townsville QLD 4810  
[www.rdanwq.org.au](http://www.rdanwq.org.au)

FILE No.	/
Doc No.	/
Prev. Ref.	
Action	
<i>also received for Mayor</i>	

Dear Mr Rament

On behalf of the Regional Development Australia Townsville and North West Queensland (RDA) Committee, I would like to thank you for your support during 2018. In lieu of a Christmas card, we are pleased to send you this letter as our Christmas and New Year greeting along with a gift of our annual calendar mousepad.

We also take this opportunity to reflect on our year's highlights. As a small not-for-profit incorporated association, we are proud of our achievements in advocating and facilitating for economic development across the 15 local government areas in our region, and also in our work on cross-regional projects.

#### **Inland Queensland Roads Action Project (IQ-RAP)**

RDA has continued to provide the Secretariat services and be the project manager for IQ-RAP, working with all 34 funding partners, including 28 local governments that cover 73% of Queensland, five RDA committees and RACQ. From 2016 to 2018, more than \$600 million has been allocated (as committed or "indicative" funding) by the Australian and Queensland governments into the prioritised roads identified in the first Inland Queensland Roads Action Plan.

In 2018, we updated this planning tool with the release of the new Inland Queensland Road Network Strategy and continued advocating for inland Queensland strategic road and bridge upgrades with federal and state parliamentarians, industry and community stakeholders. We have welcomed the Federal Australian Labor Party's commitment of \$500 million into upgrading Queensland's inland road network if elected at the next election. The IQ-RAP partners are also advocating for the IQ-RAP to fit within the Australian Government's 10 year \$3.5 billion Roads of Strategic Importance (ROSI) initiative and has made multiple representations to support this case. For more background on the project, please visit <http://rdanwq.org.au/iq-rap>

#### **Regional Employment Trials Program (RETP)**

We welcomed the announcement of the Australian Government's new Regional Employment Trials program, with our RDA and region chosen as one of the 10 trial locations across the country. The program will allow our region to trial local approaches to identifying employment challenges and tailoring solutions that take into account our labour market. As RDA has a judging role on applications, a sub-committee of the RDA Committee has been formed and so far over two sessions has judged four applications and made recommendations to the Department of Jobs and Small Business in Canberra and is looking forward to more applications in the new year. For more information, please visit: <http://rdanwq.org.au/resources-and-links/grants-programs>

#### **Regional funding**

As we know, a lot of small community projects would not be able to get off the ground without the support of government funding, such as the Australian Government's Building Better Regions Fund (BBRF). RDA was pleased to see many successful applicants in our region receive funding under BBRF Round 2 this year.

Four projects in our region shared in more than \$1.4 million under the Infrastructure Stream, which included funding to Townsville City Council to create a new entry to the Townsville Airport and funding to Ronald McDonald House to improve facilities in Townsville for regional patients and families. Other recipients included Towers Players Inc and Townsville Astronomy Group.



Eleven local projects shared in more than \$670,000 under the Community Investment Stream, which included the development of strategies, plans and events across the region. Recipients included Burke Shire Council, Cloncurry Shire Council, Gulf Savannah Development, Hinchinbrook Shire Council, McKinlay shire Council, Mount Isa Chamber of Commerce (Commerce North West), Prospect Community Services, Southern Gulf NRM, Stage Queensland, Steps Group Australia and Townsville Enterprise.

In October, RDA delivered BBRF Round 3 workshops to 39 people in Townsville, Mount Isa and by webinar, 13 one-on-one sessions in-person or by phone, and approximately 100 emails to support councils and not-for-profits in making stronger applications for this new round. Six letters of support were provided; and successful applicants will be announced in 2019.

RDA also supported the roll-out of the Regional Growth Fund and welcomed the Australian Government's announcement that the Townsville Marine Tourism Precinct project was successful in their Expression of Interest submission, with the lead project proponent Honeycombes Property Group now preparing a full business case to secure their grant.

#### **Regional voice**

We have continued to raise issues of importance to our region in Australian Government inquiries, in the form of submissions and appearing as a witness at public hearings and attending consultation sessions, including; the Inquiry into the development of Cities, Inquiry into the Indicators of and impact of regional inequality in regional Australia, the Regional Telecommunications Review, the Roads of Strategic Importance consultation and National Freight and Supply Chain Strategy consultation. RDA also provided input to several other regional engagement processes.

#### **Regional collaboration through the Northern Regional Development Australia Alliance (NRDAA)**

RDA has continued to support policy development and to prioritise investment opportunities, as part of its collaboration in the NRDAA, which comprises of eight RDA committees from across Northern Australia. The NRDAA also collaborates closely with the Office of Northern Australia, the Northern Australia Infrastructure Facility (NAIF) and the CRC for Northern Australia to promote opportunities for regional economic development in the north.

#### **RDA Committee**

I wish to take this opportunity to acknowledge and thank our volunteer Committee members for their contributions in 2018 and especially our outgoing committee members Mr Jeff Jimmieson (2009 – 18), Professor David Low (2015 - 18) and Ms Kari Arbouin (2015 - 18) for their contributions over many years. I would also like to acknowledge and thank Chair Frank Beveridge for his support in the first half of 2018 followed by David Donohue as the Acting Chair while Frank has stepped down from his position to be a candidate in the next federal election. I also wish to recognise and thank Ms Ellie Edmonds, who resigned from the Executive Assistant position in October and welcome Ms Kerry Dean as the new Executive Assistant.

On behalf of Committee members, I wish to again thank you for your support for RDA and our region throughout 2018. We all look forward to working with you in 2019 to make it a great year for the Townsville and North West Queensland region. From all of us at RDA, I send our best wishes to you, your team and families for a very Merry Christmas and a Happy New Year.

Yours faithfully,



**Glenys Schuntner**  
Chief Executive Officer



An Australian Government Initiative



# Introducing

## Regional Development Australia Townsville and North West Queensland

**Regional Development Australia (RDA)** is a national network of Committees made up of local leaders who work with all levels of government, business and community groups to support the economic development of the regions.

RDA Committees have an active and facilitative role in their communities and a clear focus on growing strong and confident regional economies that harness their competitive advantages, seize on economic opportunity and attract investment.

Working in close partnership with fellow RDA Committees, all levels of government, and the private sector, RDA Committees will:

1. Collaborate with relevant stakeholders to identify economic opportunities and leverage private and public sector investment to the regions;
2. Connect regional businesses, councils and industry sectors with international trade partners, financial markets and potential investors;
3. Promote and disseminate information on Australian Government policies and grant programs to state and local governments and industry, business and community sectors;
4. Support community stakeholders to develop project proposals to access funding;
5. Develop and maintain positive working relationships with the local government bodies in their regions;
6. Facilitate public and private sector decentralisation;
7. Assist in the delivery of Australian Government programs, where relevant and where requested by the Minister;
8. Engage with regional entrepreneurs and emerging business leaders to explore new opportunities to grow local jobs in their regions;
9. Provide information on their region's activities and competitive advantages to all levels of government, industry, business and community sectors; and
10. Provide evidence-based advice to the Australian Government on critical regional development issues positively and negatively affecting their regions.



**Queensland Regional Development Australia Committees**

There are 52 regional development committees in Australia, 12 of which are in Queensland.

**Regional Development Australia Townsville and North West Queensland Inc** was established as an incorporated not-for-profit association in 2009 to cover the north and north-west Queensland region, including the local government areas of Boulia, Burdekin, Burke, Carpentaria, Charters Towers, Cloncurry, Doomadgee, Flinders, Hinchinbrook, McKinlay, Mornington Island, Mount Isa, Palm Island, Richmond and Townsville.

RDA collaborates with all three levels of government and the private sector to facilitate and advocate for regional economic development outcomes to develop the long term sustainability of our region.



# Introducing RDA Committee Members



**Mr David Donohue**

#### *Acting Chair*

David joined RDA in 2015 and took on the role of Acting Chair in 2018. He is an experienced company director, Chairs the Council of The Good Shepherd Home and serves as President of TropLinks Inc. David is the Managing Director of Townsville headquartered Queensland Corporate Communications Network (QCCN).



**Prof. Sabina Knight**

#### *Acting Deputy Chair*

Sabina joined RDA in 2013. The Director of Mount Isa Centre for Rural and Remote Health, James Cook University, she is an internationally recognised rural health leader with an extensive career in remote and rural primary health care, public health and education, and community development.



**Mr Chris Briggs**

#### *Secretary*

Chris joined RDA in 2018 and is General Manager at SeaLink Queensland in Townsville. He has many years experience within senior and executive management teams. Chris previously worked with the Great Barrier Reef Marine Park Authority as Director Tourism and Stewardship. He has also held a number of committee positions for industry associations and sporting clubs.



**Cr Mary Brown**

#### *Treasurer*

Mary joined RDA in 2017 and is the Deputy Mayor of Hinchinbrook. She has over 30 years experience in private enterprise, has raised six children with her husband and has established several local businesses. Mary is also a past President of the Hinchinbrook Chamber of Commerce.



**Cr Greg Campbell**

Greg joined RDA in 2017 and is Mayor of Cloncurry Shire Council. He also served as Deputy Mayor 2008-2012 and as a councillor 2004-2008. In the past, he worked over 20 years in the energy industry, including technical and managerial roles with Ergon Energy for the North West.



**Cr June Kuhl**

June joined RDA in 2017 and is the Deputy Mayor of Richmond Shire Council, having served in local government for nine years, previously as Deputy Mayor and Councillor. June and her husband Gavin have operated a grazing property in the Richmond shire for almost 40 years.



**Cr John Woods**

John joined RDA in 2018 and is a councillor of Burdekin Shire Council and runs a home maintenance service. He has been with the council for 18 years, 10 of which he served as Mayor. John is Deputy Chair of the Northern Alliance of Councils and President of the Home Hill Harvest Festival Committee. He has also served on a number of boards.



**Cr Jack Bawden**

Jack joined RDA in 2018 and is Mayor of Carpentaria Shire Council. He is Chair of the North West Queensland Regional Organisation of Councils and a member of the North West Queensland Regional Roads Group. Jack also operates an auto electrical/mechanical work shop in Normanton.



**CEO Glenys Schuntner**

Glenys joined RDA in 2010. Her previous positions include CEO of Townsville Enterprise Limited and senior management roles at the Australian Trade Commission, including Senior Trade Commissioner in Malaysia, and Trade Commissioner and Consul in Sendai, Japan. Glenys has also held management positions in the airline and retail travel industries.

## Members

Committee members are volunteers who have applied for the roles, and have been selected and appointed based on their extensive knowledge, experience, networks in the region and their passion for supporting regional development. For more information about nominating to join the RDA Committee, please visit <https://rda.gov.au/join-your-rda/> and feel free to contact the RDA office in Townsville for more specific information about operations across the North and North West Queensland region.

### Regional Facts

- Region comprises of 15 local governments
- Area covers 25.9% of Queensland
- Population of 266,900 - 5.5% of state
- Gross Regional Product of \$21 billion 2015/16
- Economic strengths include; agriculture/cattle, mining, defence, tourism, education and research

21.8.18





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GENERAL COUNCIL CORRESPONDENCE – TROPICAL CYCLONE OWEN COMMONWEALTH / STATE  
DISASTER RECOVERY FUNDING ARRANGEMENTS ACTIVATION

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Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3. Responsive and Responsible Local Representation.	Action 3.2 Communication with the community.

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Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

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Asset Management

Not applicable concerning acceptance of this Report.

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Executive Summary

Minister for Fire and Emergency Service, The Hon. Craig Crawford approved the activation of the jointly funded Commonwealth / State Disaster Recovery Funding Arrangements (DRFA) for communities within North and Far North Queensland affected by Tropical Cyclone Owen and associated rainfall and flooding between 9 and 17 December 2018.

Hinchinbrook Shire Council was activated on 17 January 2019 for Counter Disaster Operations and Reconstruction of Essential Public Assets.

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For Council Decision – Recommendation

That Council receive and note information received from Queensland Reconstruction Authority dated 22 January 2019 regarding activation for Tropical Cyclone Owen Commonwealth / State Disaster Recovery Funding Arrangements (DRFA) and that the process of collection and lodging data continues.

**Officers Summary**

Not applicable concerning acceptance of this Report.

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**Historical Information**

Not applicable concerning acceptance of this Report.

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**Policy Implications**

Not applicable concerning acceptance of this Report.

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**Risk Management Implications**

Not applicable concerning acceptance of this Report.

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**Statutory Environment**

*Local Government Act 2009*

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**Consultation**

Not applicable concerning acceptance of this Report.

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**Attachments**

Queensland Reconstruction Authority correspondence

**From:** Charmaine Robinson  
**Sent:** Tue, 22 Jan 2019 16:58:19 +1000  
**To:** t1connect  
**Subject:** FW: DRFA Activation Summary - Tropical Cyclone Owen, 9-17 December 2018  
**Attachments:** V1 DRFA Activation Summary TC Owen, 9-17 December 2018.pdf

#ECMBODY  
#QAP 1  
#SILENT

**Charmaine Robinson | Records Officer | Hinchinbrook Shire Council**  
P (07) 4776 4624 | F (07) 4776 3233 | E [crobinson@hinchinbrook.qld.gov.au](mailto:crobinson@hinchinbrook.qld.gov.au)  
W <http://www.hinchinbrook.qld.gov.au>

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From: Hinchinbrook Shire Council  
Sent: Tuesday, 22 January 2019 4:58 PM  
To: Charmaine Robinson  
Subject: FW: DRFA Activation Summary - Tropical Cyclone Owen, 9-17 December 2018

Regards,

**Enquiries | Records & Customer Service | Hinchinbrook Shire Council**  
P (07) 4776 4600 | F (07) 4776 3233 | E [council@hinchinbrook.qld.gov.au](mailto:council@hinchinbrook.qld.gov.au)  
W <http://www.hinchinbrook.qld.gov.au>

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From: DRFA [<mailto:DRFA@gra.qld.gov.au>]  
Sent: Tuesday, 22 January 2019 4:35 PM  
Subject: DRFA Activation Summary - Tropical Cyclone Owen, 9-17 December 2018

Good afternoon,

The Minister for Fire and Emergency Services has approved the activation of the jointly funded Commonwealth/State Disaster Recovery Funding Arrangements (DRFA).

The area defined for receipt of DRFA relief measures is *“Communities within North and Far North Queensland affected by Tropical Cyclone Owen and associated rainfall and flooding, 9 – 17 December 2018”*.

The Minister for Fire and Emergency Services has approved the relief measures listed below:

- Counter Disaster Operations for:
  - Carpentaria Shire Council
  - Cassowary Coast Regional Council
  - Hinchinbrook Shire Council
  - Townsville City Council
  
- Reconstruction of Essential Public Assets for:
  - Carpentaria Shire Council
  - Hinchinbrook Shire Council

Please refer to the attached Activation Summary for full details of the relief measures and local government areas activated for DRFA funding.

If you no longer wish to receive DRFA Activation Summaries, please email [DRFA@gra.qld.gov.au](mailto:DRFA@gra.qld.gov.au) with details of the email address you would like removed from the distribution list.

Please do not hesitate to contact me if you require any further information.

Regards,



**Peter Crawford**

A/Principal Policy Officer  
Resilience

**Queensland Reconstruction Authority**

P 07 3008 7290 E [peter.crawford@gra.qld.gov.au](mailto:peter.crawford@gra.qld.gov.au)

Level 11, 400 George Street, Brisbane QLD 4000

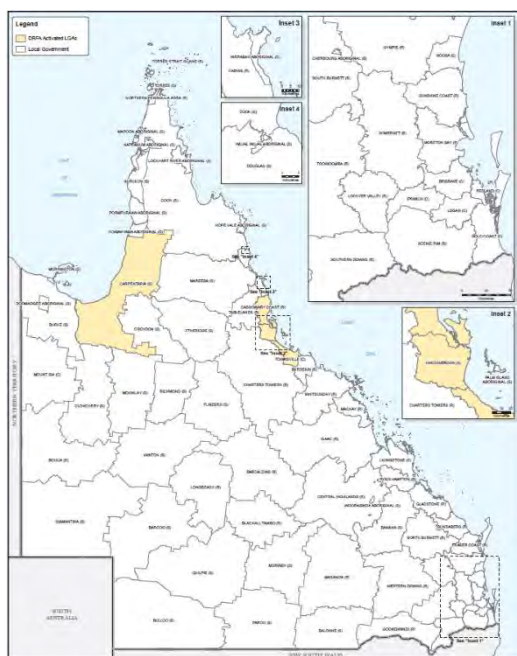
PO Box 15428, City East QLD 4002

[www.qra.qld.gov.au](http://www.qra.qld.gov.au)

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## Disaster Recovery Funding Arrangements event – Tropical Cyclone Owen, 9 - 17 December 2018



The Disaster Recovery Funding Arrangements (DRFA) is a jointly funded program between the Australian Government and state and territory (state) governments, through which the Australian Government provides financial assistance to support state governments with disaster recovery costs.

In response to Tropical Cyclone Owen assistance has been activated for the area formally defined as: *“Communities within North and Far North Queensland affected by Tropical Cyclone Owen and associated rainfall and flooding, 9 – 17 December 2018”*.

### DRFA assistance measures (as activated by the Queensland Government)

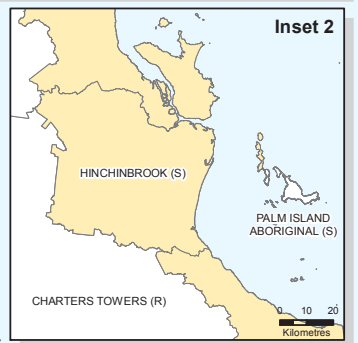
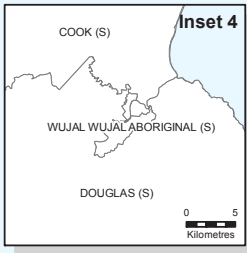
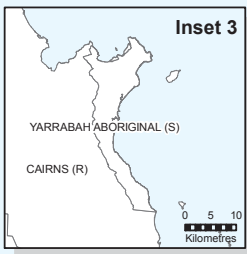
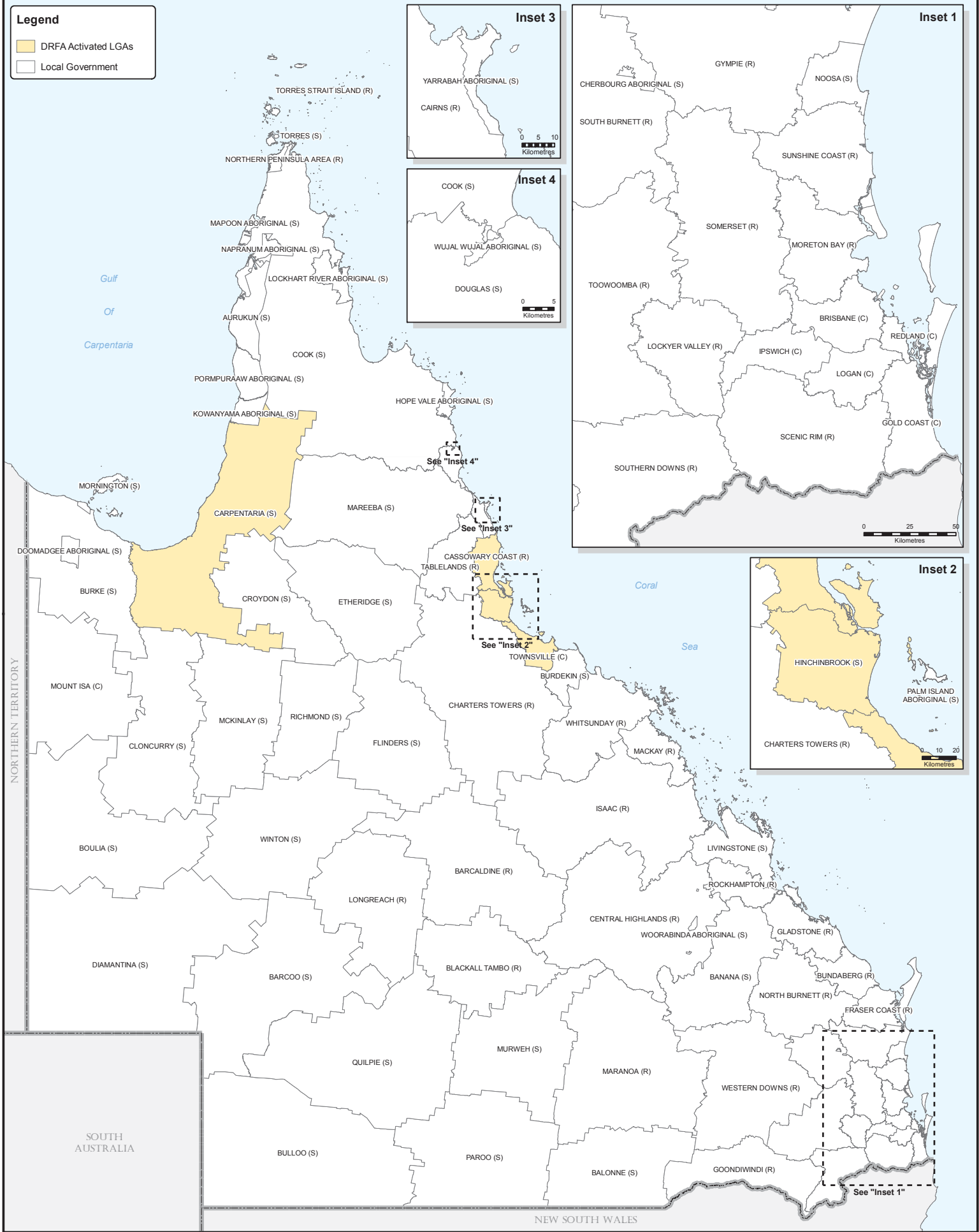
- Counter Disaster Operations
- Reconstruction of Essential Public Assets

### Areas activated

Local Government Area	Counter Disaster Operations	Reconstruction of Essential Public Assets
Carpentaria Shire Council	✓ Activated 17/01/19	✓ Activated 17/01/19
Cassowary Coast Regional Council	✓ Activated 17/01/19	
Hinchinbrook Shire Council	✓ Activated 17/01/19	✓ Activated 17/01/19
Townsville City Council	✓ Activated 17/01/19	

**Legend**

- DRFA Activated LGAs
- Local Government



**DRFA Activation Summary (V1)**

**Tropical Cyclone Owen**  
**9 – 17 December 2018**

0 25 50 100 150 200 250  
 Kilometres

Scale - 1:6,500,000  
 (at A3)

**Disclaimer:**  
 Users must satisfy themselves that this map is accurate and suitable for their purposes. The Queensland Reconstruction Authority does not accept responsibility for any loss or damage that may arise from the use of or reliance on this map.





## ***DRFA ASSISTANCE MEASURES ACTIVATED***

### ***Assistance for state and local governments:***

#### ***Counter Disaster Operations***

To assist local governments and state agencies to undertake activities that alleviate personal hardship and distress, address the immediate needs of individuals and protect the general public, immediately prior to, during or immediately after an eligible disaster.

Contact QRA on 1800 110 841 or [www.gra.qld.gov.au](http://www.gra.qld.gov.au)

#### ***Reconstruction of Essential Public Assets (including Emergency Works and Immediate Reconstruction)***

- **Emergency Works**

To assist local governments and state agencies to undertake urgent activities necessary following an eligible disaster to temporarily restore an eligible essential public asset to enable it to operate/be operated at an acceptable level of efficiency to support the immediate recovery of a community.

- **Immediate Reconstruction Works**

To assist state agencies or local governments to immediately and permanently reconstruct damaged essential public assets to pre-disaster function immediately after the eligible disaster. Reconstruction of Essential Public Assets are works undertaken by local governments and state agencies and to reconstruct damaged essential public assets to pre-disaster function.

- **Reconstruction of Essential Public Assets:**

To assist local governments and state agencies to reconstruct damaged essential public assets to pre-disaster function.

Contact Queensland Reconstruction Authority on 1800 110 841 or [www.gra.qld.gov.au](http://www.gra.qld.gov.au)

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COUNCILLOR ACTIVITY REPORT as at 31 DECEMBER 2018

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**Strategic Considerations**

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction	Action
3. Responsive and responsible Local Representation	3.2 Communication with the community

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**Budget, Financial and Resource Implications**

Not applicable concerning acceptance of this Report.

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**Asset Management**

Not applicable concerning acceptance of this Report.

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**Executive Summary**

This report is a record of meetings and other activities undertaken by Councillors for the month ending 31 December 2018.

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**For Council Decision – Recommendation**

That Council receive and note the information in the Report.

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### Officers Summary

This report is a record of meetings and other activities undertaken by Councillors for the month ending 31 December 2018.

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### Historical Information

Councillors as part of public office representing the Hinchinbrook community undertake a wide variety of duties throughout the month. The attached reports provide details of same.

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### Policy Implications

Not applicable concerning acceptance of this report

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### Risk Management Implications

Not applicable concerning acceptance of this Report.

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### Statutory Environment

*Local Government Act 2009*

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### Consulted With

Not applicable concerning acceptance of this report

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### Attachments

Councillor Activity Reports

**MAYOR RAMON JAYO**  
**COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR**

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
02/12/2018				Lions lunch		12.00pm - 1.00pm
02/12/2018		Mayor's light up the tree event and Carols by Candlelight				5.30pm - 9.00pm
03/12/2018					Meeting with QFES	9.00am - 9.30am
03/12/2018					Meeting with Terrain NRM - Herbert Basin Major Integrated Project	1.00pm - 2.30pm
03/12/2018					On site meeting with resident	3.00pm - 3.30pm
04/12/2018					On site inspection at Cemetery	8.30am - 9.30am
04/12/2018				Morning tea with retiring Canegrowers Manager		10.00am - 10.30am
04/12/2018		Media Interview - 7 news				11.30am - 12.00pm
05/12/2018		DDMG teleconference				9.00am - 9.30am
05/12/2018		HRSAC Meeting				10.30am - 12.00pm
05/12/2018					Meeting with HCPSL	12.30pm - 1.00pm
05/12/2018					Meeting with DTMR and Landholders	2.00pm - 3.30pm
05/12/2018					TEL Presentation - Destination Tourism	4.00pm - 5.00pm
06/12/2018					Meet with HRIT	10.00am - 10.30am
06/12/2018				Ingham Seniors Christmas function		12.00pm - 1.00pm
06/12/2018					Meeting with resident	4.00pm - 4.30pm
06/12/2018				Ingham State School Yr6 Graduation		6.00pm - 8.00pm
07/12/2018		NQROC Meeting				9.00am - 11.00am
07/12/2018					Site inspection with CEO	3.30pm - 4.00pm
07/12/2018				Accept gifts from Scouts		4.30pm - 5.00pm
07/12/2018				Peter Sheedy retirement function		7.00pm - 9.00pm
08/12/2018				Function for Sr Nina		6.00pm - 7.00pm
10/12/2018		Media Interview - Industry Qld				8.00am - 8.30am
10/12/2018					On site inspection with DNRM representatives	1.00pm - 2.00pm
11/12/2018	Councillor Briefing Session					8.30am - 5.00pm
12/12/2018		Ageing in Place Advisory Committee Meeting				10.00am - 12.00pm
12/12/2018		Gifts to HCSC from Mayors Christmas Appeal				10.30am - 10.45am
12/12/2018		Radio Interview - ABC				11.00am - 11.15am
12/12/2018		Discussions with LDMG				12.00pm - 12.30pm
12/12/2018					Meeting with Blue Haven Representative	1.30pm - 2.30pm
13/12/2018		ABC radio interview				8.15am - 8.30am
13/12/2018					Meeting with resident	8.30am - 8.45am
13/12/2018		QDMC Extraordinary Meeting - TC Owen update				9.00am - 9.30am
14/12/2018		QDMC Extraordinary Meeting - TC Owen update				9.00am - 9.30am
14/12/2018					Meeting with CEO and QPWS representative	10.30am - 11.30am
14/12/2018					Employee Recognition Awards Function	3.00pm - 5.00pm
15/12/2018		QDMC Extraordinary Meeting - TC Owen update				4.00pm - 4.30pm
16/12/2018		QDMC Extraordinary Meeting - TC Owen update				9.00am - 9.30am
16/12/2018		LDMG Meeting				11.00am - 12.00pm
17/12/2018		ABC Interview				11.00am - 11.15am
17/12/2018					Discussions with TEL	2.00pm - 3.00pm
17/12/2018					Discussions with CEO and EMDPES	3.00pm - 3.30pm
18/12/2018	General Meeting					9.00am - 2.00pm
19/12/2018		Flood mitigation Lidar App update				11.00am - 11.30am
19/12/2018		Meeting with Senator James McGrath				3.30pm - 4.30pm
21/12/2018				Meals on Wheels		10.30am - 12.30pm

**COUNCILLOR MARY BROWN**  
**COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR**

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
02/12/2018				Carol's by Candlelight		05.30pm-08.30pm
03/12/2018		Mungalla Station with CEO				09.30am-11.00am
03/12/2018		CAG Meeting				11.30am-12.30pm
04/12/2018				Peter Sheedy Farewell		10.00am-11.30am
05/12/2018		TEL TDP Update				04.00pm-05.30pm
06/12/2018					4KZ - Hinchinbrook Segment	06.30am-06.45am
10/12/2018		ED Update with CEO/EDPM				04.30pm-05.15pm
11/12/2018	Councillor Breifing Session	Chamber Meeting				08.30am-07.00pm
12/12/2018		Ageing in Place/LDMG				10.00am-12.30pm
13/12/2018					4KZ - Hinchinbrook Segment	06.30am-06.45am
14/12/2018					Council Employee Awards	02.30pm-06.30pm
15/12/2018		LDMG				03.30pm-04.30pm
16/12/2018		LDMG (Phone)				11.00am-12.00pm
17/12/2018		TEL SLA Update				02.00pm-03.00pm
18/12/2018	General Meeting					09.00am-02.00pm
19/12/2018		LIDAR Update				11.00am-12.00pm

**COUNCILLOR ANDREW CRIPPS**  
**COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR**

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
02/12/2018					Mayors Christmas Carols by Candlelight, Hinchinbrook Shire Hall	5.30pm - 8.30pm
03/12/2018					GBRF funding application to create a Herbert Basin Major Integrated Project, CANEGROWERS Herbert River Boardroom	1pm to 2.30pm
04/12/2018					Morning Tea, Peter Sheedy, CANEGROWERS Herbert River, Council Chambers	10am to 11am
04/12/2018				Halifax Progress Association AGM, Halifax Museum		7pm to 8pm
05/12/2018					TEL Presentation - Initial Outcomes Destination Tourism Plan 2018-2022, Tyto	4pm to 6pm
06/12/2018					NQ Sports Foundation - Meeting with Foundation Programs Director, Tyto	10am to 11am
06/12/2018				Festival of Small Halls, Forrest Beach Seniors Hall		6.30pm to 9.30pm
07/12/2018		NQSF - FORUM Advisory Meeting, teleconference				10.30am to 12.30pm
11/12/2018	Councillor Briefing Sessions, Council Chambers					9am to 5pm
13/12/2018				LHWMA General Meeting, CANEGROWERS Herbert River Boardroom		9am to 12 noon
14/12/2018					Council Employee Recognition Awards and Christmas Festivities, Hinchinbrook Shire Hall	3pm to 8pm
18/12/2018	General Meeting, Council Chambers					9am to 5pm



<p style="text-align: center;"><b>COUNCILLOR ANDREW LANCINI</b>  <b>COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR</b></p>
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[illegible]

**CR. WALLY SKINNER**  
**COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR**

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
02-Dec				Mayors Light Up the Xmas Tree and Carols by Candlelight		3
04-Dec					Cemetery Lowering Device demonstration	2
05-Dec		HRSAC Meeting				2
06-Dec		HRIT Meeting				5
08-Dec					Forrest Beach Stinger Net Opening	2
11-Dec	Councillor Briefing					7
12-Dec					Navua Sedge Working Group formation teleconference	2
14-Dec					Council Staff Recognition and Rewards Presentation Function	2
18-Dec	Council General Meeting					7
19-Dec				Dengue Safe Committee formation meeting		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 12 2018		NRM Funding application				1.00pm - 2.30pm
04 12 2018					Farewell HR Canegrowers Manager	10.00am - 11.am
04 12 2018				Taylors Beach Progress		5.30 pm - 8.00pm
08 12 2018				Taylors Beach Progress		3.30om - 6.00pm
08 12 2018				HCSC Meeting		6.00pm - 8.00pm
11 12 2018	Council Breifing					9.00am - 5.00pm
12 12 2018		Aging In Place Committee Meeting				10.00am - 12.00pm
14 12 2018					Council Employee Recognition Awards Function	3.30pm - 8.00pm
17 12 2018					LDMG Meeting	11.00am - 12.00pm
18 12 2018	General Meeting					9.00am - 3.00pm